

# CAREER CONNECT

## Student Handbook

"To provide opportunities for quality lifelong learning and promote economic development for our communities."



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# Course Enrollment & Policies & Procedures

Enrollment in a Career Connect course at Iowa Lakes Community College includes certain requirements and responsibilities described in the College Catalog, which may be obtained by visiting [www.iowalakes.edu/academics/college-catalog](http://www.iowalakes.edu/academics/college-catalog).

Additional rights and responsibilities for high school students enrolled in college courses are published in this handbook. Registration in a course at Iowa Lakes Community College requires students to follow all policies and procedures in this handbook. High school students are subject to the same course admission and placement policies as traditional college students and Senior Year Plus eligibility guidelines.

## Benefits Of Taking College Courses

- Saves time and money on future college costs (tuition & fees, textbooks, dorm fees, transportation, etc.)
- Reduces duplication of courses
- Helps develop career focus and achieve personal goals
- Provides a smoother transition to college expectations and rigor
- May increase ACT/SAT scores and eligibility for college scholarships

# Programs for High School Students

This handbook was developed to answer questions you may have regarding your enrollment in any of the programs in Career Connect for high school students offered through Iowa Lakes Community College. Career Connect offers a way to gain college credits early and get a jump start on a college degree by making available opportunities for high school students to enroll in college courses prior to high school graduation. Iowa Lakes offers college courses to high school students through campus-delivered courses, concurrent enrollment courses, Career Academy, and online courses. Iowa Lakes Community College is guided by Senior Year Plus, enacted by Iowa Legislation in 2008.

## Campus-Delivered Courses

Campus-delivered courses promote rigorous academic and career and technical pursuits by providing students with opportunities to enroll in college credit classes offered on an Iowa Lakes campus. These courses are taught by Iowa Lakes faculty and are available at any of the five campuses of Iowa Lakes.

A school district shall grant high school and college credit to a student enrolled in a course under concurrent enrollment if the student successfully completes the course as determined by the community college.

## Concurrent Enrollment Courses

Concurrent Enrollment courses are offered through contracted agreements between the community college and the school districts. Community College courses are offered to high school students in grades 9–12.

The classes are college classes – even if they are held in a school district classroom. The high school instructor must meet state and college faculty standards and requirements.

For a list of courses offered at your high school, check with your high school counselor, or visit the Iowa Lakes website at [www.iowalakes.edu/academics/college-credit-for-high-school-students/course-list-by-school-page](http://www.iowalakes.edu/academics/college-credit-for-high-school-students/course-list-by-school-page)

## Career Academy

Career Academy is a program offered through Iowa Lakes that provides a variety of Career and Technical Education (CTE) opportunities for high school students interested in CTE courses. Career Academy is an opportunity for career exploration using classroom lectures and hands-on labs. The following programs are offered within the Career Academy.

### Emmetsburg Campus:

- Agriculture Production Technology
- Automotive Technology
- Boat & Watercraft Technician
- Construction Technology
- Farm Equipment & Diesel Technology
- Hotel & Restaurant Management
- Powersports & Power Equipment Technology

### Estherville Campus:

- Aviation & Airport Management
- Computer Programming
- Criminal Justice
- Electrical Technology
- Engineering Technology
- Environmental Studies
- Graphic Design
- Heating, Ventilation & Air Conditioning Technology
- Human Services
- Water Quality Technician

Career Academy courses are taught by Iowa Lakes faculty and take place on the Emmetsburg and Estherville campuses. Registration and responsibility guidelines are the same as those for campus-delivered courses. All students must submit a registration form and have completed assessment testing (ACCUPLACER or ACT).

## Online Courses

High school students may choose to enroll in an online course with Iowa Lakes Community College, through the Iowa Community College Online Consortium (ICCO). Online courses are best suited for students with good time management skills, good study habits, maturity, and self-motivation.

For additional information on online courses and whether they are right for you, visit our Distance Learning page at [www.iowalakes.edu/academics/online-distance-learning](http://www.iowalakes.edu/academics/online-distance-learning). Students will receive an e-mail with their username and password for signing into the Canvas website after enrolling in online courses. If an e-mail is not received, contact Laura Howard at [lhoward@iowalakes.edu](mailto:lhoward@iowalakes.edu). Before a student may register in an online or hybrid course, they must complete our Canvas tutorial. Students must log into Canvas and take the required tutorial prior to the start of class. The tutorial shows you how to navigate Canvas and the tools required for your online course.

When registering for an online or hybrid course for the first time, you will be required to change your password immediately. We recommend you keep your username and password confidential and store it in a secure place. Make sure you log in on the first day of class, or you will be marked as not attending and will be dropped from the course. If you are having technical difficulties, make sure to let your instructor know and contact our help desk. Additional contact information is available on the ICCOC site.

### **Criteria for Participation:**

- Students must be in grades 9–12.
- Persons who have graduated from high school are not eligible for this program. Eligible students shall be residents of Iowa.
- Students must meet the same prerequisite, corequisite, course admission, and placement requirements as traditional college students to take the course for college credit. Iowa Lakes Community College does not allow auditing in any of these courses.
- Students must complete the Iowa Lakes Concurrent Enrollment Registration Form (available in your high school's guidance office or at [www.iowalakes.edu/academics/college-credit-for-high-school-students](http://www.iowalakes.edu/academics/college-credit-for-high-school-students)).
- Students must have assessment testing (ACCUPLACER or ACT) completed prior to enrolling in any campus or online course. Late additions to courses are not allowed because of the rigorous schedule of college courses.
- Campus-delivered courses are available to the public, private, home school, and traditional college students.
- Additional eligibility and guidelines are available from the Iowa Department of Education's Senior Year Plus Guide.

For a complete listing of available Iowa Lakes courses, visit [www.iowalakes.edu](http://www.iowalakes.edu).

# General Information

## Registration

All high school students who enroll in an Iowa Lakes college course through the Career Connect Department must complete the following two steps:

1. Submit a completed Iowa Lakes Community College Career Connect Registration Form. Registration forms may be obtained from your high school guidance counselor, or you can contact the Career Connect office. A signature from both the student and a high school administrator is required on the form, or students will not be enrolled.
2. Submit an ACCUPLACER or ACT score. Career Connect staff schedule ACCUPLACER testing in each of the high schools in the fall and spring. If students are not available for that testing date, they may go to an Iowa Lakes Success Center at any of the five campuses. Check with your guidance counselor for more information. Placement testing is currently free. If more testing is required to achieve minimum requirement scores, students are encouraged to develop their skills before retesting or enrolling in college-level courses. Remember, your test scores are only credible for two years. If you do not take a prerequisite or the desired class within that time frame, you will need to retest. High school students who took the exam for dual credit purposes may retake the exam for free when they enroll full time at Iowa Lakes. Within a 6-month time frame, students may only retest three times per section (Success Center instructors may override this rule, ONLY if the student shows they have accurately prepared to retake the placement exam). The following rules apply.
  - a. If the student does not meet requirements desired by the third attempt, they must wait six months (or length of one semester) to retest.
  - b. At this time, it is recommended that the student either take developmental courses or spend the next months preparing for the exam/course.
  - c. Explain to the student that they are not appropriately prepared to take the desired math or English course, and test scores are required to ensure students are prepared and successful in their course.
  - d. It is highly recommended students do not retest on the same day.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 allows students the right to inspect and review their own education records. This right is limited solely to the student. FERPA prevents non-directory/confidential information from being released to anyone other than the student, including parents or guardians. The student will have to give written permission to allow a parent or guardian access to post-secondary records. Anyone who is enrolled in a post-secondary institution will be covered under FERPA and coverage begins upon enrollment. This law also protects former students. Compliance with FERPA regulations allows Iowa Lakes to offer Title IV Funding (Federal Financial Aid) to students. For questions regarding FERPA, please contact Barb Grandstaff, Director of Registration and Records, at [bgrandstaff@iowalakes.edu](mailto:bgrandstaff@iowalakes.edu).

# Adding, Dropping & Withdrawing

High school students may add, drop, or withdraw from courses after the semester begins. Course changes require the permission of the high school guidance office, according to the following procedures. Students should pay close attention each semester to the deadlines for adding, dropping, and withdrawing from college courses. If choosing to add, drop, or withdraw from a course, students must inform their high school guidance counselor, who will e-mail the Iowa Lakes Career Connect office.

## Dropping a Course

Dropping from a course and removing charges is allowed if done by the date indicated on the Academic Calendar and the Refund Policy: [www.iowalakes.edu/academics/academic-calendar](http://www.iowalakes.edu/academics/academic-calendar). Always refer to dates given on the Academic Calendar and the Refund Policy. A formal e-mail is required from the guidance counselor to Career Connect staff requesting that a student be dropped from a course.

## Withdrawing from a Course

Students may withdraw from classes at a later date in the semester. Refer to the Academic Calendar for the last day to initiate a complete withdrawal. If a student drops a course after the full refund date given in the Refund Policy, charges will remain in the record for the school district to pay. Students must communicate with their high school guidance counselor, who will send an e-mail requesting to withdraw the student from the course to the Career Connect Office.

## Adding a Course

If space is available, courses may be added during the first ten days of the semester if a student has submitted a registration form and met assessment requirements. Online courses may have different dates for adding and dropping. An e-mail is required from the high school guidance office to the Career Connect Office if a student has a current registration form on file for the semester. If not, a completed registration form is required.

# Grading Information

Whether enrolled in Concurrent Enrollment, Career Academy, campus-delivered, or online courses, students will receive a syllabus from their instructor, which provides expectations and grading criteria for the course. For courses in which students will receive high school and college credit, grades are sent to the high schools for inclusion on student transcripts. Students will also have a record with Iowa Lakes Community College and will need to request college transcripts directly from the Records & Registration Office at [www.iowalakes.edu/student-services/records-registration](http://www.iowalakes.edu/student-services/records-registration).

Students should be aware that instructor grading criteria may differ from course to course and instructor to instructor, but they all use the same grading scale. Always follow the guidelines printed on your course syllabus. If an instructor fails to provide a grading scale in the course syllabus, students should ask the instructor to provide a written copy. Students are also encouraged to speak with their instructors directly if there are concerns about course requirements, testing, or grades. If a satisfactory resolution cannot be reached, the student may wish to discuss the concern with the High School Partnerships Office.

The student must contact their guidance counselor with any issues and the guidance counselor will contact the High School Partnerships Office.

## Course Final Grade Appeal Process

The assessment of a student's academic performance is one of the college faculty members' major professional responsibilities and is solely and properly their responsibility. It is essential for the standards of the academic programs at Iowa Lakes Community College and the integrity of the certificates, diplomas, and degrees conferred that faculty members' professional judgments are not subject to pressures or other interference from any source. It is necessary, however, that any term grade is based on evidence of the student's performance in a course, that the student has access to the evidence, that the instructor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced guidelines. At any time, a student may seek assistance regarding the procedure in appealing alleged capricious grades or the merits of a particular case with the High School Partnerships Office.

### Capricious grading is limited to one or more of the following:

- The assignment of a grade to a particular student on some basis other than performance.

- The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students.
- The assignment of a grade, which represents a substantial departure from the instructor's standards announced during the first part of the term.

During the term, grading concerns will be dealt with according to departmental guidelines. Student appeals for a course final grade change must be initiated in writing within forty-five (45) calendar days following the end of the course in which the grade was assigned, using a Final Course Grade Appeal Form. A copy of the Final Grade Appeal Policy and form may be obtained from the High School Partnerships office.

## Academic Dishonesty and Cheating

Iowa Lakes Community College believes that personal integrity and academic honesty are fundamental to scholarship. Iowa Lakes strives to create an environment where each person's dignity is recognized, and an atmosphere of mutual trust exists between instructors and students. The faculty have confidence in the students' integrity and encourage students to exercise good judgment in fulfilling this responsibility. Actions contrary to academic integrity will not be tolerated. Activities with the effect or intention of interfering with learning or fair evaluation of a student's work or performance are considered a breach of academic integrity. Academic dishonesty will not be tolerated in any course at Iowa Lakes Community College. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences. Page 65 of the Iowa Lakes Student Handbook outlines the Student Academic Honesty Policy. To access the Iowa Lakes Student Handbook, visit [iowalakes.edu](http://iowalakes.edu), click on Quick Links from the top menu bar, and click on Student Handbook.

### Plagiarism includes, but is not limited to, the following:

- use direct quotes without quotation marks and textual citation of the material.
- paraphrase without crediting the source.
- present another's ideas as their own without citing the source.
- submit material developed by someone else as their own. This includes purchasing or borrowing a paper or copying a disk.
- submit a paper or assignment in which a lot of help has been received that the writing is significantly different from their own.

**Cheating includes, but is not limited to, the following:**

- copy someone else's exam or homework
- purposefully allow another student to copy their work or submit work they have written as their own
- refer to a text, notes, or other material during an exam without authorization to do so
- submit a paper or assignment in which a lot of help has been received that the writing is significantly different from their own.
- possess a test copy and/or test answers without authorization
- pass test answers to another student before, during, or after a test

**Other Academic Dishonesty Examples**

Falsification or misrepresentation of data is submitting contrived or made-up information in any academic exercise. For example, making up data, citing non-existent sources, etc.

Facilitating academic dishonesty is knowingly helping or attempting to help another violate any academic honesty policy. For example, working together on a take-home exam or other assignment when the option has not been made available, giving a paper or assignment to another student for his/her use, etc. Multiple submission is submitting any work to fulfill academic requirements in another course without prior approval from the instructor involved. For example, submitting the same paper for two different courses.

Unfair advantage is trying to gain unauthorized advantage over fellow students. For example, gaining or facilitating unauthorized access to exam materials (past or present), interfering with another student's efforts in an academic exercise, lying about the need for an extension on a paper or assignment, destroying, hiding, removing or keeping library materials, etc.

**Turnitin.com**

Students who submit college papers may utilize Turnitin.com for identifying any plagiarized areas. Many instructors will require this before submitting the assignment. Remember, this provides an originality report to the instructor telling the borrowed sources. Always cite sources in papers when information is borrowed and not your work.

**The Student Conduct Code and Iowa Lakes Community College Student Rights and Responsibilities** outline the college policies and disciplinary procedures above.

**Transcript Copies**

Students who need to send transcripts to another institution need to complete a transcript request, which may be obtained by going to [www.iowalakes.edu/student-services/records-registration](http://www.iowalakes.edu/student-services/records-registration). Any requests for more than five transcripts at one time are subject to a \$5 fee per transcript. For a transcript to be official, it must be sent by Iowa Lakes Community College to the student's college or university. Requests will be honored as quickly as possible in order of receipt. However, expect some delays during peak periods, i.e., registration and end of the semester.

Unofficial transcripts are available in your student Webadvisor account under My Academic Profile and then Transcript.

# Iowa Lakes Resources

When high school students enroll in Iowa Lakes courses, they may use the College's resources. An overview of these resources is listed below.

## Academic or Physical Accommodations

Iowa Lakes Community College provides access, accommodations, and advocacy for students with disabilities. Any student requesting accommodations from Iowa Lakes must work with their guidance counselor to submit an application for services and documentation of disability. Examples include accessible textbooks, additional time on exams, sign language interpreters, and mobility assistance. If you would like to learn more about our Accommodations Services or request instructional accommodations, call Jody Condon at 800 242-5108 ext. 5219 or at [jcondon@iowalakes.edu](mailto:jcondon@iowalakes.edu).

## Success Centers

Students who desire assistance with coursework or an opportunity to improve study skills can utilize the Iowa Lakes Community College Success Centers. The Success Centers are also available for ACCUPLACER assessment testing. [www.iowalakes.edu/student-services/advising-success-centers](http://www.iowalakes.edu/student-services/advising-success-centers)

## Career Resource Center

The Iowa Lakes Career Resource Center is your place to find the valuable resources needed to explore your career options. Whether you need assistance identifying your educational goals, recognizing your interests, skills and values, or need assistance preparing your resume and cover letter, we are here for you.

With locations on the Emmetsburg and Estherville campuses, we have dedicated and professional staff to help you reach your goals, no matter what campus you attend.

Resources may also be found at [www.iowalakes.edu/student-services/advising-success-centers](http://www.iowalakes.edu/student-services/advising-success-centers).

## Transfer of Credits

Students interested in attending Iowa Lakes Community College and transferring to an Iowa Regent University or another four-year college may find more information here: [www.iowalakes.edu/academics/transfer-majors](http://www.iowalakes.edu/academics/transfer-majors).

## Campus Store

Iowa Lakes Campus Stores are located on the Emmetsburg and Estherville campuses.

Textbooks may be purchased from the Iowa Lakes Campus Store by the high school. The Campus Store staff will assist guidance

counselors in finding the correct textbooks for their courses. Textbooks are delivered to the Campus Store, and Iowa Lakes staff deliver them to the nearest Iowa Lakes campus for high school pickup and distribution. If a course requires an access code or lab kit, the order must be tied to the student's e-mail account for them to be granted access. They will need to be ordered on a per-student basis with the student's Iowa Lakes e-mail. Every effort will be made to receive free shipping on textbook orders and distributed to the high schools in a timely manner.

## Computer Labs

Students needing access to college software or computer labs may access labs at any of the campus locations. Internet access is available, and wireless internet locations are also available throughout each campus.

## Library

All high school students enrolled in college courses at Iowa Lakes Community College may use the Iowa Lakes Library to research, study, and check out reserved materials for courses. The Libraries provide informational resources that support all programs of the College. Resources may be accessed through the college website, including a dozen academic databases, library catalog, e-Books, and selected internet resources. The Library subscribes to newspapers for communities throughout the Iowa Lakes five-county area. Library staff is available to provide instruction in library resources, assist with research, and provide free inter-library loan services to students. They are committed to providing superior services to all our patrons. Ask for assistance at the library desk. Libraries are open on the Estherville Campus Monday–Thursday 7:30 am–8:30 pm and Friday 7:30 am–4:00 pm. The Emmetsburg Campus Library is open Monday–Thursday 8:00 am–8:00 pm, Friday 7:30 am – 4:00 pm, and Saturday 9:30 am –2:30 pm.

## Grammarly

Iowa Lakes students, including Concurrent Enrollment, Career Academy, and online students, have the opportunity to use Grammarly for free. You may contact the Success Center to get started or visit [www.iowalakes.edu/student-services/grammarly](http://www.iowalakes.edu/student-services/grammarly) for instructions to get signed up.

## Admissions

Students who wish to receive information regarding Iowa Lakes Community College programs or wish to enroll at Iowa Lakes after high school graduation may contact the Admissions Office for assistance. Please contact Annie Kalous at 800-346-6018 ext. 5254 or [akalous@iowalakes.edu](mailto:akalous@iowalakes.edu).

# Attendance & Academic Success

Regular class attendance is critical for academic success. Students should be familiar with the attendance policy set forth by the instructor in the syllabus provided on the first day of class. This policy may differ from instructor to instructor. It may also differ from your high school's attendance policy. Students involved in activities or sports that require them to leave early should not register for an afternoon class. Classes missed due to extra-curricular activities may not be excused, depending upon the discretion of the instructor.

**Students should also understand that by enrolling in a college credit course with Iowa Lakes Community College, they are creating their first college record. This means the grades earned will be reported on a transcript to any institution of higher education attended after high school. Iowa Lakes Community College encourages all high school students to take their college coursework seriously and attend class regularly. Poor performance and attendance may also affect future eligibility for financial aid.**

## CANCELLATION OF CLASSES

It is the College's policy to hold regular classes on all days scheduled on the academic calendar. If classes are canceled or a late start is called for inclement weather, the information will be posted on the Iowa Lakes website. Students also have the option to sign up for the Iowa Lakes Alert, where a text, call, or e-mail will be sent with any information on Iowa Lakes closing campuses or having late starts. Sign up at [www.iowalakes.edu/student-services/iowa-lakes-alert](http://www.iowalakes.edu/student-services/iowa-lakes-alert).

Information regarding Iowa Lakes cancellations and postponements will also be on local radio stations.

Note: If the starting time of a class is prior to the announced time of the 'late start,' all students are expected to be in class at the announced time of the 'late start'. Example: A 9 am start time means all 8-10 am classes start at 9 am; all 8:30-10 am classes start at 9 am.

# College Transfer

One of the most important advantages for high school students who take college courses at Iowa Lakes Community College is the opportunity to earn college credits tuition-free before college enrollment. Students who plan to attend higher learning institutions after high school graduation, whether a community college or university, should determine the best course plan that will benefit their college education the most. Many students who seek a degree after high school graduation have to complete a basic general college core group of courses. This is especially true for students planning to earn a four-year degree. College courses are typically transferred to a four-year university or college on a course-by-course basis. The receiving institution will determine whether the courses will count as general education, major, or elective credit. Typically, courses completed with a grade of C or better will receive credit. Students should contact the Admissions Office at the institution of their choice to inquire about course transferability.

# Associate in Arts or Associate in Science

After high school graduation, students who intend to earn a four-year degree should consider beginning at Iowa Lakes Community College for an Associate in Arts or Associate in Science degree. This provides students the opportunity to complete coursework that will transfer as college credit to four-year colleges and universities. Students can earn an Associate in Arts or an Associate in Science degree and then continue their education when they enroll as juniors in a four-year college or university. The primary advantage of earning an Associate in Arts or Associate in Science degree is the opportunity to complete the first two years of a four-year degree with affordable tuition and to take courses in a smaller and more personal environment. For more information, contact your guidance counselor or one of the following Career Connect staff:

Kari Hampe [khampe@iowalakes.edu](mailto:khampe@iowalakes.edu) 712-852-5228  
Kendra Hough [kough@iowalakes.edu](mailto:kough@iowalakes.edu) 712-852-5246  
Rachel Halma [rhalma@iowalakes.edu](mailto:rhalma@iowalakes.edu) 712-852-5240

# Student Rights & Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, students' development, and society's general well-being. Free inquiry and free expression are indispensable to the attainment of these goals. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate activities and conditions in the classroom, on campus, and in the larger community. Students should expect to exercise their freedom with responsibility.

## Citizenship

As citizens, students should enjoy the same freedom of speech, peaceful assembly and right to petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

- Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of citizenship rights both on and off-campus.
- Regarding institutional authority and civil penalties because students' activities may, upon occasion, result in a violation of the law.
- Students violating existing statutes may incur the penalties prescribed by civil or criminal authorities for such acts.
- Institutional authority should never be used to duplicate general functions of the law.
- Only where institutional interests are affected should the special authority of the institution be asserted.
- Institutional action should be independent of community pressures.

## Student Life

Certain standards must be maintained for student life if the student's freedom is to be preserved.

- Students should be free to form and join clubs according to established institutional procedures regardless of race, religion, or sex.
- Students should be free to inquire and express views concerning the academic institution.
- Students should be free to discuss questions of interest to them. At the same time, it should be made clear to the academic institution and community that in their public expression or demonstrations, students or student organizations speak for themselves.
- Students should be free to support, by orderly and lawful means, their views as to the institution's operation.

## Violations of Responsible Student Behavior include:

- Disrupting the orderly process of the College's activities, both within and outside of the classroom, including unauthorized entry or exit to any college property, including any unauthorized or improper use of any college property, equipment, or facilities.
- Falsifying with respect to any examination, paper, project, application, recommendation, transcript, or test or by any dishonest means whatsoever or by aiding or abetting another student to do so.
- Substituting for another student or permitting another person to substitute for oneself, take an examination, course or test, or provide the work for any assigned project.
- The acquisition of grades, academic credits, degrees, honors, awards, certification, or professional endorsements by means of cheating.
- Failure to comply with the policies of the student's program or department stated in college publications.
- Furnishing false, incomplete, or misleading information to college officials, official records, or altering such records.
- Theft or wrongful appropriation or willful destruction, damage, defacement, or mutilation of any property belonging to or in the possession or custody of any member of the College or the college community.
- Assaulting, threatening, physically abusing, harassing, hazing, or endangering in any other manner the health or safety of any person on the college property or at any college-sponsored or supervised function or event. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately.
- Zero tolerance for illegally possessing or using any firearm, explosive, dangerous chemical, or other weapons on college property, college supervised property or any college-sponsored event.
- Soliciting on college property. Recognized student organizations may raise funds under the policy for fundraising projects.
- Gambling on college property without proper authorization or license.
- The use of smokeless or smoking tobacco, any nonprescription inhalant, or the use of any device that simulates the act of smoking in all Iowa Lakes buildings, vehicles, and grounds, including parking lots.
- The possession or consumption of alcohol on college property, including student housing or any college-sponsored event. See the Alcohol Policy section in this handbook.

- Possessing, using, or furnishing any controlled substances illegal by municipal, state, or federal law on college property or college supervised property. This policy is outlined in the Drug Policy section of this handbook.
- Making noise in the vicinity of the College or college-sponsored activities to disrupt the orderly, efficient, and disciplined atmosphere of the College or college-sponsored activity.
- Engaging in willful misrepresentation of any material fact to faculty or college staff or others about one's status or academic performance within the College or of the support, sponsorship, or approval by the College of the services or activities of any person, group or organization. This includes knowingly submitting false information on college documents such as admissions applications or program materials. The College may rely on information located in social media sites and tools to identify, investigate, and sanction violations of the College's policies and procedures, including those governing student conduct in campus housing. Appropriate disciplinary action will be taken by the Campus Dean, Supervisor or designee against any student of the institution who has taken any of these actions on college property or at any college-sponsored activity or event. Please see the section labeled Disciplinary Actions for more information. Additional guidelines on student behavior are outlined in other official college documents and student manuals.
- "Disciplinary Probation with Conditions" informs the student who is placed on disciplinary probation with conditions that he/she is subject to specified conditions including but not limited to:
  - » Restitution: Reimbursement for damage to or appropriate of college property. A written notice will be sent to the student requiring restitution when they have damaged or misappropriated college property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
  - » Educational Sanctions/Referral: A requirement to participate in a project, class, counseling, or another college/community-sponsored activity relevant to the nature of the offense and appropriate for the violation at the student's expense.
  - » Suspension or Termination of the Use of College Property, Resources or Activities: a student loses the privilege of using college property or resources associated with the offense, or a student's participation in activities associated with the offense, may be temporarily suspended or permanently terminated.
- "Disciplinary Suspension" can be from a class, a specific number of classes, a program, or a campus. The privilege of re-admission may depend on fulfilling certain conditions imposed by the College and/or the program. A suspended student may be prohibited from appearing on the campus, at off-campus classes, at cooperating agencies, or any activity sponsored by the College.
- "Disciplinary Expulsion" informs the student that he/she has lost his/her student status and that he/she can never again be a student at the College. The decision to expel a student must be confirmed by the President of Iowa Lakes Community College and is considered final. The power to suspend a student from the institution is hereby conferred upon the Campus Dean or supervisor. However, the student may request an appeal before the college president or designee. Reprimands, Disciplinary Probation, and Disciplinary Probation with Conditions may be conferred by the Campus Dean or supervisor or a designee, including the housing director. Reprimands and statuses of probation may be appealed to the Campus Dean or supervisor. In the instance of a review of disciplinary expulsion, the decision will be presented to the Board of Trustees for final action. In the instance of a review of disciplinary expulsion, the decision will be presented to the Board of Trustees for final action. For additional information on appeals of disciplinary action, see the Review Process section of the Student Handbook.

## Disciplinary Actions

The Student Disciplinary Policies and Procedures are tied to the mission of Iowa Lakes – To provide opportunities for quality lifelong learning and promote economic development for our communities. The goals of the process of the disciplinary action are:

1. Create and maintain an educational and developmental disciplinary system that promotes a civil, respectful, and safe education.
2. Encourage the informal resolution of disciplinary incidents.
3. Uphold and balance the students' and the College's rights while striving to ensure a fair process for all those involved. The appropriate college official may impose the following penalties for violating college policy or responsible student behavior. The severity of the penalty will be in proportion to the gravity of the violation. Penalties will be administered consistently to the extent that students committing the same violation receive similar penalties. A student's record of previous violations may be considered when determining the student's penalties.
  - "Official Reprimand" is a written censure by the College. The reprimand serves to remind the student that further violation of the student conduct code may result in more severe sanctions. A record of the disciplinary action is kept in the student's disciplinary file.
  - "Disciplinary Probation" informs the student that he/she has been found guilty of a more severe violation or repeated violation of college policies governing student conduct.

## Informal Hearing

It is the desire of the College that any matter concerning student discipline is handled in an informal manner whenever possible. The Campus Dean, supervisor, or designee, such as the housing director, will initiate the disciplinary process by verbal or written notice to appear for an informal hearing. If written notice is

given, said notice should be by letter addressed to the student at his/her last known residence and mailed by ordinary mail or by certified mail. Action must be initiated by the Campus Dean, supervisor, or designee within 15 calendar days of the date on which the alleged offense was reported. At the informal hearing, the student shall be informed as completely as possible of all matters relating to the alleged violation(s). The student shall be provided with an explanation of:

- (1) the charge(s) against him/her,
- (2) the evidence, and
- (3) the possible disciplinary action.

The informal hearing may be continued from time to time as determined appropriate in the interests of justice by the Campus Dean, supervisor, or designee. After the informal hearing has been concluded, the Campus Dean, supervisor, or designee shall provide a summary of the case and set forth the appropriate disciplinary action. The Campus Dean or supervisor's decision is final in all cases, except if the action takes call for disciplinary suspension or disciplinary expulsion. In such cases, the student may request a review before the College President or designated representative.

### **Informal Hearing – Failure to Appear**

If a student is requested to appear for an informal hearing and does not respond within seven days of the date of written notice, the Campus Dean, supervisor, or designee will summarize the facts of the case and set forth the appropriate disciplinary action in a written statement.

### **Records of Disciplinary Action**

Reprimands, disciplinary probation, disciplinary probation with conditions, disciplinary suspension, and disciplinary expulsion become part of the student's disciplinary record in the Campus Dean or supervisor's office. Disciplinary records on file in the Campus Dean, supervisor, or designee's office are retained following the provision of the Family Educational Rights and Privacy Act (FERPA).

### **Review by Campus Dean or Supervisor**

A review by the Campus Dean or supervisor is available to students who have been subjected to official reprimands, disciplinary probation, or disciplinary probation with conditions. Procedures to formally request a review and the review procedures are generally outlined in other policy handbooks such as the Campus Housing Regulations or Student–Athlete Handbook. The decisions rendered following the Campus Dean or supervisor's review of these disciplinary actions are considered final.

### **Reasons for an Appeal**

The following constitute reasons for an appeal.

- The student's due process rights were substantially violated in the hearing process.
- There was not substantial evidence to support the decisions reached.

- There is new material evidence that could not have been discovered at the time of the hearing.
- The sanctions imposed were too severe or not appropriate for the violation.

### **Review by College President or Designated College Representative**

A review before the college president or designated representative is available only to those students who are subject to a disciplinary suspension or disciplinary expulsion, by action of the Campus Dean or supervisor, from the College. All other disciplinary actions are final once reviewed by the Campus Dean or supervisor.

### **Request for Review**

Within 10 calendar days of the Campus Dean or supervisor's decision to apply disciplinary suspension or disciplinary expulsion, a student request must be presented to the college president or designated representative in writing. A student's request must state the reason(s) for believing the Campus Dean or supervisor's decision to be unjust. Failure to appeal within this period of time will result in the Campus Dean or supervisor's decision becoming final. The college president or designated representative's review will be conducted after receiving the request for a review, generally within 10 calendar days. A notice of the review date will be sent to the Campus Dean or supervisor and the student charged. In cases involving unmarried students who have not reached the age of majority, the written notice will also be mailed to the student's parents or guardians.

### **Review Procedures**

The college president or designated representative conducts the review. The Campus Dean or supervisor and the student charged are to be present. Neither party will have the right to question the validity of college policies governing student conduct and disciplinary action. The College will have the burden of proving any claim of misconduct. Such proof must be substantial or convincing evidence, but it is unnecessary that legal standards of proof such as "beyond a reasonable doubt" be met. The proof is sufficient if it satisfies the college president or designated representative that substantial justice will be done by whatever finding is made based on evidence. The Campus Dean or supervisor will state the complaint and present appropriate witnesses, evidence, and materials supporting the complaint. Following this, the student shall deliver his/her response to the complaint, as well as present any witnesses, evidence or materials that support the response. The student charged has a right to be represented by counsel or an advisor. Witnesses will be questioned first by the party producing them and second by the other party. The college president or designated representative shall have the right to question witnesses at any time at his/her discretion. The review shall be a closed hearing unless the student requests an open hearing. If a hearing is open, the college president or designated representative shall have the authority to close a hearing to avoid disruptions and remove any

person responsible for disruption, including the student charged. A tape recording will be made of any review, except at the college president or designated representative's discretion. Procedural matters need not be recorded. The recorded tape(s) will be retained by the Campus Dean or supervisor for the duration of the student's residence at the College or two years, whichever occurs first. It will be available to all parties of the hearing under the Campus Dean or supervisor's supervision.

## Results of the Review

Within 10 days of the termination of the review, the College President or designated representative will render a decision in writing. The written decision will be mailed by ordinary or certified mail to the student charged, and a copy will be given to the appropriate Campus Dean or Supervisor. In cases involving unmarried students who have not reached the age of majority, the decision shall be mailed to the parent or guardians of the student charged. The student's official status at Iowa Lakes will not be altered as long as the case is under review. The student's right to be present on campus and attend classes during the review will be granted at the Campus Dean or Supervisor's discretion considering that the student's continued presence poses no threat to persons and/or college property.

## Appeal of College President or Designated Representative

Within 10 days of the date of the College President's or designated representative's decision, the student or Campus Dean or Supervisor may appeal the decision in writing to the Iowa Lakes Community College Board of Trustees, stating the reason(s) for believing the decision to be unjust. Once the request for appeal is received, the board of trustees will review the case based on the review record before the College President or designated representative. Oral arguments may, but need not, be granted at the discretion of the board of trustees. Either party may submit a brief to the board of trustees. The board of trustees will render a written decision to the College President or designated representative, Campus Dean or Supervisor, and student charged as soon as possible, but no longer than 10 calendar days after the case has been reviewed. The decision of the board of trustees is final.

## Extraordinary Circumstances

It may be necessary, in the interest of justice, to extend a specified time limit outlined in college policy when those involved in the disciplinary action cannot be reached in a timely fashion by telephone, mail, or other forms of communication or when they may be temporarily indisposed due to illness, accident, injury, etc. Time limits may be extended by the person(s) presiding over the respective hearing.

## Academic, Financial Aid, and Residency Appeals

### Informal

The desire of Iowa Lakes is any difficulties or confusion a student may encounter with the policies or regulations of Iowa Lakes

be handled in an informal manner whenever possible. Students are encouraged to talk to their advisors or instructors to resolve issues as they arise.

- Questions regarding financial aid should be directed to the Director of Financial Aid.
- Questions regarding academic requirements, policies, or procedures should be directed to the Director of Registration and Records, who also handles residency changes for tuition purposes.

### Formal

Suppose a student feels that extenuating circumstances might justify the waiver of a particular college policy, application, procedure, or regulation as interpreted by a college employee. In that case, an appeal may be made to the academic review committee. The student must also complete the Academic Planning Worksheet with their advisor. The Academic Review Committee considers all initial appeals to waive the application of college policies and procedures concerning academic actions, financial aid, or residency decisions. Academic actions include, but are not limited to, academic probation or suspension, procedures, program or degree requirements, or grades allegedly given in error by faculty members.

## Appeal Procedure

- A. A student initiates an appeal by making a written statement to the academic review committee, delivered to the Director of Registration and Records. The appeal must be filed with the records office no later than 24 months from the end date of the semester in which the grievance occurred. The statement should provide a description of the problem as well as the desired solution, along with any supporting information the student believes will be helpful. The student may request written involvement by faculty members, advisors, or others in support of the case.
- B. If the student is dissatisfied with the committee's decision, a further appeal may be made in person before the committee. The student may have others appear in support of the petition. If a personal appeal is not requested within 30 days of the previous committee decision, that the decision becomes final.
- C. If a student has completed both the written and personal appeal processes above, the decision of the committee may be appealed to the Executive Campus Dean. If the Executive Campus Dean's decision is consistent with the Academic Review Committee's decision, the student may appeal to the College President or designee, whose decision will be final. Failure to initiate this level of appeal within 30 days of the committee's action notification shall result in the committee's last decision becoming final.

# Tobacco/Alcohol/Drug Policies

All alcohol, drug, and tobacco policies may be found in the Iowa Lakes Community College Student Handbook. To obtain a copy of the Student Handbook, visit [iowalakes.edu](http://iowalakes.edu), select Quick Links, and then select Student Handbook.

## TOBACCO POLICY

Iowa Lakes Community College provides tobacco-free facilities to all students and employees. The tobacco-free policy prohibits the use of smokeless and smoking tobacco, any nonprescription inhalant, and any devices that simulate the act of smoking, such as vaping, in all Iowa Lakes buildings, vehicles, and on college grounds.

### Smoking Policy Information

Smoking and vaping are prohibited on all Iowa Lakes campuses. Compliance with the law under the Iowa legislature is mandatory. Smoking and vaping are prohibited on college property, including buildings, parking lots, sidewalks, and vehicles owned or leased by Iowa Lakes, regardless of location. This policy applies to all indoor and outdoor air space, including athletic facilities.

## ALCOHOL POLICY

Iowa Lakes Community College prohibits the use or consumption of alcohol on college property at any time except those times and places specifically approved by the Iowa Lakes Community College Board of Trustees in accordance with the State of Iowa laws. Areas where alcohol use is prohibited include student campus activities, student housing, college parking lots, roadways, and leisure activity areas. Underage students are subject to the legal consequences of consumption at all times. These consequences are outlined in the Legal Sanctions, page 39, of the Iowa Lakes Student Handbook. Iowa Lakes prohibits alcohol consumption by all students while participating in a student activity such as an outing, field trip, etc. It is expected that students and staff conduct themselves in a professional manner that reflects favorably on the College. Staff members sponsoring or chaperoning students during activities are expected to orient students on alcohol consumption policies and consequences. The individual staff member may be more restrictive as he/she desires within the framework of these guidelines. Both Iowa law and Federal law allow the College to disclose to a parent or guardian information regarding a violation of Federal, State, or local law or institution rule or policy governing the use or possession of alcohol or controlled substance if the student is under the age of 21, without the student's permission.

## DRUG POLICY

Iowa Lakes Community College will comply with the Drug-Free Schools and Communities Act of 1989 (PL 101-226) and will provide a drug-free institution that prohibits employees and students from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance on its property or during any college-sponsored activities. Both Iowa law and Federal law allow the Iowa Lakes to disclose to a parent or guardian information regarding a violation of Federal, State, or local law or institution rule governing the use or possession of alcohol or controlled substance if the student is under the age of 21, without the student's permission.

### Violation of Drug/Alcohol Policy

Violations of the drug and alcohol policies will incur disciplinary action, which may include immediate disciplinary suspension by the Campus Dean or supervisor, if violations of other behavior guidelines were committed in conjunction with the use of these substances or if it is considered to be in the best interest of the welfare of the student body and college environment.

### Legal Sanctions

The Iowa Code, Chapter 124 lists and describes the criminal offenses for possession and delivery of controlled substances. The following information is a summary of those offenses but not intended to offer legal advice. If specific legal advice is necessary, students should not rely on this summary but instead, consult with an attorney who is knowledgeable and experienced with Iowa Code, Chapter 124.



**IOWA LAKES**  
COMMUNITY COLLEGE

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