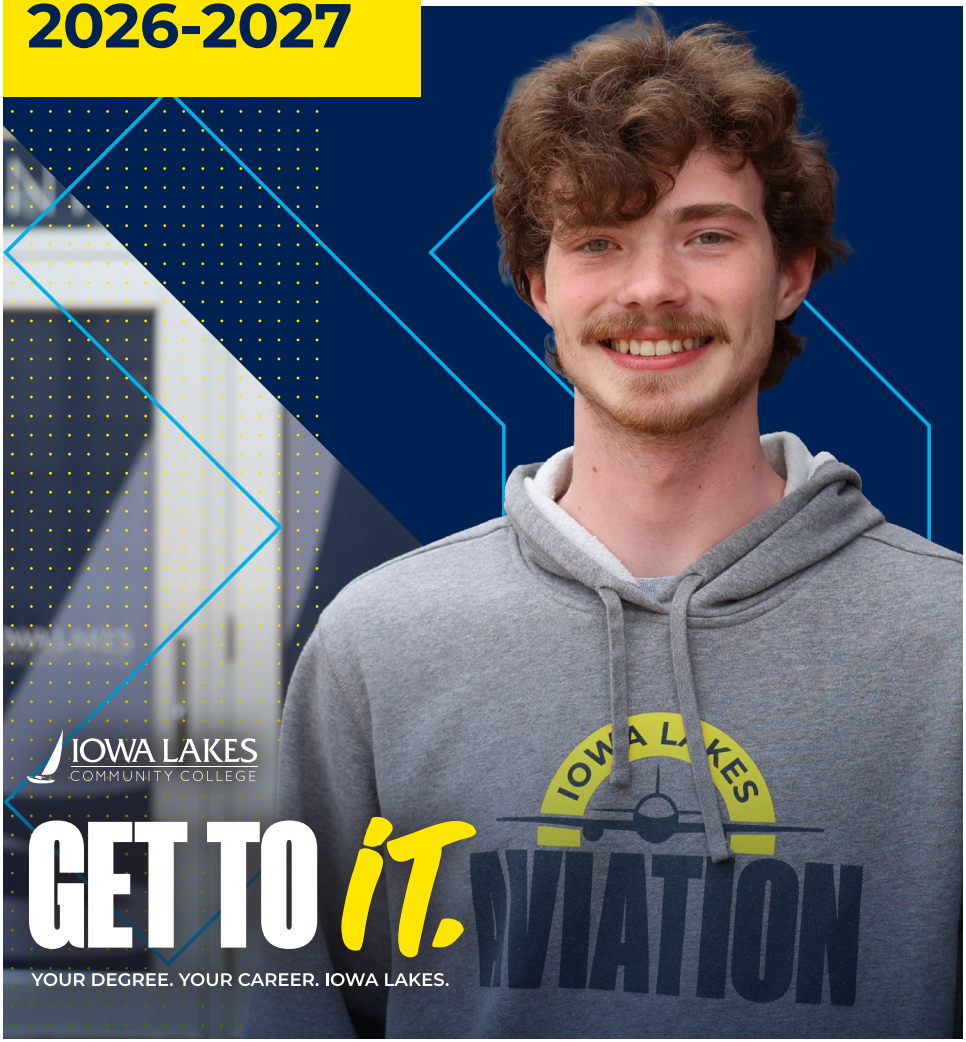
STUDENT HANDBOOK

2026-2027



MISSION, VISION & VALUES

IOWA LAKES COMMUNITY COLLEGE

GET TO *iT.*

YOUR DEGREE. YOUR CAREER. IOWA LAKES.

MISSION

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

VISION

To be a premier center of higher education, serving as a gateway to success.

CORE VALUES

Achievement
Assure students succeed, businesses flourish and communities thrive.

Respect
Value diversity, individualism, and freedom of expression.

Integrity
Serve as a trusted community partner.

Service
Foster a positive environment, others above self.

Excellence
Commit to excellence in all we do.

Algona
2111 U.S. Highway 169 N.
P.O. Box 680
Algona, Iowa 50511
(515) 295-9455
877-807-9583

Emmetsburg
3200 College Drive
Emmetsburg, Iowa 50536
(712) 852-3554
800-242-5108

Estherville
300 South 18th Street
Estherville, Iowa 51334
(712) 362-2604
800-242-5106

Spencer
1900 Grand Avenue, Ste B1
Spencer, Iowa 51301
(712) 262-7141
877-807-9585

Spirit Lake
800 21st Street
Spirit Lake, Iowa 51360
(712) 336-3439
877-807-9584

Administrative Offices
19 South 7th Street
Estherville, Iowa 51334
(712) 362-0438

DISCLAIMER

This handbook is provided for informational purposes only. It is not a contract. If there is any conflict between the provisions of this handbook and any other applicable college policy, procedure or agreement, this handbook will not apply. The college reserves the right to change policies or procedures or the terms of this handbook at any time and without notice to students or others.

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PRESIDENT'S CABINET

President	Scott Stokes*
Executive Director of Strategic Initiatives & Communication	Beth Elman
Vice President of Student Services	Troy Larson*
Vice President of Administration	Robert Leifeld*
Executive Director of Foundations & Governmental Relations	Dan Lutat
Executive Director of Human Resources	Trudy Ahrens
Vice President of Academic Affairs	Kyle Norris*
Executive Director of Finance	Tia Bernholtz

OTHER ADMINISTRATIVE STAFF

Dean of Career & Technical Education	Stacey Benson
Director of Technology	Jerimiah DePyper
Director of Computer Center	David DeVary
Director of Records and Registration	Darci Curry
Dean of High School Partnerships	Kari Hampe
Buildings and Grounds Manager, Estherville	Mike Harris
Director of Continuing and Professional Education	Melissa Haukap
Director of TRIO	Nicole Smith
Dean of Distance Learning	TBD
Director of Veteran's Center	Tim Ireland
Director of Admissions	Annie Kalous
Farm Manager	Ryan McMurtry
Buildings & Grounds Manager, Emmetsburg	Jason Moore
Director of Facilities	Mike Olson
Director of Financial Aid	Autumn Larsen
Dean of Health Education	Tammy Shimon
Associate Dean of Nursing	Tatum Geerdes
Dean of Arts & Science and Academic Success	Molly Struve
Director of Allied Health Workforce Education	Chantel Teeter
Director of ICCOC	Theresa Umscheid
Director of Sports Medicine	Kim Venteicher
Director of Small Business Development Center	Larry Wajda
Dean of Assessment and Institutional Effectiveness	Julie Westerman
Executive Director of Data and Technology	Laura Howard

*Senior Leadership

2026 - 2027 CALENDAR

2026 FALL SEMESTER

August 19	Faculty Return
August 20	Offices Closed until 1 p.m. for Professional Development
August 24	College 101 Day & ICCOC Online Courses Begin
August 25	First Day of Classes
September 7	Holiday - No Classes, Offices Closed
September 8	Institutional Effectiveness Day No Classes, Offices Closed
October 12-15	Midterm Exams
October 16	Institutional Effectiveness Day No Classes, Offices Closed
November 23	Institutional Effectiveness Day No Classes, Offices Closed
November 24-25	No Classes, Offices Open
November 26-27	Holiday - No Classes, Offices Closed
December 13	ICCOC Online Courses End
December 14-17	Final Exams (weather make-up on 18th)
December 18	Last Day of Semester
December 24 - January 1	All College Offices Closed

2027 SPRING SEMESTER

January 4-11	No Classes, Offices Open
January 11	Faculty Return
January 13	First Day of Classes
January 18	Holiday - No Classes, Offices Closed
January 19	ICCOC Online Courses Begin
February 15	No Classes, Offices Open
February 16	Institutional Effectiveness Day No Classes, Offices Closed
March 1-4	Midterm Exams
March 8-12	Spring Break, Offices Open
March 25	Institutional Effectiveness Day No Classes, Offices Closed
March 26	Holiday, No Classes, Offices Closed
March 29	No Classes, Offices Open
April 16	Institutional Effectiveness Day No Classes, Offices Closed
May 10-13	Final Exams
May 14	Last Day of Semester/Commencement
May 16	ICCOC Online Courses End
May 17	Faculty Professional Development Day

* For students not preregistered. This calendar is subject to change.

2026 - 2027 CALENDAR

2027 SUMMER TERM

May 24	First Day of Classes
May 26	ICCOC Online Courses Begin
May 31	Holiday - No Classes, Offices Closed
June 18	Holiday-No Classes, Offices Closed
July 5	Holiday - No Classes, Offices Closed
July 30	Last Day of Semester
August 2	ICCOC Online Courses End

LOCATIONS

What	Where
Academic Advisors	Estherville: Rooms 4L and 4K off The MAX Emmetsburg: Room 553 Spencer: Room 106
Proctored Testing Services/Tutoring	Success Centers
Transfer Resources	Academic Advisor or TRIO-SSS
Career Resource Center	Estherville: Room 9 Emmetsburg: Room 262 Spencer: Room 124
Special Accommodations	Estherville: Room 9 Emmetsburg: Room 240
Educational Counselors	Estherville: Room 9 Emmetsburg: Room 240 Spencer: Office 106
TRIO-SSS	Estherville: Room 9 Emmetsburg: Room 230
Diplomas	Records Office
Graduation	Records Office
Grades	Advisor or Records Office
Transcripts	Records Office
Financial Aid	Financial Aid Office
Loans & Scholarships	Financial Aid Office
Federal Work Study Employment	Financial Aid Office
Housing Information	Housing Office
Bulletin Board Posting	Business Office
General Questions	Business Office
Lost and Found	Emmetsburg: Business Office Estherville: Campus Store
Veterans	Emmetsburg- Room 320 Estherville- Room 108
Computer Assistance	IT Help Desk
Intramural Activities	Emmetsburg: Wellness Center Estherville: Athletics Office
EEO/AA Officer/Title IX Office	Human Resources Office

It is the policy of Iowa Lakes Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact a title IX coordinator for Iowa Lakes Community College, Administration Building, 19 South Seventh Street, Estherville, IA 51334, telephone: 712-362-0430, equity@iowalakes.edu or Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

WELCOME TO

IOWA LAKES COMMUNITY COLLEGE!

We are here to help you reach your goals. This handbook explains many procedures and policies of the college. If you are unable to find what you need, please ask at the business office.

COLLEGE/STUDENT RESPONSIBILITIES

College Responsibilities to Students – Iowa Lakes exists to ensure the success of our students. The college attempts to provide all students with an environment that is conducive to academic endeavors, social growth, and individual self-discipline. The faculty and staff seek to achieve this goal through sound educational programs and policies governing individual conduct, which encourage independence and maturity. The college community has a responsibility to provide for its members those privileges, opportunities, and protections that best promote the learning process. In order to achieve this goal, all members of the college community must be aware and respectful of the rights of others.

Iowa Lakes Community College is strongly committed to the safety of the college community. Safety ensures a productive educational learning environment for students, faculty, and staff. Campus visitors are expected to adhere to the same conduct code of the college community, including civil, respectful, and safe behaviors. Iowa Lakes Community College will contact law enforcement officers to immediately remove anyone from college property who is deemed a threat to campus safety and security and/or who is disruptive to the learning, living, and teaching environment. Such individuals will not be permitted to reenter college property and will be notified in writing about the duration of their exclusion from college property.

Student Responsibilities – The college expects students attending Iowa Lakes to pursue their studies in a serious manner. Students should attempt to obtain maximum benefit from all instructional opportunities and college resources.

Student Responsibility for College Information – Each student is responsible for information appearing in the catalog, student handbook, and other college publications. Failure to read the regulations and other information will not be considered an excuse for noncompliance. Catalog information is available on the Iowa Lakes Community College website.

The college reserves the right to change policies or to revise curricula as necessary due to unanticipated circumstances. Program or course availability may be affected by enrollment, funding, or instructor availability.

If a student feels that extenuating circumstances might justify the waiver of a particular college policy, procedure, or regulation, an appeal may be filed according

to established procedures. Contact the Director of Records and Registration for information.

Each student's assigned college email address will be used for all official college business.

RESIDENCY FOR ADMISSION, TUITION & FEE PURPOSES

The comprehensive programming of the College is intended to offer quality educational opportunities to all people.

While a high school diploma or equivalency is highly desirable, it is not mandatory to attend.

Non-Discrimination/Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental, or marital status. If you have questions or complaints related to compliance with this policy, please contact a title IX coordinator for Iowa Lakes Community College, Administration Building, 19 South Seventh Street, Estherville, IA 51334, telephone: 712-362-0430, equity@iowalakes.edu or Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

General

A person who has been admitted to an Iowa community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay a non-resident tuition cost. Tuition rates are established by a community college's board of trustees.

A. **Resident Tuition:** Tuition for residents may not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the state board of regents for a full-time student. For students of high school age enrolled in a course through a contractual agreement with a school district, the limit on resident tuition shall not apply, and the amount of tuition shall be determined by the board of trustees of the community college with the consent of the school board.

B. **Non-Resident Tuition:** Tuition for non-residents shall not be less than the marginal cost of instruction of a student attending the college.
   1. A separate non-resident tuition rate for international students is permissible, provided the rate is reasonable and reflects the cost of appropriate services.
   2. Lower tuition for non-residents is permitted under a reciprocal tuition agreement between a community college and an educational institution in another state if the director of the Iowa Department of Education approves the agreement.

3. Other non-resident tuition rates may be established for specific purposes provided the tuition is greater than the resident tuition rate and not less than the marginal cost of instruction and the director of the Iowa Department of Education approves the arrangement.

C. **Online Consortia:** A separate tuition rate for residents and non-residents is permitted under a consortium agreement for distance education coursework between Iowa community colleges if the director of the Iowa Department of Education approves the agreement. To be approved, the tuition cannot be less than the marginal cost of instruction for non-resident students and cannot exceed the lowest tuition rate charged by an institution under the state Board of Regents for resident students.

D. **Non-Credit Courses:** Persons who register for non-credit continuing education courses shall be charged course fees determined by course costs and market demand.

A community college shall inform all students about residency status determination, the appeal process, and tuition policies. The information shall be included in appropriate publications such as the college's catalog, registration materials, website, and student handbook. All tuition rates shall be reported to the Iowa Department of Education annually.

Determination of Residency Status

The primary criterion used to determine community college reidency or non-residency status is the reason that the student is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

A. The registrar or official designated community college office may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.

   A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.

   1. Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
   2. Iowa state income tax return.
   3. An Iowa driver's license.
   4. An Iowa vehicle registration card.
   5. An Iowa voter registration card.
   6. Proof of Iowa Homestead credit on property taxes.

   In all events, to be determined a resident of Iowa, the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling.

B. If a student gives misleading or incorrect information to evade payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident.

C. These regulations shall be administered by the registrar or office staff designated by the community college. Resident and non-resident tuition rates shall be printed and available in the catalog or another major college publication.

Residency of Minor Students

The domicile of a minor shall follow that of the parent with whom the minor resides except where the emancipation of said minor can be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

Residency of Students Who Are Not Citizens of the United States

A. A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A person may be accorded resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

B. A person who has immigrant status and his or her spouse or dependents may establish Iowa residency in the same manner as a United States citizen.

C. A person who has non-immigrant status and who holds a non-student visa and his or her spouse or dependents may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A "student visa" is prima facie evidence of non-residency (i.e., in a rare case, a student holding the visa could overcome the presumption of non-residency).

D. A person who is a resident of an Iowa sister state may be classified as a resident or non-resident, per rules adopted by the college's board of directors.

Residency of Federal Personnel and Dependents

A person, or his/her spouse or dependent child, who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

Veteran's Exemption

A veteran of military service or National Guard, or his/her spouse or dependent child shall be classified as a resident if the veteran is domiciled in Iowa and one of the following conditions is met:

1. The veteran has separated from a U.S. military force with an honorable discharge or a general discharge, is eligible for benefits, or has exhausted benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal authorizing veteran educational benefits program.

2. The individual is an active-duty military person or activated or temporarily mobilized National Guard member.

To be eligible for the exemption, a dependent child must be claimed as a dependent on an eligible veteran's internal revenue service tax filing for the previous year.

Reclassification of Residency Status

It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

Appeal

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to the Iowa Lakes Community College Academic Appeals Committee. The decision of the committee is final.

Effective Date

This policy was effective beginning with the 2014-2015 academic year.
LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (2)
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

ACADEMIC INFORMATION

Additional information:
www.iowalakes.edu/academics/online-distance-learning/faq

- Are online courses right for me?
- How are online courses offered at Iowa Lakes?
- How do I find Canvas?
- How will I receive my username and password?
- What happens once I log in to Canvas?
- Is there a training session on Canvas?
- How do online courses work?
- How can I successfully complete my online classes?

All users of the Iowa Lakes network have a username and a password. The standard username is your full last name, followed by the first initial of your first name. New students may also have four digits at the end of their username. (Example: John Smith – smithj1234)

PLEASE NOTE: Your network username will be the same as your My Iowa Lakes (campus portal) username. If your Iowa Lakes network username has numbers after your name, your My Iowa Lakes username will also have numbers.
You will need to remember your password. We cannot recover it for you!

You are able to reset your password. For instructions or assistance, follow the steps below:

- Visit https://iowalakes.edu/my-iowa-lakes/current-students/
- Select "Username & Password Assistance"

Access your Student Academic Record through Self-Service Student Portal

Grades: Grades are made available to students only through the Self-Service Student Portal. Students who would like grades mailed must make that request to the Records Office each academic term.

Grades will be mailed to you only if you notify the Records Office by the last date of the term.

Unofficial Transcript: Allows students to view and print an unofficial transcript.

Program Evaluation: Allows the student to produce a degree audit indicating courses needed to complete their chosen academic program. This tool should be utilized when compiling a course schedule.

Student Planning: View and confirm your class schedule or confirm that adds/drops have been processed for a term.

User Profile: Provides the personal address, phone number, and e-mail contacts on file with the college. Notify the business office with any updates to your profile.

Test Summary: View any placement test scores that you have either taken, or submitted to Iowa Lakes. (Examples include: ACT, SAT, Accuplacer, or High school transcript GPA for math and/or English.)

Class Attendance

Students are expected to attend all class meetings for the courses in which they are enrolled to help ensure academic success. Any absence, regardless of the reason, results in the loss of instruction and interferes with the learning process. Absence does not lessen the student's responsibility for meeting the requirements of any course, and it is the student's responsibility to complete the work missed. The specific attendance and make-up policies of each instructor, or program, are contained in the course orientation information and/or course syllabus. Students are expected to complete all class assignments and examinations on time. When a student anticipates missing a test or a class, a telephone call, email, or Canvas Inbox message in advance to the instructor may save a great deal of difficulty later.

Policies Concerning Finals and Finals Schedule

The examination schedule applies both to faculty and students. Unless previous arrangements have been made, it is expected that the official schedule will be followed. Each exam is allotted up to two hours. Take-home exams are not due earlier than the scheduled exam time. Anyone who takes an exam not listed on the official college schedule must obtain the permission of a Vice President. Exam times that are in a unique time period (such as one day per week) must have prior approval from a Vice President.

Student requests to take final examinations at times other than as scheduled will be granted for only the most urgent reasons. Excessive examination load (three on one day) is a justifiable reason for a change. A student with more than two final examinations scheduled to be administered on the same day is, upon his or her request, entitled to reschedule any overload final examinations for another date and time during the official final examination week. Otherwise, a student's request to take final examinations at times other than officially scheduled will be granted for only compelling and unforeseeable reasons outside the control of the student, including personal emergencies such as serious personal or family illness or injury requiring the student to miss assigned days/times, a death in the immediate family, or military activation. These requests are to be made to a Vice President, and the Vice President will consult with the instructor(s).

Performance exams in specific programs that require more than a two-hour test period will be given at a time that will not conflict with the approved final exam schedule.

Recording Classes

Audio Recordings

A student may audio record a class only with the instructor's expressed permission. Under no circumstances shall an audio recording, or any portion thereof, be duplicated, transmitted, or provided, in either whole or part, to another individual or entity. The instructor has the discretion to impose additional conditions on the use of an audio recording, including, but not limited to, a requirement that the audio recording is deleted or returned to the instructor after a reasonable amount of time.

Video Recordings

A student may video record a class only with the instructor's expressed written permission. Under no circumstances shall a video recording, or any portion thereof, be duplicated, transmitted, or furnished, in either whole or part, to another individual or entity. The instructor has the discretion to impose additional conditions on the use of a video recording, including, but not limited to, a requirement that the video recording is deleted or returned to the instructor after a reasonable amount of time.

Storing, Transmitting, or Downloading Recording to the Internet

In no event shall a student store, transmit, or download an audio or video recording, or any portion thereof, to the Internet or any service thereof, including, but not limited to, YouTube or iTunes or any other website, whether public or private.

Reasonable Accommodations
The foregoing policies shall apply to a student with reasonable approved academic accommodations to record a class to the extent that the policies are not inconsistent with the student's reasonable approved academic accommodations to record a class.

Notification to Students
The instructor is encouraged to advise students that the class is being audio or video-recorded. At the instructor's discretion, the instructor may require students to sign an acknowledgment of this policy at the beginning of the semester. A sample acknowledgment form appears in paragraph (g) below.

Disciplinary Action
Any infraction of this policy may result in disciplinary action against the student.

Sample Acknowledgement Form
"I understand that I may audio record a class only with the instructor's expressed permission and that I may video record a class only with the instructor's written expressed permission. I acknowledge that the audio or video recording (i) cannot be duplicated, transmitted, or provided, in either whole or part, to another individual or entity; (ii) cannot be stored, transmitted, or downloaded, in either whole or part, on or to the Internet or any service thereof, including, but not limited to, YouTube or iTunes or any other website, whether public or private; and (iii) must be deleted or returned to the instructor after a reasonable amount of time. I understand that a violation of this policy may subject me to disciplinary action."

Academic Honors
The Dean's Honors List is published each term and includes the names of those full-time students (12 or more graded credits) who have earned a grade point average of 3.25 to 3.99. Students with a 4.00 grade point average are placed on the college President's Honors list. The lists are released to area news media.

Three classes of recognition are indicated:

Cum laude	3.25-3.49
Magna cum laude	3.50-3.74
Summa cum laude	3.75-4.00

Graduation honors are also posted on the academic record based on the final cumulative GPA.

Academic Probation and Retention
Iowa Lakes Community College supports students to help them succeed academically. The purpose of academic probation at Iowa Lakes is to indicate the need for specialized or individualized help for the student who has academic difficulty. Iowa Lakes faculty and staff are concerned when a student is struggling, and are available to provide assistance. Academic probation is somewhat different from financial aid probation, which can be found in the financial aid section of this handbook.

Academic Probation Statuses

A status of **probation** means that the student and advisor must meet to determine what course of action will lead to success during the next enrollment period. **Strict probation** means that the student may continue enrollment only with a written contract for performance; failure to meet the terms of the contract results in immediate suspension from classes. Participation in Strategies for Academic Success or Successful Learning is required of students on strict probation. **Suspension** means a student is prohibited from attending classes and dropped from all courses. A suspension is for a full semester; a second suspension is for a year. A semester is counted if the student is enrolled for six or more credits.

After the first semester in college, a new freshman will be placed on probation if the GPA is less than 1.50. The student will be placed on strict probation if the GPA is less than 0.80.

After more than one semester in college, a student will be placed on probation if the cumulative GPA is less than 2.00. A student with more than one semester in college will be placed on strict probation if the cumulative GPA remains less than 2.00 or if the term GPA is less than 1.00 and the cumulative GPA drops below 2.00.

A student on strict probation will be suspended if the term GPA is less than 2.00.

A student on probation or strict probation may continue enrollment if the term GPA is 2.00 or better, even if the cumulative GPA does not reach 2.00.

A student who earns a cumulative GPA of 2.00 or better will be returned to academic good standing. The Academic Review Committee will review records of students on continued probation and may revise their status based on further information such as absences, an excessive number of 'I,' 'Q', or 'W' grades, etc. Transfer students will be placed on probation if a similar record at Iowa Lakes would result in a probationary status.placed on probation if a similar record at Iowa Lakes would result in a probationary status.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARDS - IOWA LAKES COMMUNITY COLLEGE

General Information

The U.S. Department of Education requires each institution to establish and consistently apply standards of reasonable academic progress to all students who want to establish or maintain financial aid eligibility. This federal requirement indicates that students must maintain satisfactory progress toward their degree objectives to receive financial aid. Iowa Lakes Community College has established its standards, which are based on qualitative and quantitative measures. They require students to:

1. Maintain a minimum cumulative grade point average at the completion of each term.
2. Maintain a specific cumulative number of hours earned at the end of each term.

3. Achieve their program completion within 150% of the published length of the program in credit hours attempted:

Maximum Time Frame Requirement
A student may not be eligible to receive financial aid once they have attempted more than 150% of the normal credits required for a degree or diploma program or once it becomes clear that a student cannot mathematically finish the program within the 150% maximum time frame. (For example, in programs requiring 60 credit hours for graduation, 90 credit hours would be the 150% program maximum.) All attempted hours are counted, including transfer hours, whether or not financial aid was received or the coursework was successfully completed. Standards are established as minimum requirements for students who receive financial aid from any federal, state, and institutional programs administered by Iowa Lakes Community College.

Transfer Student Eligibility
A student may not be eligible for federal financial aid if they have over $5,500 in subsidized and/or unsubsidized direct loans verified on NSLDS and they have not completed and passed, with an A, B, C, or D, at least six credits from their prior institution(s).

Disbursements
Grants and scholarships are credited to a student's account at the beginning of each term. Remaining funds from grants and scholarships are issued in check form at the end of the second week. Grants and loans for late start classes will not be disbursed until the class has begun and attendance has been reported. This means if a student has a course (or courses) that starts in the middle of the term, their disbursements may be affected. Loan funds will only be disbursed after classes have begun and attendance has been reported for at least six credit hours. First-time Direct Loan borrowers at Iowa Lakes Community College are subject to a 30-day delay in disbursement.

Making Progress Toward a Degree

Students must maintain a minimum cumulative GPA of 1.75 at the end of the first term of enrollment. Each subsequent term after the first, students will be required to maintain a 2.0 cumulative GPA.

The student must successfully complete 67% of their attempted credit hours. Successful completion of courses is defined as receiving a grade of A, B, C, D, or P. Courses receiving grades of F, I, W, K, Z, or Q are not counted as completed grades. Credit for repeated courses will be counted as attempted credits each time the course is repeated. Credits for repeated courses will be counted as completed credits only once and only if the last grade is a passing grade. If a student has been granted a New Start, the credits prior will be counted as attempted but not completed. For a student who changes programs or majors, the grades will count in the GPA, and the credits will be counted as attempted and completed (if a passing grade was received).

Students must complete their program requirements within a time frame equivalent to 150% of their program length and/or credit hours required for graduation purposes. For any programs that are less than one year in length, the 150% rule is not in effect. The maximum time frame is calculated individually for each of these programs.

Transfer credits attributable to the student's degree will be evaluated to determine the student's Satisfactory Progress status.

Any grade changes will lead to a new Satisfactory Academic Progress (SAP) calculation, which may result in a new SAP status.

Satisfactory Academic Progress - Warning Status

Students are placed in a warning status the first time they do not meet the minimum cumulative grade point average and/or cumulative hours earned requirement. During the warning term, students remain eligible to receive financial aid. The student must be able to reach Satisfactory Academic Progress (SAP) by the end of the warning term in order to remain eligible to receive financial aid in future terms.

Satisfactory Academic Progress - Ineligible Status

Students are declared ineligible for financial aid if they:

1. Do not meet the warning status requirements as listed above.
2. Do not achieve their program objectives within 150% of the published timeframe of the academic program as measured in credit hours.
3. Complete the semester with letter grades of "F," "I," and/or "W."
4. Complete the semester with a G.P.A. of 0.0.
5. Completing 0.0% of their attempted credit hours.
6. Did not complete the terms of his/her academic plan.

Regaining Eligibility

1. Students may earn the necessary grade point average or semester hours while not receiving financial aid (enrolled at their own expense).
2. Students may submit written appeals documenting extenuating circumstances that prevented them from meeting the standards.

Appeals should be submitted to the Financial Aid Office. An academic plan must accompany the written appeal and be signed by an advisor. The academic plan can be found on the Iowa Lakes Community College website under Financial Aid – Satisfactory Academic Progress standards. Decisions on appeals will be made and communicated to the student within 15 working days of receipt of the appeal. When appeals are approved, students are given specific requirements to meet. Students who do not have appeals approved are declared ineligible for financial aid. If an appeal is granted, the student will be placed on either Probation or an Academic Plan.

Misuse of Student Financial Aid Funds

Disbursement of financial aid funds may be delayed or denied for students suspected of fraudulent activity or misuse of federal, state, or institutional funds.

Please Note: Iowa Lakes Community College reserves the right to request and review official transcripts from prior institution(s) that a student may have attended to determine whether that student is meeting SAP.

Monitoring of Academic Progress

All students' academic progress is reviewed at the end of each term, and students will be notified of any status changes.

WITHDRAWING FROM COLLEGE

If a student completely withdraws from school during the semester or stops attending but fails to withdraw officially, the student may be required to return the unearned Title IV aid received to help pay educational expenses. The amount returned may be owed to Iowa Lakes Community College or the appropriate Title IV program(s).

Please refer to the calendar or go online at www.iowalakes.edu/academics/academic-calendar/ to find specific dates by which courses must be dropped to be eligible for a refund of tuition and fees. It is the student's responsibility to initiate a formal drop. After ten days of classes, a "W" grade will be assigned for each course. Students who receive financial aid must complete a financial aid exit interview and may be responsible for repaying financial aid proceeds. (See Refund of Tuition – Federal Financial Aid/Title IV Funds.) The date the student withdraws is determined by the institution, depending on the type of withdrawal. For example, if a student initiates the "official withdrawal" process or provides notification to the institution of their intent to withdraw, the institution determines the withdrawal date as the date the student began the official withdrawal process or the date the student notified the institution, whichever is first. A student may officially withdraw from classes by contacting the Records Department and expressing the desire to withdraw from all classes. If a student does not begin the official withdrawal process or provide notification of his or her intent to withdraw, an "unofficial withdrawal" occurs. The institution establishes the withdrawal date as the midpoint of the semester or the last date of attendance submitted by an instructor.

If the student receives a failing grade (F or Q), Iowa Lakes Community College will use the last day of attendance reported (required when entering a failing grade) to determine whether the failing grade was earned or the student unofficially withdrew from the class.

A student may be eligible for a post-withdrawal disbursement of Title IV funds if the student has met the requirements set forth by the U.S. Department of Education.

A student may be considered for a post-withdrawal disbursement of Direct Loans if certain conditions are met. These conditions include the U.S. Department of Education having processed a SAR/ISIR with an official EFC before the student became ineligible by no longer being enrolled at least halftime. Iowa Lakes Community College is required to make (or offer as appropriate) post-withdrawal disbursements. A post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of the post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV and has no relationship to incurred educational costs. Also, the loan must be originated prior to the date the student became ineligible.

If a student earns a passing grade in one or more classes, an institution is permitted to make the presumption the student completed the course requirements and may consider the student to have completed the period.

If a student fails to earn a passing grade in at least one class the student is enrolled, the withdrawal date is the midpoint of the semester or the last date of attendance submitted by the instructor **Please refer to the Financial Aid Satisfactory Academic Progress Standards to determine how financial aid is affected.**

GRANT OVERPAYMENTS

If a student is determined to be in "overpayment" status due to a return of federal funds, Iowa Lakes Community College will notify the student of the overpayment. Iowa Lakes Community College may, after 45 days, turn the debt created by the overpayment over to Debt Resolution Services and NSLDS.

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds. Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

- **the date the school sends notice of overpayment to the student or**
- **the date the school was required to notify the student of the overpayment.**

Within 30 days of determining whether a student who withdrew must repay all or part of a Title IV grant, a school must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, a school must inform the student of the following five items:

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if no positive action is taken by the 45th day following the date the school sent or was required to send, a notification to the student.
3. There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:
    a. The student may repay the overpayment in full to the school.
    b. The student may sign a repayment agreement with the school. Note: Two years is the maximum time a school may allow for repayment.
    c. The student may sign a repayment agreement with the Department. If the student takes no positive action during the 45-day period, the school should report the overpayment immediately after the 45th day to NSLDS on the NSLDS Professional Access website under the AID tab, "Overpayment List" menu option. (Because making this change in the NSLDS system is a simple process, we expect an institution will complete making the change within a few days of the end of the 45 days.)

4. If the student fails to take one of the positive actions during the 45-day period, the student's overpayment immediately must be reported to the NSLDS and referred to the Debt Resolution Services for collection.
5. The student should contact the school to discuss his or her options.

A student who does not take positive action during the 45-day period becomes ineligible for Title IV funds on the 46th day from the earlier of (1) the date the school sends a notification to the student of the overpayment or (2) the date the school was required to notify the student of the overpayment. The student will remain ineligible until the student enters into a satisfactory repayment agreement with the Department. An overpayment resulting from a student's withdrawal remains an overpayment until it is fully repaid. Though a student may regain Title IV eligibility by negotiating and satisfying the requirements of a satisfactory repayment arrangement, the information on the student's NSLDS account will continue to reflect the status of the overpayment until the debt is fully repaid.

REFUND OF TUITION

Refund Of Tuition (When There Is No Federal Financial Aid Resources)
In the event a student withdraws from a course, the student will receive a refund based on the dates of the courses enrolled. If a student received Federal Financial Aid, please read the next section. (Please refer to the Iowa Lakes website for specific dates.)

Refund Schedule

Normal/Full-length semester classes	8 week classes	Less than 8 weeks
First 10 class days of semester:	First 5 class days of semester:	First day of class:
100% refund	100% refund	100% refund
After day 10: no refund	After day 5: no refund	After day 1: no refund

ICCOC online courses and other special course schedules differ; beginning dates and refund dates vary. Compressed course drops are canceled with a refund only before the second-class meeting starts. No partial refunds are granted. A student who registers but later is unable to attend must notify the College before the last date to withdraw from the course(s) or program to avoid charges and/or grades.
Some exceptions may apply.

Refund of Tuition (Federal Financial Aid/Title IV Funds)
Refunds of tuition will be calculated based on the refund policy. The student's account balance may be affected by the financial aid adjustment that occurs after the Return to Title IV calculation. The "Return to Title IV Funds" (Federal Financial Aid) formula dictates the amount of Federal Financial Aid that must be returned to the government by the student. This formula applies to any student receiving any federal aid other than Federal Work-Study if that student withdraws before the 60%

completion point of the term. If funds are released to a student or their account, the student may be required to repay some of the federal grants and loans. Generally, the law states (section 485 of the Higher Education Amendments of 1998—P.L./105-244) that the amount of assistance the student has received is determined on a prorated basis, in relationship to the specific term and the amount of the term completed. Students need to contact the Financial Aid Office for an exit interview and to verify the accuracy of their calculations. (See "Withdrawing from College" for related information.)

Students who receive Title IV financial aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans) are subject to the federal return of Title IV funds statutes. These regulations apply to recipients of Title IV financial aid who completely withdraw from college or who stop attending all classes during the enrollment period. The College must determine the amount of Title IV financial aid the student earned and return the unearned aid to the respective federal financial aid programs. Unearned aid will be returned to the federal programs in the following order: Loans (Federal Unsubsidized Loans, Federal Subsidized Loans, and Federal PLUS Loans), Grants (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant), and then other Title IV funds. The College must return the funds as soon as possible but must do so no later than 45 days after the College determines the withdrawal date or last date of attendance.

Up to the 60% point in the term of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the term of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive. For a student who withdraws after the 60% point in time, there are no unearned funds.

Federal Student Aid Handbook, Volume 5
Chapter 1 Withdrawals and Return of Title IV Funds
34 CFR 668.22 (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l)
34 CFR 668.164
34 CFR 668.167
34 CFR 668.21

If a recipient of Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or Loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Any Title IV credit balances created by the R2T4 calculation will be allocated first to repay any grant overpayment owed by the student. Iowa Lakes Community College must return such funds to the Title IV grant account within 14 days of the date of the calculation. Iowa Lakes Community College will use the remaining Title IV credit balance funds to pay authorized charges at the college, including any previously paid charges that become unpaid due to the return. Iowa Lakes Community College may

also use the credit balance to reduce the student's Title IV loan debt with the student's authorization, or it may release the balance to the student (or parent for a Direct Plus Loan). If Iowa Lakes Community College is unable to locate the student (or parent) it must return the balance to the Title IV programs.

Calculating the Percentage of the Title IV Funds Earned
The calculation of Title IV funds is determined by dividing the number of days of attendance by the number of days in the semester. The number of days of attendance is based on the determination of the official or unofficial withdrawal date (see Withdrawing From College). The number of days in the semester is determined by the date the student's classes start through the end of the student's scheduled enrollment. Any break of five or more consecutive days will not count in the total number of days in the semester.

The student will receive a written notice within 30 days letting the student know the impact of the Return of Title IV funds calculation. If the student has to repay any funds, the student has 45 days to either repay the funds or make satisfactory payment arrangements with the business office.

Standards may be subject to change pending Federal Legislation.

Important: Iowa Lakes Community College reserves the right to change the Refund Schedule at any time.

For Your Information

If you have questions, please call the Iowa Lakes Financial Aid Office.

712-852-3554	Emmetsburg
800-242-5108	Emmetsburg

Iowa Lakes Community College does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age or disability.

'New Start' Program Available

Iowa Lakes Community College offers a "New Start" program for students. The program is for students a) who change programs of study after receiving unsatisfactory grades in a previous program at Iowa Lakes Community College; or b) who re-enroll at the college in the same program after an absence of at least two years; and c) who are unable to achieve a cumulative GPA of 2.0 or higher and need a fresh academic start.

It allows the student to begin a new cumulative grade point average from the beginning of the re-enrollment or the beginning of the new program. A change to a new program of study is defined as a change in the declared major program, such as changing from arts and sciences to a vocational program or changing from one vocational program to another vocational program.

A "New Start" means all academic work completed prior to the designated "New Start" term will appear on the academic record but will not be used in the cumulative grade point average.
The "New Start" is a one-time only option. If a student experiences difficulty in the

new program, the student may not apply for a second "New Start." No grades are removed from the transcript by this program. Passing grades of 'C' or better earned prior to the "New Start" for courses that apply to the new program may be used to meet graduation requirements but will not be calculated in the student's cumulative grade point average.

Since this program applies to Iowa Lakes Community College only, it will generally not affect decisions made by transfer institutions or grantors of financial aid. Such agencies will likely consider the student's complete academic record, not just the "New Start."

A "New Start" petition must be filed in the records office before or during the first term of enrollment in the new program or after the return to a former program following the required absence. The petition for a "New Start" will be reviewed by the records office and will be implemented if the student has met all the guidelines. The student may appeal the denial of a "New Start" petition to the Academic Review Committee as provided by the academic appeal procedures listed in the student handbook. Once granted, the "New Start" may not be rescinded.

Academic Support Programs

Once the term begins, students quickly discover the extent of their commitment to their growth at Iowa Lakes Community College. Several support programs serve the academic needs of students.

Advisors

Each student is assigned a professional academic advisor, based on intended program and/or campus of enrollment. Academic advisors help guide students to stay on track and achieve their educational goals. Students are encouraged to visit advisors regularly for assistance with course registration, academic resource referral, or questions related to degree completion or transfer planning.

Assessment At Iowa Lakes Community College

Continuous improvement is present in all areas of the college to ensure the college's goal of meeting its mission is achieved. Assessment at Iowa Lakes is comprehensive and systematic. It involves both academic and non-academic activities. As part of this ongoing assessment of effectiveness, students, alumni, and community members are periodically asked to complete surveys or participate in focus group discussions to provide feedback about their experiences at Iowa Lakes. These provide the college with data by which the college may measure satisfaction with programs and services and point to ways to strengthen Iowa Lakes as a community college.

The assessment also enables Iowa Lakes Community College to demonstrate concretely and convincingly that students are learning the concepts, competencies, skills, and attributes necessary to achieve their personal, educational, and career goals.

Students are encouraged to participate in Iowa Lakes assessment activities at every opportunity.

Operating Hours

Administrative and business offices are open from 8 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 4 p.m. Friday on all days that the college is in session during the regular college year. Summer hours are 7:30 am to 4 p.m. Monday through Thursday and 7:30 a.m. to noon Friday. Libraries, student centers, success centers, and recreational facilities are typically open during posted hours. These areas may also offer additional morning or evening hours to accommodate student needs.

Services for Students

Educational Counseling: Iowa Lakes Community College Counseling Services focuses on assisting students with strategies for academic success and retention. Educational counselors specialize in student development through proactive programs focusing on personal and social development, transfer planning, academic development, career development, and accessing mental health services.

Success Centers: Success Centers are an active, essential segment of the overall instructional process at Iowa Lakes. The Success Centers are designed to meet the diverse needs of students, and offer assistance with placement testing, peer tutoring, and general test proctoring for both credit and non-credit classes and programs. Peer tutoring is available to all students for virtually every academic area, free of charge. All of the services offered through the Success Centers are designed to supplement and support classroom work to help students be successful. Success Centers are located on all five of Iowa Lakes' campuses.

Career Resource Center: The Career Resource Center will assist with resume development, career planning, and job search skills. The Center facilitates student exploration of career options, assists students in developing resumes and interviewing skills, and connects students with employers and other resources for career development. The Center also empowers students to make informed career decisions while they are in school and throughout their lives.

Job Placement: Iowa Lakes has an excellent placement record for graduates. Employment information for both part-time and full-time jobs is available from program coordinators and the Career Resource Center. Job Fairs bring employers to campus to meet with student job seekers. Iowa Lakes also has an online job board that students can access at https://jobboard.iowalakes.edu/

Financial Aid Information: Programs are set up to assist students in meeting their educational costs. The primary purpose of the financial aid program is to make it possible for qualified students to complete their college education regardless of economic circumstances. Contact the Financial Aid Office for more information on sources of aid.

Veterans' Services: Services for veterans of the U.S. armed services are provided through the Financial Aid Office. Qualified veterans are eligible to receive educational benefits in approved programs in all areas.

Accommodations: It is Iowa Lakes Community College policy not to discriminate against qualified individuals with disabilities and to provide reasonable

accommodation(s), as required by law, to otherwise qualified applicants for admission or to students with disabilities in all education programs, activities, services, and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline, and dismissal. Educational opportunities will not be denied to an otherwise qualified application or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

Students needing reasonable accommodation(s) should contact Jody Condon at 800-242-5106 ext. 7990 or 712-362-7990 or jcondon@iowalakes.edu. To ensure that accommodation(s) will be ready when classes start, students must make the request as soon as possible before a semester begins. Please notify the Board Secretary at 712-362-0434 if there are accommodations required for your participation at Iowa Lakes Community College Board of Trustee meetings. Please make your request no later than 48 hours in advance of the scheduled meeting in the event the location of the meeting needs to be moved.

Student Parents at Institutions: Iowa Lakes Community College provides reasonable accommodations to students who are pregnant or have recently given birth. These include, but are not limited to, taking additional health and safety measures, allowing a student to reschedule tests and assignment due dates that are missed for reasons related to the student's pregnancy, allowing a student to take a leave of absence, or excusing absences for reasons deemed medically necessary due to the pregnancy. Furthermore, Iowa Lakes Community College shall not require a student enrolled in a course of study or research activity to take a leave of absence, withdraw from a program, or limit the student's participation in academic activities solely due to pregnancy. A student who is pregnant or has recently given birth will also be allowed an additional, reasonable period of time to take examinations and complete a degree or candidacy for a degree that is consistent with the policies of the institution and that is mutually agreed to by the student and the institution.

Computer Labs: Computer labs are located on all campuses and are open to all students. Internet access is available. Wireless internet locations are also available throughout campus.

Libraries: Library materials are fully accessible online via the college website: www.iowalakes.edu/student-services/library. Students have 24/7 access to all resources except for physical books, course materials, supplies, and equipment, which must be picked up on campus. To access some online materials off-campus, you will need your Iowa Lakes username and password. Library offerings include free access to almost 100 databases full of eBooks, journal articles, and more; Bridges eBooks (pleasure reading); online videos; online encyclopedias, magazines, newspapers, and other print online materials. The libraries also offer copying, scanning, inter-library loans, and various testing services. The Iowa Lakes campus library also offers individual and group study spaces and computer access.

Estherville- Laker Hangout
The Laker Hangout, located at 1803 3rd Ave S on the Estherville campus, is open 24/7 for students. The Laker Hangout includes soft seating, multiple TVs, a kitchenette,

a pool, ping pong, numerous board games, a gaming system with accessories, and tables. If the Laker Hangout needs attention or students have any recommendations for the space, please contact Corey Meyer at cmeyer@iowalakes.edu.

Emmetsburg- Laker Lounge
The Laker Lounge, located in the Byrkeland Building on the Emmetsburg Campus, is open 24/7 for students. The Laker Lounge space includes one of two laundry rooms (with another location in Ballaster 104), a kitchen space, and a rec room area. The rec room has three TVs with one TV that has a Roku stick so you can log in and out of your streaming services and two other TVs for hooking in gaming systems. If the Laker Lounge needs attention or students have any recommendations for the space, please contact Jeremy Ward at jward@iowalakes.edu.

Spencer - Laker Hangout
The Laker Hangout, located in the main hallway next to Dining Services on the Spencer campus, is open 24/7 for students. The Laker Hangout includes soft seating, a gaming system, a TV, board games, and areas to study. If the Laker Hangout needs attention or students have any recommendations for the space, please contact the Student Senate Advisor.

Student Housing: Student housing includes on-campus residential units in Emmetsburg, Estherville, and Spencer. For information about housing, contact the director/coordinator of housing at Emmetsburg, Estherville, or Spencer campus. All students residing in college housing are required to participate in educational programming for effective group living skills. Students must be full-time Iowa Lakes students enrolled in 12 or more hours to live in campus housing. Please refer to the housing manual to review housing procedures.

Dining Services: During regular terms, three meals per day are available at Dining Services on the Emmetsburg and Estherville campuses. Two meals per day are available at the Dining Services on the Spencer Campus during regular terms. Weekend meal plan contracts are available at the Emmetsburg and Estherville campuses, which are provided by other establishments in their respective communities. Students without a meal contract and do not wish to carry cash may purchase meal cards. Cash is always accepted. Refunds will be calculated on a per diem basis. Refunds will be prorated from the 1st and the 15th of each month except for May. Individuals with questions should contact Dining Services.

Campus Store: Campus Stores are located on the Emmetsburg and Estherville campuses. Hours are Monday through Friday, 8:30 a.m. to 3:00 p.m. The stores offer Iowa Lakes apparel and merchandise, school and class supplies, toiletries, snacks, beverages, and other convenience items for students. In addition to the physical store locations, Iowa Lakes offers a full online shopping experience through the Campus Store online shop, available through the My Iowa Lakes portal.

Package delivery and pickup services for students are available at both locations. Students on the Spencer, Spirit Lake, and Algona campuses may access Campus Store support services through their campus locations.

Merchandise purchases are available through the Emmetsburg and Estherville

Campus Stores and the online store. Stay up to date on store events, promotions, merchandise drops, and new offerings through the Campus Store group in My Iowa Lakes.

Online Bookstore: All required course materials are ordered online through the Iowa Lakes Online Bookstore, powered by VitalSource. Students can access the Online Bookstore by visiting iowalakes.edu/campus-life/campus-store/ online-bookstore, where they will find a direct link, instructions, and helpful resources. Students log in using their Iowa Lakes email and password to view a personalized list of required materials for their registered courses.

Multiple format options, including new, used, rental, and digital materials are available to help manage costs. Students who are eligible for Student Financial Aid vouchers or other approved funding sources may use those funds through the Online Bookstore. For details on eligibility and voucher timelines, students should contact the Associate Director of Academic Resources or the Financial Aid Office.

Parking: Ample parking is available at Iowa Lakes Community College. Parking for the disabled is provided. Parking signs and regulations are enforced, and tickets are issued for parking violations. Vehicles parked in restricted areas or in other designated stalls may be towed at the owner's/driver's expense.

Health And Accident Insurance: Iowa Lakes Community College does not purchase or carry health and/or accident insurance on students. Information on purchasing a health and/or accident insurance policy should be requested from a private vendor. Iowa Lakes Community College nor its employees or representatives will be responsible for medical bills if/or when they advise a student to seek medical attention for an illness or injury.

Iowa Lakes Community College does not carry insurance to cover the theft of student's personal property. Therefore, neither Iowa Lakes Community College nor its employees or representatives will be responsible for the loss of student's personal property by theft, fire, or any other means. Students are encouraged to obtain insurance for their personal property from their private insurance agency.

STUDENT ACTIVITIES

Much of the intellectual and social growth a college student achieves is the result of participation in activities, clubs, and organizations. It is the philosophy of the College that co-curricular activities complement academic programs. Many groups are available for those with interests or talents, and new groups may be formed to meet a need. Students have an opportunity to develop leadership skills early in college. If students are interested in clubs and organizations, they are encouraged to contact the student activities office or club advisor.

Intercollegiate Athletics: Athletic activities include men's and women's basketball, men's and women's golf, men's and women's sports shooting, men's and women's swimming and diving, men's and women's soccer, baseball, dance, softball, volleyball, and men's and women's wrestling. Iowa Lakes is a member of the National Junior College Athletic Association (NJCAA) and the Iowa Community College Athletic Conference (ICCAC).

Intramural Activities, Campus Recreation, and Wellness Facilities are available to all students.

Music Organizations: Instrumental and vocal groups present concerts each year and make a tour of area schools. Music opportunities are open to all students. Contact the music staff at the Estherville campus for more information.

Social Activities: As a part of its commitment to the idea of educating the whole person, the college encourages an activities program that complements the academic program. The student senate provides a broad-based program for participation by all students.

Student Senate: Through the student senate, students are provided an opportunity to participate in the operations of the college, both academically and socially. The senate's objectives include providing a comprehensive activities program, addressing issues brought to it by students, encouraging the interaction and cooperation of students, and providing leadership in issues of citizenship and student rights.

STUDENT RIGHTS & RESPONSIBILITIES/CODE OF CONDUCT

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. 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 the right to petition that other citizens enjoy. As members of the academic community, they are subject to obligations that accrue to them by virtue of this membership. Any public assembly/demonstration must receive proper authorization from a Vice President, eight (8) hours in advance of the proposed activity/assembly. Specific areas of the college campus are designated for such activity/assembly, and that information is available from a Vice President.

- 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 the rights of citizenship both on and off campus.
- Regarding institutional authority and civil penalties, because activities of students may, on occasion, result in a violation of the law.
- Institutional authority should never be used to duplicate the 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

In student life, certain standards must be maintained if the freedom of the student is to be preserved.

- Students should be free to form and join clubs according to established institutional procedures regardless of race, religion, sex, age, or disability.
- 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 operation of the institution.

Violations of Responsible Student Behavior Include:

- Disrupting the orderly process of activities of the college, both within and outside of the classroom, including unauthorized entry or exit to any college property and any unauthorized or improper use of any college property, equipment, or facilities. (See the section on Citizenship for details on obtaining proper authorization.)
- Cheating, i.e., procuring help on a test, or plagiarism, i.e., the unacknowledged use of copyrighted material and other materials such as reports, assignments, and research papers.
- Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's ideas or work (partial or completed) and passing it off as the product of one's own efforts or copying any work and submitting it as original work.
- 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.
- Using materials or collaborating with another person (or persons) during a test or other assignments without authorization.
- Substituting for another student or permitting another person to substitute for oneself, to take an examination, course, or test, or to provide the work for any assigned project.
- The acquisition of grades, academic credits, degrees, honors, awards, certifications, 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 or on official records or altering such records.
- Theft or wrongful appropriation or willful destruction, damage, defacement, or mutilation of any property belonging to or in possession or custody of any member of the college or college community.
- Assaulting, threatening, physically abusing, harassing, cyberbullying, hazing, or endangering in any other manner the health or safety of any person on college

property or at any college-sponsored or supervised function or event or in any college class. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately.

- Students shall not harass, stalk, abuse, insult, or humiliate any student, professor, or administrator at Iowa Lakes Community College. This includes but is not limited to, the use of profanity, demeaning written or oral comments of an ethnic, religious, or racist nature, and unwanted sexual advances or intimidation.
- Possession of a weapon or firearm on campus or in a college facility is prohibited except when required for an approved college course or activity supervised by a college employee. The employee in charge of the college course or activity will collect the firearm/weapon and keep it in a secure locked space. Weapons include, but are not limited to, knives with a blade exceeding five inches in length, guns, firearms, BB guns, explosives, fireworks, or simulations of any such items (devices that appear to be real, such as a realistic toy, replica, paintball gun, etc.). A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal. Current or retired licensed law enforcement professionals with a current permit may carry concealed weapons while on campus.
- 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 type of non-prescription inhalant, or use of any device that simulates the act of smoking (including vaping) in all Iowa Lakes buildings, vehicles, and grounds, including parking lots.
- The possession or consumption of alcohol on college property, including student housing or at any college-sponsored event. (See the Alcohol Policy section in this handbook.)
- Possessing, using, or furnishing any controlled substances that are 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 disrupts the orderly, efficient, and disciplined atmosphere of the college or college-sponsored activity.
- Engaging in willful misrepresentation of any material fact to faculty, 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.
- Unauthorized occupation/use of (or unauthorized entry into) any College facilities.
- Unauthorized possession, duplication, or use of keys/fobs/access cards to any college buildings/facilities.
- Possession of stolen goods.
- Engaging in discriminatory behavior, including harassment of others, based on race, color, gender, religion, sexual orientation, national origin, age, disability, or to the extent of the law, veteran status. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal or physical

actions of a sexual nature.

- Operating a motor vehicle recklessly to pose a threat to the safety of others, on-campus or at college-sponsored activities off-campus.
- Engaging in disrespectful or uncivil behavior towards students, college employees, or guests on campus or at any college-sponsored activity or event.

The college may rely on information located on 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.

A college administrator will take appropriate disciplinary action 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 ACTIONS

The student disciplinary policies and procedures are tied to Iowa Lakes' institutional mission to provide opportunities for quality lifelong learning and promote economic development for our communities.

Goals of the disciplinary actions process:

1. Create and maintain an educational and developmental disciplinary system that promotes a civil, respectful, and safe educational environment.
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 following penalties for a violation of college policy or responsible student behavior may be imposed by the appropriate college official. 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.
- *"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 the student has 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 other college/community-sponsored activity that is 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. A student's participation in activities related to 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 readmission may depend on the fulfillment of certain conditions imposed by the college and/or the program. A suspended student may be prohibited from appearing on campus, at off-campus classes at cooperating agencies or any college-sponsored activity.
- *"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.

A Vice President or designee has the authority to take all disciplinary action. The disciplinary action may be taken immediately if necessary for the safety and/or best interests of the college or another student. The student is entitled to an informal hearing in the event of disciplinary action against the student. The student is also entitled to further review as set forth below in the event the student is suspended or expelled.

INFORMAL HEARING AND APPEALS

The student disciplinary process is as follows:

1. A student first has the right to an "Informal Hearing" with a Vice President or designee. The Vice President or designee shall provide written notice or verbal notice to the student to appear for an informal hearing within fifteen (15) days after the alleged offense was reported.
2. The student must attend the informal hearing or alternatively may appear in writing provided to a Vice President or designee within seven (7) days after receiving notice of the informal hearing. The Vice President or designee shall provide the student with a summary of the facts of the case and set forth the appropriate disciplinary action in writing if the student fails to appear at the informal hearing or chooses to only appear in writing within seven (7) days after the date of the informal hearing.
3. 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 that could be taken in the case. The informal hearing may be continued from time to time as determined appropriate in the interests of justice by the Vice President or designee.
4. After the informal hearing has concluded, the Vice President or designee shall

provide a written summary of the case and set forth the appropriate disciplinary action within seven (7) days after the informal hearing.

5. The decision of the Vice President or designee is final in all cases, except if the disciplinary action taken calls for disciplinary suspension or disciplinary expulsion. In the case of disciplinary suspension or disciplinary expulsion, the student may request a review before the college president or designated representative.

   A student may also appeal other disciplinary action taken within seven (7) days after an informal hearing written decision is made to the Vice President or designee based on any of the following grounds:

   a. The student's due process rights were substantially violated in the informal hearing process.
   b. There was no substantial evidence to support the disciplinary action reached.
   c. There is new material evidence that could not have been discovered at the time of the informal hearing.
   d. The disciplinary action imposed was too severe or not appropriate for the violation.

   The Vice President or designee shall review the appeal without further student involvement and render a written decision either upholding or modifying the discipline or overturning the discipline within seven (7) days after receiving the student's written appeal. This decision by the Vice President or designee shall be final. Except in the case of disciplinary suspension or disciplinary expulsion, the student may request a review before the college president or designated representative.

   Records of all disciplinary actions become part of the student's record at the college and are retained by the college in accordance with the Family Educational Rights and Privacy Act.

6. A student appealing disciplinary suspension or disciplinary expulsion must appeal in writing to the college president for review within ten (10) calendar days after the date of the Vice Presidents' or designee's written decision. The student's written appeal must state the reasons for believing the executive dean's or designee's decision to be unjust. Failure to appeal in writing within ten (10) days will result in the disciplinary suspension or disciplinary expulsion decision becoming final.
7. The college president's review of a student's written appeal of disciplinary suspension or disciplinary expulsion will be conducted in person as soon as possible after receipt of the student's written appeal, generally within ten (10) calendar days. Notice of the review date will be sent to the student or to the student's parent or guardian if the student is under the age of eighteen (18).
8. The Vice President or designee and the student are to be present at the college president's review. Neither party may question the validity of the disciplinary policies. The college has the burden of proving any claim of misconduct and shall first present its' evidence and witnesses. Such proof must be substantial or convincing evidence, but it is not necessary that the legal standards of proof, such as "beyond a reasonable doubt," be met. The proof is sufficient if it satisfies the college president that substantial justice will be done by whatever finding is made based on the evidence. The student may then present evidence and

witnesses on the student's behalf. Each party shall have the right to cross-examine witnesses and present rebuttal witnesses.

9. The college president shall confirm or cancel a decision to suspend or expel regardless of whether or not the student requests an informal hearing and/or a college president review. The college president's decision shall be in writing and provided to the student within ten (10) days of the college president's review.
10. The student may have an attorney and/or an advisor present at the college president's review.
11. The college president's review will be closed unless the student requests it be open. The college president may close an open hearing to avoid disruptions.
12. The college president's review hearing will be recorded and maintained by the college for at least two (2) years. The student may request a copy of the recording within ten (10) days of the college president's decision.
13. The student or the Vice President or designee may then appeal in writing the college president's decision on disciplinary expulsion only to the Board of Trustees within (10) days of the college president's written decision. The appeal to the Board of Trustees must state the reasons why the decision is unjust.
14. The Board of Trustees will then review the case based on the record of review before the college president. The Board may allow oral arguments. But either party may submit a brief to the Board. The Board shall consider the matter in closed session as a "student matter' unless the student requests in writing that the decision be made in open session.
15. The decision to expel a student must be presented to the Board for final action. This means that the college president shall present the decision to expel to the Board for review and either approval or cancellation regardless of whether or not there was an appeal of disciplinary expulsion.
16. It may be necessary in the interest of justice to extend the time limits above. The time limits may only be extended by the person presiding over the respective hearing(s).

ACADEMIC, FINANCIAL AID & RESIDENCY APPEALS

Informal

It is the desire of the college that any difficulties or confusion a student may encounter with the policies or regulations of the college be handled informally whenever possible. Students are encouraged to talk to their advisors or instructors to resolve issues as they arise.

- Questions about financial aid may be asked of the Director of Financial Aid.
- Questions about academic requirements, policy, or procedures may be asked of the Director of Records and Registration (registrar), who also handles changes of residency for tuition purposes.

Formal

An appeal may be made if 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. The appropriate 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 Time Limit
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.

Appeal Procedure
A. A student initiates an appeal by making a written statement to the Director of Records and Registration. 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 then 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 thirty (30) days of the previous committee's decision, that 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 a Vice President or designee. If the Vice President or designee's decision is consistent with the review committee's decision, the student may then appeal to the college president or designee, whose decision will be final. Failure to initiate this level of appeal within thirty (30) days of the notification of the committee's action shall result in the committee's last decision becoming final.

Grievances, Complaints and Concerns:
Iowa Lakes Community College desires to resolve student grievances, complaints, and concerns in an expeditious, fair, and amicable manner. In the event a complaint cannot be satisfied through one of these avenues, the Bureau of Iowa College Aid, Iowa Department of Education (Iowa College Aid) is authorized to receive and review complaints from students. You may contact Iowa College Aid to register a complaint at https://educate.iowa.gov/higher-ed/student-complaints. If an issue cannot be resolved through Iowa College Aid, you may file a complaint with either the Iowa Department of Education (515)281-0319 or the Higher Learning Commission (https://www.hlcommission.org/) or phone (312)263-0456).

Iowa Lakes Community College believes in maintaining an educational environment that is positive and productive for students. Occasionally, a student may claim that he or she has experienced an alleged violation, misinterpretation, or misapplication of Iowa Lakes Community College board policies, rules, and regulations or has been unfairly treated by an Iowa Lakes Community College employee or another student or that the contractual relationship between the student and Iowa Lakes has been breached. When these situations arise, students should contact their college administration to file a complaint (see Due Process Procedures).

FREE SPEECH & EXPRESSION POLICY

The College has adopted a Board Policy setting for campus community members' free speech and expression rights.
The primary function of the College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. To fulfill this function, the College must strive to ensure the fullest degree of intellectual freedom and free expression allowed under the First Amendment to the Constitution of the United States.

It is not the proper role of the College to shield individuals from speech protected by the First Amendment to the Constitution, which may include ideas and opinions the individual finds unwelcome, disagreeable, or even offensive.

It is the proper role of the College to encourage diversity of thoughts, ideas, and opinions and to encourage, within the bounds of the First Amendment, the peaceful, respectful, and safe exercise of First Amendment rights. Students and faculty have the freedom to discuss any problem that presents itself, assemble, and engage in spontaneous expressive activity on campus within the bounds of established principles of the First Amendment and subject to reasonable time, place, and manner restrictions that are consistent with established First Amendment principles.

The outdoor areas of the campus of the College are public forums, open on the same terms to any invited speaker subject to reasonable time, place, and manner restrictions that are consistent with established principles of the First Amendment. Students and faculty are strictly prohibited from staying overnight on college property.

The outdoor areas of campus, which for the Board Policy means the generally accessible outside areas of campus where the campus community is commonly allowed, such as grassy areas, walkways, or other similar common areas. Outdoor areas of campus do not include facilities or outdoor areas used by the College's athletic programs or teams or other outdoor areas where access is restricted to a majority of the campus community.

This Policy prohibits intellectual restrictions and penalties based on protected speech, including political speech, to the fullest extent of the First Amendment of the United States Constitution.

Protected Activities

A member of the campus community, which for the Board Policy shall include students, administrators, faculty, staff, and/or guests invited by students, administrators, faculty or staff, shall be freely permitted to engage in noncommercial expressive activity in outdoor areas of campus, subject to reasonable time, place, and manner restrictions, and as long as the Member's conduct is not unlawful, does not impede others' access to a facility or use of walkways and does not disrupt the functioning of the College. Iowa Lakes may designate other areas of campus that are available for use by the campus community. All-access to designated areas will be granted on a viewpoint-neutral basis.

Noncommercial expressive Protected Activities include but are not limited to any lawful oral or written means by which members of the campus community may communicate ideas, including but limited to all forms of peaceful assembly, protests, speeches including invited speakers, distribution of literature, circulating petitions, and publishing, including publishing or streaming on an internet site, audio or video recorded in outdoor areas of campus.

Protected Activities shall also include the right of student expression in a counter-demonstration held in an outdoor area of campus as long as the conduct at the counter-demonstration is not unlawful, does not materially and substantially prohibit the free expression of others, or impede other's access to a facility or use of walkways.

Nonprotected Activities

Nothing shall prevent the College from prohibiting, limiting, or restricting expression and/or expressive activity that is not otherwise protected by the Constitution of the United States. Nonprotected activities include, but are not limited to, the following:

- a threat of serious harm and expression directed or likely directed to provoke imminent unlawful actions; and
- harassment, including but not limited to expression that is so severe, pervasive, and subjectively and objectively offensive that the expression unreasonably interferes with an individual's access to educational opportunities or benefits provided by the College.

Student Organizations

Iowa Lakes Community College will not deny benefits or privileges available to student organizations based on the viewpoint or expression of the viewpoint of a Student Organization or its members protected by the First Amendment to the Constitution of the United States. For purposes of the Board Policy, benefits means recognition, registration, use of facilities for meetings or speaking purposes, use of channels of communication, and access to funding sources otherwise available to other student groups.

In addition, the College shall not deny any benefits or privileges to a Student Organization based on the Organization's requirement that its leaders agree to and support the Organization's beliefs as interpreted and applied by the Organization and to further the Organization's mission. For purposes of the Board Policy, Student Organization means a group officially recognized or registered by the College or a group seeking official recognition or registration comprised of students who are admitted and in attendance at the College who receive or are seeking to receive benefits or privileges.

Public Forums On Campus-Freedom Of Association

The outdoor areas of campus are deemed public forums. The College may maintain and enforce clear, published, reasonable viewpoint-neutral time, place, and manner restrictions that are narrowly tailored in furtherance of a significant institutional interest but shall allow members of the campus to engage in spontaneous expressive activity and to distribute literature. If the College places restrictions, it shall provide

ample alternative means of expression. Except as provided in the Board Policy, and subject to reasonable time, place, and manner restrictions, the College shall not designate any area of campus a free speech zone or otherwise create policies restricting expressive activities to a particular outdoor area of campus.

Nothing in the Board Policy shall be construed to grant individuals the right to engage in conduct that intentionally, materially, and substantially disrupts the expressive activity of a person or student organization if the College has reserved space in an outdoor area of campus for the activity in accordance with the Board Policy.

Complaint Procedure

A member of the campus community who believes he or she has been aggrieved by a violation of this Board Policy shall first attempt to resolve any grievance with the Executive Dean. Any appeal of the Executive Dean's decision shall be to the College President.

A member of the campus community who believes he or she has been aggrieved by a violation of the Board Policy may file a complaint with the Iowa Lakes Community College Board of Trustees as set forth in the Code of Iowa Chapter 261H.

TECHNOLOGY

Technology Usage Policy

Technology resources and usage may be described as all Iowa Lakes-owned print and electronic media and services, including, but not limited to, computers, printers, modems, email communications, Iowa Lakes' web content, and wireless connections. Personal equipment that may be connected to the Iowa Lakes network/system is also subject to this procedure.

Iowa Lakes Community College is an educational institution supported by public funds, and it is imperative that the college ensures its technology resources are maintained and used by all persons affiliated with Iowa Lakes. This includes all credit and noncredit students, faculty, employees, alumni, and guests at the institution. They will be referred to as "users" of technology. Technology usage at Iowa Lakes Community College will be consistent with the College's Mission.

Wireless connection is available at each college location.

Expectations

Technology users must abide by applicable federal and state laws and regulations regarding technology usage, as well as existing College policies and procedures. Iowa Lakes values the free flow of information and does not condone censorship.

Individual Responsibilities

Technology Users Are Expected to:

D. Use technology in a manner consistent with Federal, State, and Local laws.

E. Support an educational environment free from harassment and discrimination as described in institutional harassment and discrimination policies and procedures as detailed in the student handbook, affirmative action plan, and employee

handbook.

F. Use technology in a manner that will not impede the college mission or the daily business of the college.

G. Implement security practices to prevent unauthorized access to computers, accounts, and/or personal identification numbers (PINs). This would include logging off from the computer following usage, avoiding sharing PINs and other passwords, and using insecure methods for sharing, storing, or transferring information.

H. Use technology resources consistent with other institutional policies.

I. Assist in maintaining and enhancing the integrity of Iowa Lakes Community College technology resources by taking measures to support the security and privacy of computer networks.

J. Promptly report any system interference, lost devices, compromised accounts, suspected unauthorized access, technology performance problems, or damage to equipment to the Help Desk or an Iowa Lakes employee.

K. Understand that priority in student computer labs is given to users for the completion of academic activities.

Prohibited Conduct

A. Disrupting access of students, faculty or staff members to technological resources.

B. Obtaining and/or gaining unauthorized access to college computer systems or an account belonging to another individual.

C. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, and damaging programs belonging to the college, college employee, or other individuals.

D. Sending harassing, threatening material or information to another individual.

E. Violating license agreements, copyrights, or intellectual property rights, including copyrights, patents, etc., by copying, distributing, or publishing protected material.

F. Permitting other persons to use an Iowa Lakes user's accounts, passwords, or access codes.

G. Theft of Iowa Lakes' hardware or software.

H. Inappropriate or malicious use of technology resources, including attempts to alter, erase, damage, or intercept technological data or programs that are the property of Iowa Lakes or Iowa Lakes' users.

I. A physical (wired) connection to the college network by computers not owned by the college is expressly prohibited. Internet connectivity shall be obtained via guest access to the college wireless network only.

Security and Privacy

Security of technology resources is of the highest importance and all users are expected to cooperate in maintaining the integrity of these resources. The college reserves the right to inspect or monitor technology resources under its control and to take appropriate action when there is reason to believe that a user has violated established policies. Every effort shall be made to protect the Constitutional Rights of all Iowa Lakes Community College technology users. The college does not endorse

the casual review of electronic communication and storage, however, users need to be aware that there is no expectation of privacy when using Iowa Lakes technology resources. Technology resources are considered property of the college and the college may initiate inspections or monitoring of information it deems to be in the best interest of the college. Iowa Lakes may also be required to initiate inspections or monitoring if subject to subpoena or other legal requirements.

Enforcement of Technology Usage Policy

A. Iowa Lakes Community College technology staff may suspend, limit, or revoke an account or service to an individual when there is reason to believe an alleged violation of the technology usage policy has occurred. This may happen when one of the alleged violations:
   1. Violates Federal, State or Local law(s);
   2. Could result in damage or interference with official college business; and/or
   3. Could result in liability for the college.

B. Disciplinary Action for Students - A student who is believed to have violated the Technology Acceptable Usage Policy may be charged with a violation of the Responsible Student Behavior Code according to the Student Rights and Responsibilities Procedure found in the Iowa Lakes Community College Student Handbook.

I. Student
   A. The goal of college supported technology is to allow students to experience education utilizing the latest available resources. To ensure that all students and classes have these necessary resources, the technology department may limit or restrict bandwidth for non-educational activities that interfere with instructional or operational needs.
   B. Accessing the system with other student's fobs is not allowed.
   C. Displaying graphic files considered to be offensive is prohibited.
   D. Users are strictly prohibited from harassing others by sending abusive, profane, threatening, defamatory, or offensive messages. This includes the distribution or transmission of any unlawful communications, such as cyberstalking, cyberbullying, threats of violence, obscenity, child pornography, or other illegal content as defined by law. This policy applies to any electronic communications sent or distributed within the college network or to other networks while using the college's network. It also applies to any electronic communications sent or distributed while using college applications, regardless of the network used.
   E. Hacking or attempting to gain unauthorized access to Iowa Lakes systems may result in immediate suspension of technology access and disciplinary action, up to and including suspension or expulsion, and may be punishable by law.
   F. Users will not waste limited resources.
   G. Printing is allowed only to fulfill classroom assignments.
   H. Chatting is allowed in accordance with instructional requirements only and within bandwidth restrictions.

II. Bandwidth Usage
   A. A packet shaping device will be utilized by the technology department to

minimize excessive bandwidth consumption.

B. The strategic planning committee, under the guidance of the technology director, will recommend acceptable bandwidth restrictions. The restrictions will be reviewed on an annual basis.

III. Appropriate disciplinary action shall be taken against Iowa Lakes Technology users violating the following areas, which may be protected by state and federal applicable laws, including but not limited to:

A. Pornography

B. Copyright

C. Intellectual Rights

D. Illegal Access

IV. Systems Monitoring

A. Iowa Lakes Community College unconditionally reserves the right to monitor and examine any and all files on college computers and servers, as well as network and system activity. Administration may suspend, revoke, or close an account at any time as required for inappropriate activity or at the request of the staff member's supervisor.

B. The college reserves the right to restrict all accounts for cause or convenience at any time. Use of Iowa Lakes technology resources is governed by the College's Acceptable Use Policy. In the event of a conflict, the Acceptable Use Policy controls.

Cellular Phone Use

Iowa Lakes Community College is committed to providing an environment conducive to learning. To that end, cell phone use should be kept to a minimum and conducted in designated areas only. If cellular phones must be used while at college, users should be respectful of others by following the guidelines outlined below.

If Cellular Phone Use Is Necessary While On Campus:

- Turn the cellular phone ringer off or set to 'silent' upon entering any classroom, computer lab, library, or auditorium.
- Move immediately to a hallway when placing or receiving calls. (Take your belongings with you if you must move to make a phone call.)
- Short, quiet cellular phone conversations may take place in corridors, away from doorways.
- Please move extended conversations outside of the buildings.
- Be courteous to others by keeping your voice at a low volume.
- Cell phones with picture-taking capabilities are not allowed in changing rooms, locker rooms, or testing areas. Individuals wishing to take photos in any recreation facility must have permission first.

ICCOC

The Iowa Lakes Community College Online Consortium (ICCOC) is a partnership between five Iowa community colleges to offer "shared" online courses. This allows students enrolled at each of the partner colleges to have access to a larger variety of

online courses. Iowa Lakes students could be enrolled in online courses with students from the other four community colleges, and some of these courses could be taught by instructors hired by one of the partner colleges. These ICCOC online classes are governed by the same guidelines as face-to-face classes regardless of the instructor's "home" college.

ICCOC informational website with valuable information for online students is www.myiccoc.org.

Canvas
To access your Canvas (where your online, hybrid, or face-to-face courses will be), please do the following:

1. Go to www.iowalakes.edu and select "My Iowa Lakes" at the top of the page.
2. Next, select "Login to My Iowa Lakes Portal" and log in with your Iowa Lakes username and password.

   If you do not know your Iowa Lakes username and/or password, please call the Iowa Lakes Help Desk at 712-362-8383.
3. Next, you will be prompted with the Iowa Lakes Multi-Factor Authentication called DUO Security. You must set up your DUO Authentication if you have not already done so. Otherwise, you will be prompted to authenticate your access by text or push notification.
4. Once logged into your My Iowa Lakes, you can access Canvas by selecting the "Canvas Dashboard" button from the Canvas widget.
5. All active courses will show up on your Canvas Dashboard but can also be accessed by selecting "Courses" from your left-hand navigation menu.

Contact for Canvas technology assistance is the Canvas Helpdesk at 844-214-6951, or you can select the "Help" menu within your Canvas at the bottom of the left-hand side navigation menu.

DOMESTICATED ANIMALS ON CAMPUS, THERAPY & SERVICE ANIMALS RESPONSIBILITIES

Animals, including pets, are prohibited on campus with the exception of service animals defined by the Americans with Disabilities Act (ADA). Service animals are defined by the ADA as service animals-in-training that are part of a certified or accredited program recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act; animals for instructional purposes as approved by the appropriate college authority; and working dogs used by a law enforcement agency for law enforcement purposes. Animals-in-training must be identified clearly (i.e., wearing a vest) and permission of the college's administration shall be obtained in advance. During work and classroom hours, no more than one service-animal-in-training is permitted on-site per employee or student.

Service and Emotional Support Animal Guidelines

Iowa Lakes Community College is committed to assuring equal access for disabled students, staff, and faculty, as well as guests and visitors to the campus. It is the

College's policy to permit service animals as defined by the Americans with Disabilities Act and may permit emotional support animals, as determined on a case-by-case basis, to reside in the residence hall with a student with a documented disability as a reasonable accommodation. This policy and the following requirements are designed to facilitate a process for assuring equal access while addressing health and safety concerns, particularly in residence halls. This policy supports Iowa Lakes Community College's commitment to comply with state and federal laws, rules, and regulations pertaining to the Americans with Disabilities Act of 1990, as amended and related laws, rules, and regulations, including without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112, 87 Stat. 394 (29 U.S.C. 794), as amended. Adherence to these policies and requirements is essential to support a foundation of understanding, comfort, and security that makes Iowa Lakes Community College a welcoming and accessible place for all.

SECTION I

Service Animals under the Americans with Disabilities Act: Service animals are defined under the ADA as dogs that are individually trained to do work or perform one or more specific tasks for a person with a disability. Service animals are permitted in all public areas of campus, except where specific restrictions apply, as described in the restricted areas section below. There may be individual exceptions in places where the presence of service animals may compromise safety or a sterile environment and/or interfere with the fundamental nature of activities being conducted in which the service animal would not be permitted. The policies below apply to students as well as visitors and guests. Employees, both staff and faculty, must contact Human Resources if they wish to request allowance of a service animal as a reasonable job accommodation based on a disability.

Examples of Service Animal Tasks: The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by actively preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for this definition. (Current law also includes a limited exception for miniature horses.)

Identification: Service animals (and trainees) shall be reasonably identified to the community by a harness service animal vest, or other gear when not in a private or student residence per the provision stated under Control Requirements. If there is no identification, college staff may ask the two questions below to determine if a dog is a service animal:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

Staff may not ask about the individual's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask the

dog demonstrate its ability to perform the work or task.
Service animals are working animals; they perform tasks and are not pets.

Voluntary registration of service animals while on campus:
For individuals enrolled in courses that would like to register their service animal with the college voluntarily, please contact the accommodations contact person in the educational counseling office on each campus or call 712-362-7990. As stated, this is voluntary but may aid one in accessing the college premises. Registration is not available for visitors to campus.

Requirements of service animals and their owners:

- The animal cannot pose a direct threat to the health and safety of persons while on Iowa Lakes Community College premises.
- Local ordinances regarding animals apply to service animals, including requirements for immunization, licensing, noise, restraint, and at-large animals.
- The owner must be in full control of the animal at all times. Under the ADA, service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- College personnel are not required to provide care or food for the service animal.
- The owner is responsible for cleaning up the animal's waste and fluids and disposing of such in outside trash containers only. When provided, the owner must have animal use the animal relief areas designated by the college. Waste disposal via college plumbing is prohibited. The owner should always carry equipment sufficient to clean up and properly dispose of the animal's waste and fluids. Owners who are not physically able to pick up and dispose of the animal's waste and fluids are responsible for making necessary arrangements for assistance. The college is not responsible for these services. Additionally, the service animal is not to be bathed using college housing or facilities. The cage/crate or bedding is not to be cleaned using college housing or facilities.
- The owner is liable for damage caused by the service animal.
- The owner is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.
- The owner must have a plan in place for animal care in the event of an emergency.
- The owner must arrange an alternative shelter if the animal has to be removed from campus due to disruptive or unsafe behavior or environmental conditions or if the handler becomes unable to care for the service animal.

Exclusions:
A service animal may be excluded from any authorized area, and its owner may be subject to disciplinary action if, including, but not limited to:

1. The service animal displays aggressive or disruptive behavior or noises, and effective action is not taken to control it unless said noise/behavior(s) are part of the needed disability service to the owner;
2. The service animal is not housebroken;
3. The service animal poses a direct threat to the health and safety of others;
4. The service animal is not in good health, well-groomed, or cared for;

5. The service animal infringes inappropriately into other's personal space;
6. The owner intentionally uses the service animal to block identified fire/ emergency exits.

Note: In the event that restriction or removal of a service animal is determined to be necessary, every effort will be made to assure the individual still has access to programs, services, or activities of the college without the animal.

General Rules:

1. Service Animals are allowed in public areas where food is sold or prepared, even if state or local health codes prohibit animals on the premises.
2. Allergies and fear of dogs are not acceptable reasons for excluding a service animal, but cooperation is essential to accommodate those with allergies or other conflicting disabilities when necessary. Those individuals with conflicting requests may be asked to show documentation of a disability to help determine appropriate accommodations.
3. An individual with a service animal may not be isolated or treated less favorably than others.

Restricted Areas: The College may prohibit the use of service animals in certain locations due to health or safety hazards, where service animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. Restricted locations may include, but are not limited to, research laboratories, classrooms with demonstration/research animals present, medical areas, research areas using radioactive materials or lasers, mechanical rooms or custodial closets, workshops with operating machinery, and food preparation areas. The safety of locations will be individually considered by the accommodations contact person, the laboratory director or professor, and the College grounds department when appropriate. If a location is determined unsafe for the use of a service animal, reasonable alternative accommodations will be explored and provided as appropriate to ensure the individual has equal access to the activity. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Accommodations contact person. In making its decision, the Accommodations contact person will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research. The accommodations contact person, in cooperation with the instructor of the course and other college representatives, may determine a space is a restricted area if it is a sterile environment, the area requires personal protective equipment for access, or the area contains live animals that are natural prey or natural predators of dogs.
Due to the unique nature of the laboratory environment, machinery workspaces, and food preparation areas, service animal handlers need to meet with the accommodations contact person before bringing a service dog into any of the above-listed restricted areas. The purpose of the meeting is to develop an access plan, discuss personal protective equipment (for the handler and the dog) and modifications that may be necessary, and review expected behaviors.

Service Animals In College Housing

Service animals, as defined by the ADA, are allowed in college housing as a reasonable accommodation. An individual with a disability planning to have a service animal in Iowa Lakes Community College on-campus housing must give sufficient notice to the accommodations contact person (room 9 on the Estherville campus or through

the educational counseling department on each campus). Service animals residing in on-campus housing are subject to the Iowa Lakes Community College Service Animal Agreement form. Service animals must be properly trained. Iowa Lakes Community College recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to fully participate in the college housing program. This policy explains the specific requirements and guidelines that govern requests for reasonable accommodations in college housing. Iowa Lakes Community College reserves the right to amend this policy at any time as circumstances require.

Appeals/Grievances: Complaints arising under the service animals in college housing should follow the due process procedures outlined in the Iowa Lakes Community College student handbook and planner.

SECTION II
Emotional Support Animals in College Housing:
Under Section 504 of the Rehabilitation Act and the Fair Housing Amendments, an individual with a disability may request to keep an emotional support animal, sometimes called assistance or therapy animal, as a reasonable accommodation in housing facilities as a modification to pet policies or other imposed restrictions or prohibitions on animals. In order to qualify for such accommodation, the emotional support animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the residential life program. Further, there must be a relationship between the individual's disability and the assistance the animal provides and an established need for the therapeutic nature of the animal connected to the individual's disability. An emotional support animal provides emotional support to a person with a mental health disability who has a disability-related need for such support. The emotional support animal is indicated as necessary for an individual with a disability by an appropriate and relevant healthcare professional. An emotional support animal does not need to be trained to provide a service or a task and does not accompany a person with a disability at all times. An emotional support animal may be a reasonable accommodation for a student with a mental health disability, but only within the student's dwelling.

Iowa Lakes Community College will accept and consider requests for reasonable accommodations in college housing at any time. The individual requesting the accommodation should complete and provide the request form to the accommodations contact person as soon as practicably possible **before** moving into college housing. If the request for accommodation is made fewer than **60 days before** the individual intends to move into college housing, Iowa Lakes Community College cannot guarantee it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. **No emotional assistance animals may be in Iowa Lakes Community College housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.** Any animal found in on-campus housing without authorization will be ordered removed at the student's expense, and the student **will** be considered in violation of the student code of conduct.

If the need for accommodation arises when an individual already resides in college housing, he/she should contact the accommodations contact person and complete

the request form as soon as practicably possible. Iowa Lakes Community College cannot guarantee that it will be able to meet the accommodation needs during the semester in which the request is received. Iowa Lakes Community College will attempt to provide a written response to the request within fourteen (14) business days of receiving the request and completed documentation.
Iowa Lakes Community College recognizes the importance of providing reasonable accommodations in its housing policies and practices for individuals with disabilities to use and enjoy on-campus housing. Iowa Lakes Community College reserves the right to amend this policy at any time as circumstances require.

Iowa Lakes Community College will not retaliate against any individual because that individual has requested or received reasonable accommodation in college housing.

Emotional Support Animal Policy and Application process (Excludes requests for service animals in on-campus housing under the Americans with Disabilities Act Amendment Act):
Students requesting to have an emotional support animal residing in college housing:

1. The student must complete the request form with Disability Services (Educational Counselors on each campus and/or Executive Dean). If the individual requires assistance in completing the request form due to his/her disability, the accommodations contact person will assist.
2. The student must submit a completed verification document by a reliable third party (psychiatrist, mental health provider).

   *Iowa Lakes Community College accommodations contact person will limit its request to the information necessary to verify whether the student making the request has a disability and/or to evaluate if the accommodation of an emotional support animal is necessary to provide the student an equal opportunity to use and enjoy on-campus housing. If the third party returns the verification form without sufficient information for the accommodations contact person to determine whether an accommodation is necessary, then the accommodations contact person will inform the student in writing of the verification's insufficiency and may request additional information (including speaking directly with the student supplying the third-party verification) within 10 working days of receiving the verification.
3. The accommodations contact person will review all requests and determine whether the necessary information or documentation is present. The accommodations contact person will determine, sometimes in cooperation with Residential Life and with other appropriate college staff, whether the request is a reasonable accommodation. A decision will be made within ten (10) working days of receiving the completed request and documentation.
4. Upon approval, the student will be notified by the accommodations contact person. The housing coordinator may also contact the student for additional details and, along with the student's other residential life preferences or needs, determine a housing option for the student. Students should note that housing options may be taken into consideration as the college balances appropriate accommodations for students with disabilities and students who have allergies and/or animal fears. Consequently, advance notice of the request for an emotional assistance animal in campus housing is essential for Iowa Lakes Community College to provide a smooth transition for all students.

   *The procedures for requesting an emotional assistance animal follow the general procedures and requirements outlined in the Iowa Lakes Community College housing policy and will also apply.

However, if the general housing policies conflict with the accommodations policies, then the accommodations policies shall control.

Appeals:
Students may appeal the college's decision regarding emotional support animals in college housing as outlined in the student handbook..

Restrictions:

- Iowa Lakes Community College will not allow emotional support animals if it would fundamentally alter the nature of the program.
- Approved emotional support animals must always be contained within privately assigned, individual living areas. Approved emotional support animals are not allowed in public areas of the on-campus housing except to enter or exit the building for the animal's natural relief. In addition, they are not allowed in other campus buildings except for purposes of an animal's participation in instructional programs, such as the veterinary technology program or where the animal has been approved as a reasonable accommodation for a disability in accordance with standard procedures for requesting such accommodations.
- When the student owner of the emotional support animal is not present in the on-campus individual living area (during the day while attending classes or other activities), the emotional support animal should be caged or crated. Notwithstanding the restrictions set forth herein, the emotional assistance animal must be properly always housed and restrained or otherwise under the dominion and control of the owner. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement, and immediate removal from college housing.
- Iowa Lakes Community College reserves the right to limit approval of proposed emotional support animals to animals that do not pose health or safety concerns or would significantly disrupt the residence hall living environment for others.
- Iowa Lakes Community College may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with assistance animals:
    1. the space needed for the animal is too large for the available assigned housing space;
    2. the animal's presence would force another individual from individual housing (e.g., serious allergies);
    3. the animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
    4. the animal is not housebroken or is unable to live with others in a reasonable manner;
    5. the animal's vaccinations are not up-to-date;
    6. the animal poses or has posed in the past a direct threat to the safety or health of the individual or others, such as aggressive behavior, injuring others, or potential transmission of zoonotic diseases;
    7. the animal causes or has caused excessive damage to housing beyond reasonable wear and tear.
- Generally, the presence of only one emotional support animal will be approved

for a student to fulfill the intent of the FHA requirements in providing support to a student with a mental health disability.

- The college has determined that the residence hall setting, in most cases, is not an appropriate environment to raise a young puppy. Generally, dogs must be at least one year of age, be spayed or neutered, and receive their rabies vaccination before they can live in on-campus housing.

Owner's responsibilities for emotional assistance animals in college housing:

1. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
2. The owner is financially responsible for the actions of the approved animal, including bodily injury or property damage. The owner's responsibility covers but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs during repair and/or move-out.
3. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to college premises that are assessed after the student and animal vacate the residence, to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The College shall have the right to bill the student account of the owner for unmet obligations.
4. The owner must notify the Accommodations contact person in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal, the owner must file a new request in writing to the Accommodations contact person according to the application process in Section ll.
5. The owner's residence may be inspected for fleas, ticks, or other pests as necessary. The office of Residence Life will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by the college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the owner's account for unmet obligations under this provision.
6. All roommates of the owner of the service animal or support animal must sign an agreement allowing the approved animal to be in residence with them. If one or more roommates do not approve, the owner and animal or the non-approving roommates may be moved to a different location, as determined by Residential Life and the Accommodations contact person.
7. Approved animals may not be left overnight in College housing to be cared for by anyone other than the owner. If the owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the owner. If they leave campus for more than 24 hours, animals must be taken with the student.
8. Housing can relocate the owner and approve animals as necessary according to current contractual agreements.

9. For any reason the approved animal is removed from the premises, it is expected the owner fulfill his/her housing obligations for the remainder of the housing contract unless a waiver is granted. Alternative accommodations and support will be discussed with the student as appropriate.
10. The owner complies with animal health and well-being requirements as outlined in this policy.
11. Any violation of the above rules may result in immediate removal of the animal from the College and may be reviewed through the College disciplinary process. The owner will be afforded all due process rights and appeals as outlined in that process.

Care and Supervision:
The following guidelines apply unless the nature of the documented disability of the owner precludes adherence to these guidelines or permission for a variance has been granted.

1. Care and supervision of the animal are the responsibility of the individual who benefits from the approved animal's use.
2. Owners are required to always maintain control of the animal.
3. Owners are responsible for the animal's care, feeding, and supervision. Iowa Lakes Community College shall not be required to provide care, food, or supervision of any animal, including removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
4. The owner must provide the college with the name and contact information of someone who does not reside in college housing and can take responsibility for the animal within 12 hours should the owner be unable or unavailable to care for it.
5. Owners are also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must use relief areas designated by the College consistent with the reasonable capacity of the owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so waste is not tracked onto carpeted surfaces.
6. Owners may not bathe animals or its cage/crate, or bedding using student housing or college facilities.

Animal Health and Well-Being:

1. The animal must be immunized against diseases common to that type of animal. Dogs must have current vaccinations against rabies and wear a rabies vaccination tag. Local licensing requirements are followed, and documentation must be provided.
2. Animals to be housed in college housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The College can direct the animal to receive veterinary attention at the owner's expense.

Removal of Approved Animal:

1. The College may exclude/remove an approved animal when:
2. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
3. the animal's presence results in a fundamental alteration of a college program;
4. the owner does not comply with the owner's responsibilities set forth above;
5. the animal or its presence creates an unmanageable disturbance or interference with Iowa Lakes Community College.

If it is determined an animal must be removed from the residence hall, the student must comply within 48 hours. If there are any extenuating circumstances that inhibit the student from removing the animal within that time frame, he/she must discuss them with the housing coordinator before the time frame has lapsed.
If it is determined the animal must be removed from the residence hall and the student fails to comply with the stated time frame, the College may remove the animal to the nearest appropriate animal shelter at the student's expense. Additionally, failure to comply with the order for removal will result in a referral to a Vice President for consideration of sanctions.

Damage
Owners of approved animals are solely responsible for any damage to persons or College property caused by their animal.

MISSING STUDENT POLICY & PROCEDURE

Iowa Lakes Community College takes student safety very seriously. To this end, the following policy and procedure have been developed in order to assist in locating Iowa Lakes Community College student(s) living in college-owned, on-campus housing who are determined to be missing based on the facts and circumstances known to the College. This policy is in compliance with Section 488 of the Higher Education Act of 2008. Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to college administration and/or Student Housing/Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to college officials, parents of a missing student will be notified. If parental notification is necessary, a college administrator will place the call. For students under 18 and not emancipated, the College will notify a parent/guardian and any additional contact person designated by the student.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Iowa Lakes Community College. This emergency information will be kept in the Student Information System and will remain confidential.

General Procedure

1. The Iowa Lakes Community College administrator receiving the report will collect and document the following information at the time of the report:
   a. The name and relationship of the person making the report.
   b. The date, time, and location the missing student was last seen.
   c. The general routine or habits of the suspected missing student (e.g., visiting friends who live off-campus, working a job away from campus), including any recent changes in behavior or demeanor.
   d. The missing student's cell phone number (if known by the reporter).
2. The Iowa Lakes official receiving the report will contact the President, the Vice President of Student Services, and other appropriate college administration in order to update them on the situation and to receive additional consultation.
3. Upon notification from any entity that a student may be missing, Iowa Lakes may use any or all the following resources to assist in locating the student.
   a. Call the student's room.
   b. Go to the student's residence hall room.
   c. Talk to the student's RA, roommate, and dorm unit mates to see if anyone can confirm the missing student's whereabouts and/or the date, time, and location where the student was last seen.
   d. Secure a current student ID or another photo of the student from a friend.
   e. Call/text the student's cell phone and call any other numbers on record.
   f. Send the student an email.
   g. Check all possible locations mentioned by the parties above, including the library, residence hall lounges, student commons, fitness center, etc. The Housing Office may be asked to assist in expediting the search process.
   h. Contact or call any other on-campus or off-campus friends or contacts made known. This could include checking a student's social networking sites such as Instagram, Facebook, Snapchat, etc.
   i. Confirm the student's car make, model, and license plate number. A member of the Housing Office will also check College parking lots for the presence of the student's vehicle.
4. The Technology Staff may be asked to obtain email logs to determine the last login and/or access to the Iowa Lakes network.
5. Once all information is collected and documented, and the appropriate college administration is consulted, Iowa Lakes staff may contact the local police to report the information. (Note: If while gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedures and protocols will be followed by the college.

TOBACCO/ALCOHOL/DRUG POLICIES

Tobacco/Vaping Policy: Iowa Lakes Community College is a tobacco free facility. The tobacco-free policy prohibits the use of smokeless tobacco, smoking tobacco, e-cigarettes, or any type of nonprescription inhalant, as well as any devices that simulate the act of smoking, including vaping, in all Iowa Lakes Community College buildings, vehicles, and on the property and grounds of the college.

Smoking Policy Information*

The Smoke Free Air Act, enacted on April 15, 2008, reglates smoking in public places. Colleges are included under this Act. This act means smoking is prohibited on all Iowa Lakes campuses. Compliance with this law is mandatory. Smoking is 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 spaces, including athletic facilities.

"Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other tobacco product, or vapor product in any manner or in any form. "Smoking" does not include something that is associated with a recognized religious ceremony, ritual, or activity, including but not limited to the burning of incense.

Frequently Asked Questions

Q. *I'm a student, and I want to quit smoking; could you tell me more about Quitline Iowa?*

A. Quitline Iowa is a toll-free, statewide smoking cessation telephone counseling hotline. Trained counselors provide callers with information about the health consequences of tobacco use, assistance in making an individualized quit plan, and ongoing support through optional follow-up calls. The Quitline offers both English and Spanish-speaking counselors at 1-800-QUIT-NOW. The Quitline is staffed:

    Monday – Thursday, 7 am to midnight
    Friday 7 am to 9 pm
    Saturday and Sunday, 8 am to 7 pm

    At https://quitlineiowa.org/en-US, you will find a summary of Quitline services, links to information about the health consequences of smoking, a calculator that helps you figure out how much you spend on cigarettes, and answers to frequently asked questions about Quitline Iowa. You can also use this site to ask questions about quitting smoking or request written information by mail.

Q. *Can I smoke/vape in my car in the parking lot or the residence halls?*

A. No, the law prohibits this, as these are on college property.

Q. *Can I smoke/vape in one of the college's work vehicles?*

A. No, the law prohibits this.

Q. *How will this new policy be enforced?*

A. All faculty, staff, students, and visitors must comply with the smoking policy. Faculty, staff, and students who see visitors smoking are asked to inform them of our no-smoking policy politely. If the individual does not stop smoking, please notify your Campus Supervisor. An individual can be fined and asked to leave the college for non-compliance.

Q. *How can I approach someone who I see smoking/vaping?*

A. Explain to the person that he or she is smoking in an area designated as no smoking. Do not engage in an argument. If you are challenged, walk away. If you do not feel comfortable confronting this individual, please notify a college administrator.

*This information is based on data provided to the college at the time of printing. Rules, regulations, and enforcement may change by directive of the Iowa Department of Public Health.

Alcohol Policy: Iowa Lakes Community College prohibits the use or consumption of alcohol on college property at any time except those times and places approved specifically by the Board of Trustees following the laws of the State of Iowa. Areas where the use is prohibited include student campus activities, student housing, college parking lots, roadways, and leisure activity areas. Underage students are always subject to the legal consequences of consumption. These consequences are outlined in the Legal Sanctions section of this handbook.

The college prohibits alcohol consumption by all students while participating in a student activity such as an outing, field trip, etc. Students and staff are expected to conduct themselves professionally, which 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 of its college-sponsored activities. Both Iowa law and Federal law allow the College to disclose to a parent or guardian, without the student's permission, "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".

Violation Of Drug/Alcohol Policy: Violations of the drug and alcohol policies will incur disciplinary action, which may include immediate disciplinary suspension by appropriate college administration 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 is 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.

Possession Of Controlled Substances: Any person who knowingly or intentionally possesses a controlled substance (except pursuant to a valid prescription) is guilty of a serious misdemeanor for the first offense ($2,565 fine, 1 year in jail), an aggravated misdemeanor for the second offense ($8,540 fine, 2 years in prison), and a Class D

felony for the third offense ($10,245 fine, 5 years in prison). If the controlled substance is marijuana, the punishment for the first offense is not more than six months in jail or up to a $1,000 fine or both, and not more than one year in jail or up to a $2,565 fine for the second offense. Subsequent offenses for marijuana possession are aggravated misdemeanors and punishable by not more than two years in prison and up to a $8,540 fine.

Manufacture Or Delivery Of A Controlled Substance: The penalties for the manufacture or delivery of controlled substances vary greatly according to several factors, including the identity and quantity of the substance, the age of the person who receives the substance, and where the delivery takes place. The manufacture, delivery, or possession with intent to deliver of substances containing cocaine, methamphetamine, PCP, OSD, and certain others is a Class B felony with punishment that can range as high as 50 years in prison and a fine of up to $1,000,000. Violation of these provisions for other controlled substances, depending upon which substance and its quantity, is a Class C felony ($10,000 fine, up to 10 years in prison), a Class D felony ($7,500 fine, up to 5 years in prison or an aggravated misdemeanor ($5,000 fine, up to 2 years in prison). The punishment for the offense of selling methamphetamines to someone under 18 years of age is imprisonment for not more than 99 years. A second offense is punishable as a Class A felony, a life sentence without parole.

Gatherings Where Controlled Substances Are Unlawfully Used: It is unlawful for any person to sponsor, promote, aid, or assist in the sponsoring or promoting of a meeting, gathering, or assemblage with the knowledge or intent that a controlled substance be distributed, used or possessed, in violation of Iowa law. Any person who violates this section and where the controlled substance is other than marijuana is guilty of a Class D felony. If the controlled substance is marijuana only, the offense is a serious misdemeanor.

Illegal Possession And Use Of Alcoholic Beverages Or Other Drugs: The possession, use, or sale of alcoholic beverages on college property is not allowed unless specifically authorized by the college board of trustees. The college will assist in enforcing Iowa underage drinking statutes and report offenders to law enforcement agencies.

Substance Abuse Assistance

Iowa Lakes Community College is concerned about the well-being of students and any threat posed by the high-risk use of alcohol and other drugs. Anyone needing information or referral relating to substance abuse should contact one of the following persons at the college:

Emmetsburg	Shante Whalen	800-242-5108 ext. 8654
Estherville	Jody Condon	800-242-5106 ext. 7990
Algona	Shante Whalen	800-242-5108 ext. 8654
Spencer	Jacque Carstens	877-807-9585 ext. 8627
Spirit Lake	Jacque Carstens	877-807-9585 ext. 8627

AREA RESOURCES

Alcoholics Anonymous: www.aa.org

Siouxland Intergroup, Sioux City, Iowa- 712-252-1333
Sioux Falls AA Intergroup, Sioux Falls, South Dakota 605-334-5419

Narcotics Anonymous www.iowa-na.org

Iowa Substance Abuse Information Center 800-897-6242

Crisis Hotlines:

Drug and Alcohol Help Line	866-242-4111
Suicide Prevention Lifeline	800-273-TALK or 988
Statewide Crisis Line (24 Hour)	319-362-2174
Iowa Domestic Abuse Hotline	800-942-0333
National Institute on Drug Abuse Help Line	800-662-4357

Websites with Further Information:

- Substance Abuse and Mental Health Services Admin: http://www.samhsa.gov
- Nationwide Alcohol Abuse Resource Center http://www.addict-help.com
- Information for Parent/Teen Discussions http://www.drugfree.org
- Alcohol Abuse Screening Quiz/Drug Abuse Screening Quiz
- https://www.verywell.com/alcohol-abuse-screening-quiz-67877
- Quit smoking resources iowa.quitlogix.org
- Alcoholics Anonymous www.aa.org
- ULifeline Online Resource for College Mental Health http://ulifeline.org

OTHER COMMUNITY SUPPORT SERVICES

Mental Health Services

988

988 is a crisis care system that provides direct, life-saving services to all in need across the U.S. This lifeline provides 24/7, free, and confidential support to people in suicidal crisis, mental health or substance use crisis, or any kind of emotional distress.

Northwest Iowa Counseling Associates

nwiac.com admin@nwiac.com
Generations by IGL Building
1501 35th Ave. W, Spencer, IA 51301
(temporary location)

508 W Central Ave., Estherville, IA 51334
Phone: 712-262-6111

Elevate Therapy & Assessment

elevatetherapy.org
2102 N. Ave, Milford, IA 51351
712-338-6200
email: info@elevatetherapy.org

Season's Center for Behavioral Health

seasonscenter.org
Phone: (800) 242-5101 (All Locations)
24/7 crisis line phone number:
844-345-4569

201 E 11th Street, Spencer, IA 51301

Estherville Office:
826 N 8th St, Estherville, IA 51334
*Located within Avera Holy Family Hospital

Emmetsburg Office:
918 Broadway St, Ste 1,
Emmetsburg, IA 50536

Spirit Lake Office:
1401 Hill Avenue, Spirit Lake, IA 51360

Bethesda Christian Counseling
(outreach out of Hope Reformed Church in Spencer)
Phone: 712-737-2635
Every other Tuesday – ask for an appt. with Deon Wynia

Catholic Charities-Spencer
cathchar.com/adult-mental-health
607 1st Ave. W, Spencer, IA 51301
Phone: 712-580-4320
Email: info@cathchar.com
Most private insurance, Medicare, Sliding scale for uninsured

Discovery House
Homeless shelter and sober living environment
Julie Scheib, Director
Phone: 712-336-5340
1411 Hill Ave, Spirit Lake, IA 51360

Suicide Prevention Lifeline
988 or 800-273-8255
988lifeline.org

Cherish Center
cherishcenter.org
1004 22nd St., Milford, IA 51351
Phone: 712-338-3333

Moxie Nova
moxienova.com
Amanda Olson, Counselor, MS, LMHC, NCC

1820 Central Ave, Estherville, IA 51334
703 Broadway, Emmetsburg, IA 50536
(located in Bethany Lutheran Church)
Phone: 712-340-7323
Email: hello@moxienova.com

Aetna, Blue Cross/Blue Shield (Wellmark), Iowa Total Care, Medicaid Iowa, Medica, Medicare (Medicare Advantage/HMO Plans not covered), Molina Iowa, Sanford Health, Tricare West, United Healthcare, Wellpoint (Amerigroup) Iowa

Military One Source
For soldiers & families
militaryonesource.mil
24/7 Phone Line: 800-342-9647

Alcoholics Anonymous
aa-iowa.org

Lutheran Services in Iowa
lsiowa.org/mental-health-services
20 W 4th St., Spencer, IA 51301
Phone: 712-262-4083
Email: Therapy@LSIowa.org
Will take Title 19 (Medicaid), Blue Cross/Blue Shield, TriCare, United Healthcare/Optum

All Those Yesterdays Integrated EMDR and Mental Health Counseling
Spencer, IA (online therapy)
Call or Text 712-363-8066
info@allthoseyesterdays.org
www.allthoseyesterdays.org

Imperfectly Enough Psychiatry
610 Okoboji Ave, Suite 1, Milford, IA 51351
712-338-6010
email:
info@imperfectlyenoughpsychiatry.com

Community Health Center of Spencer Offer Medical, Dental, and Behavioral Health Services
223 W 7th St., Spencer, IA
712-232-4300
www.chcfd.com
www.facebook.com/CHCofSpencer

Prairie Ridge Integrated Behavioral Healthcare
Algona Outreach Office
117 E. Call St.
Algona, IA 50511
515-295-5158
In person and telehealth appointments
Accept all insurance, grant funding available for those without insurance.

Grief Support Services

The Collective for Hope: Grief's Journey, HEALing Embrace
collectiveforhope.org
7811 Farnam Drive
Omaha, NE 68114
Phone: 402-502-2773
Email: info@collectiveforhope.org

Grief Support Group-Kerry Knudsen
Avera@Home Hospice, Estherville, IA
Phone: 712-362-6169

Grief Support Group
Gentiva Hospice, Spirit Lake, IA
Julianna Kempema, Bereavement Coordinator
712-336-2941

Warner Funeral Home
Sheli Cheevers
225 W. 3rd St., Spencer, IA 51301
Phone: 712-262-3640
Meets weekly for six weeks in the spring and fall.

GriefShare-Deb Weir
griefshare.org

Trinity Lutheran Church
721 18th Ave N, Estehrville, IA 51334
Phone: 712-380-0232
Two 13-week sessions each year. $15 registration, scholarships available. Search "51334" under Find a Group to find more information about the sessions.

Additional Online Resources:

hospicefoundation.org/grief-(1)

compassionatefriends.org

cancercare.org/tagged/grief_and_loss

CAMPUS SECURITY/WEAPONS/EMERGENCY INFORMATION

The annual Campus Security and Fire Safety Report may be found at the following link: www.iowalakes.edu/policies

Iowa Lakes Community College is strongly committed to the safety of the college community.

Safety ensures a productive educational learning environment for students, faculty, and staff.

Campus visitors are expected to adhere to the same conduct code of the College community, including civil, respectful, and safe behaviors. Iowa Lakes Community College will contact law enforcement officers to immediately remove anyone from College property deemed a threat to campus safety and security and/or disruptive to the learning, living, and teaching environment. Such individuals will not be permitted to reenter College property and will be notified in writing about the duration of their exclusion from College property.

Reporting of crimes: Any student or staff member of Iowa Lakes aware of a criminal act occurring on campus is encouraged to report that crime. Reports should be made directly to local law enforcement officials after regular business hours and all emergencies. During regular business hours, the nonemergency incidents should be reported to a college administrator, who will be responsible for notifying law enforcement officials, if appropriate, and for the completion of an incident report. Emergencies shall be reported directly to local law enforcement officials.

Weapons Policy: Possession of a weapon or firearm on campus or in a college facility is prohibited except when required for an approved college course or activity supervised by a college employee. The employee in charge of the college course or activity will collect the firearm/weapon and keep it in a secure locked space. Weapons include but are not limited to, knives with a blade exceeding five inches in length, guns, firearms, BB guns, Tasers, explosives, fireworks or simulations of any such items (devices that appear to be real, such as a realistic toy, replica, paint-ball gun, etc.). A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal. Current or retired licensed law enforcement professionals with a current permit may carry concealed weapons while on campus.

EMERGENCY POLICE, SHERIFF, AMBULANCE OR FIRE

DIAL 911 REMEMBER TO DIAL 9-911 FROM ALL CAMPUS PHONES

Algona

Hospital, non-emergency	515-295-2451
Police, non-emergency	515-295-3515

Emmetsburg

Hospital, non-emergency	712-852-5500
Police, non-emergency	712-852-2424

Estherville

Hospital, non-emergency	712-362-2631
Police, non-emergency	712-362-3515

Spencer

Hospital, non-emergency	712-264-6198
Police, non-emergency	712-262-2151

Spirit Lake

Hospital, non-emergency	712-336-1230
Police, non-emergency	712-336-5776

Crisis Line

These numbers may be called by students experiencing problems which need an immediate resolution. These community agencies are designed to assist people in crisis situations.

Algona	800-479-9071
Emmetsburg	712-362-3200
Estherville	712-362-3200
Spencer	712-363-5700
Spirit Lake	712-363-5762

Fire: Upon the activation of a fire alarm in any college building, occupants are to exit the building immediately via the safest and closest exit.

Security and Access to Campus Facilities: The custodial staff has primary responsibility for campus security after regular business hours. The college will also use local law enforcement to provide security during periods when the potential for security violations or criminal actions is increased.

Informational Programs on Prevention: Brochures and bulletins about crime prevention will periodically be placed on bulletin boards, in campus housing units, and in other public places on campus. For more information, contact the student senate.

Reporting Of Accidents: Accidents on any campus site should be reported directly to that respective office. It is imperative that all accidents be reported and an accident form be filled out as soon as possible. Forms are available at each of the campus sites. Vehicle accidents involving college or private vehicles (on college business) must be reported to the Director of Facilities and follow the State of Iowa vehicle regulations and laws.

Iowa Sex Offender Registry: Website is located at www.iowasexoffender.com. The purpose of this information is to allow members of the public a means to protect themselves from individuals who have committed an offense that requires registration on the Sex Offender Registry. Actions taken against a registered individual, including vandalism of property, verbal or written threats of harm, or physical assault against this person, his or her family, or employer, can result in arrest and prosecution.

Jury Duty: If a student should be called for jury duty, the Iowa law states anything work or school-related will be 'excused', and the student can remain in class. Note: Individuals called to jury duty must comply with the court's request and supply written notice to the court of 'school status.'

CANCELLATION OF CLASSES

It is the college's policy to hold regular classes on all days scheduled on the college calendar. If an emergency develops and classes are canceled, area radio stations will be asked to announce the closing.

College students are encouraged to sign up for the Iowa Lakes Alert, an emergency alert system capable of delivering messages to email and cell phones.

Note: If a class's starting time is before the announced time of the 'late start' opening of the college, all students are expected to be in class at the announced time of the 'late start' opening. Example: 9 a.m. start time. All 8-10 a.m. classes start at 9 a.m.; all 8:30-10 a.m. classes start at 9 a.m.

We will make every effort to include this on our website, www.iowalakes.edu; and the Iowa Lakes Facebook page www.facebook.com/IowaLakesCommunityCollege.

Emergency Information

Employees and students must sign up for the Iowa Lakes Alert emergency notification system using Rave Wireless. Please visit www.iowalakes.edu/alert to choose your notification process and update your information. An email reminder will be sent at the beginning of the fall and spring semesters to remind students and employees to check and update their information. Weather alerts and other emergency communication will be sent via Iowa Lakes Alert.

Severe Weather

Inclement Weather: Weather conditions may vary considerably throughout our area. Therefore, each student must personally evaluate the weather conditions in their area and decide how dangerous the situation is. No student or staff is expected to jeopardize their personal well-being or safety to attend classes if weather conditions are marginal. Each student is expected to exercise mature judgment in deciding whether or not to attend classes during inclement weather. Use common sense in all activities and responses. Employees and students are requested not to arrive much before the recommended opening time to allow maintenance time to remove snow and sand when icy conditions exist.

Shelter Areas

All the buildings of Iowa Lakes Community College have been reviewed by a member of the Emergency Management Office. Suggested thunderstorm and tornado shelter areas are posted throughout the college facilities.

Suggested Shelter Areas

EMMETSBURG CAMPUS	
Farm	Move to the swine breeding and gestation barn. If in open area, take cover in an open ditch or ravine
Main Campus	Move to interior classrooms, hallways, restrooms and small offices
Children's Center	Move to restrooms
Farm Equipment/Welding Building	Move to restrooms & small rooms
Vet Tech Building	Move to basement
Marketing/Laker Hangout	Move to restrooms or basement
Student Housing /Special Needs Housing	Evacuate the upper floor and go to lower level interior hallways/restrooms; Lower floor move to restroom areas within rooms
Tech Ed Building	Evacuate the upper floor; Move into restrooms, offices and interior classrooms
Wellness Center	Move to locker rooms and restrooms
Construction Tech Building	Move to restrooms
ESTHERVILLE CAMPUS	
Main Campus	Move to interior classrooms, hallways, restrooms and small offices
South end of campus (gym, weightroom, athletic training)	Evacuate top floor immediately; go to first floor classrooms, hallways and locker rooms
Laker I (Housing)	Evacuate upper floor and go to lower level restrooms
Four Plex (Housing)	Move to restrooms
Laker II (Housing)	Move to lower level basement
Criminal Justice/Forensics Center	Move to restrooms and small office rooms
Christensen Activity Center	Move to restrooms
SERT Center	Move to restrooms
Max O Pelzer Student Center	Move to restrooms
Wind Energy and Turbine Technology Bldg	Move to restrooms and small offices
Aviation Building	Move to northeast office
Laker Hangout	Take shelter in restroom or behind counters; If weather permits, move to main building hallways
Central Admin Bldg	Move to basement
OTHER LOCATIONS	
Algona Campus Hallways	restrooms and small offices
Spencer Campus Lower level	restrooms, interior classrooms, hallways & small offices
Spencer Housing	Move to restrooms
Spirit Lake Campus Hallways	restrooms and small offices

It is important to remind everyone that they are to stay clear of glass windows/doors.

COMMUNICABLE DISEASES

It is recognized by the college that most persons infected with dangerous and life-threatening diseases should be allowed to continue with their education at the college in an unrestricted manner with the approval of their personal physicians. Some students, however, are infected with dangerous and life-threatening diseases, which pose a higher risk than others. In these cases, the college will designate a physician to evaluate the student on an ongoing basis to determine the suitability of continued enrollment at the college.

Dangerous and life-threatening diseases with higher risk are those where the potential for transmission of the disease-causing agent is present. It is the policy of Iowa Lakes that the benefits of unrestricted enrollment for any student so infected under normal circumstances outweigh the remote possibility that any such student will transmit such infection within the college environment. It is recognized that some persons infected with dangerous and life-threatening diseases may pose a higher risk than others. If it is determined that a student can no longer perform educational functions at the college without endangering the health and safety of the student or others and if it is determined that there is a reasonable probability of substantial harm to the student or to others by the continued enrollment of the student at Iowa Lakes, the student may be suspended under the guidelines set out in this policy and procedure.

Recommendations for Immunization

Iowa Lakes Community College highly encourages all students to receive the Meningitis vaccines before starting classes, especially students living in the residence halls or communal living.

The State of Iowa's Immunization Task Force for Education Students has recommended the following. Full-time on-campus students should have documentation of the following immunizations:

- Two doses measles, mumps, rubella vaccine
- Three doses of tetanus-diphtheria vaccine with booster every ten years
- Three doses of hepatitis B vaccine
- If the above vaccines are not current, the recommendation is to bring them up to date.
- One dose of meningococcal meningitis vaccine should be considered.

Meningitis Information

What Is Meningococcal Disease?

Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or meningococcemia, the presence of bacteria in the blood.

What Causes Meningococcal Disease?

Meningococcal disease is caused by the bacterium Neisseria meningitidis, a leading cause of meningitis and septicemia (or blood poisoning) in the United States.

Meningitis is one of the most common manifestations of the disease, although it has been known to cause septic arthritis, pneumonia, brain inflammation, and other syndromes.

How Is Meningococcal Disease Spread?
Meningococcal disease is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person. For these purposes, direct contact is defined as oral contact with shared items such as cigarettes or drinking glasses or through intimate contact such as kissing.

What Are The Symptoms?
The early symptoms usually associated with the meningococcal disease include fever, severe headache, stiff neck, rash, nausea, vomiting, and lethargy, which may resemble the flu. Because the disease progresses rapidly, often in as little as 12 hours, students are urged to seek medical care immediately if they experience two or more of these symptoms concurrently.

Who Is At Risk?
Evidence found students residing on campus in dormitories appear to be at higher risk for meningococcal disease than college students overall. Further research released by the CDC shows first-year students living in dormitories have a six times higher risk of meningococcal disease than college students overall.

Why Should College Students Consider Vaccination With The Meningococcal Vaccine?
Data from the U.S. Centers for Disease Control and Prevention (CDC) demonstrates the increasing incidence of outbreaks on college campuses. Data further suggests subpopulations of college students are at an increased risk for meningococcal disease. Pre-exposure vaccination enhances immunity to four strains of meningococcus that cause 65 to 70 percent of invasive diseases and, therefore, reduces a student's risk for disease. Development of immunity post-vaccination requires 7-10 days.

Who Should Be Vaccinated Pre-Exposure?

- Entering college students, particularly those living in dormitories or residence halls, who elect to decrease their risk for meningococcal disease.
- Undergraduate students 25 years of age or under who request vaccination to decrease their risk for disease and are not pregnant.
- Students with medical conditions that compromise immunity (e.g., HIV, absent spleen, antibody deficiency).
- Students who are traveling to areas of the world with endemic meningococcal disease.

For additional information, contact the Centers for Disease Control and Prevention at 800-232-2522 or www.cdc.gov/meningitis/

Determining an Unacceptable Risk

For purposes of determining whether or not a student presents an unacceptable risk, the college shall, on an annual basis, designate an individual physician who has

the appropriate qualifications. Evaluations of students infected with dangerous and life-threatening diseases should be performed regularly by the designated physician. If it is subsequently determined by the designated physician that the infected student presents an unacceptable risk and cannot perform the essential educational functions in question without endangering the health and safety of the student or others, the student should be relieved of all duties until such time as a review determines the risk has abated. The plan for periodic review should be established when the initial decision is made to exclude the student from further enrollment or attendance at Iowa Lakes.

College policy is that the number of personnel aware of any student's infected condition should be kept to a minimum, and any persons involved in the care and education of any infected student should respect that student's right to privacy. All records maintained on an infected student shall be confidential.

It is not a college policy to require random sampling and screening of students for infection by dangerous and life-threatening diseases. The conditions of this paragraph do not apply if the state epidemiologist determines, and the director of public health declares (through the utilization of guidelines established by the Center for Disease Control of the U.S. Department of Health and Human Services) that a person with a condition (related to acquired immune deficiency syndrome) poses a significant risk of transmission of the human immune deficiency virus to other persons in a specific environment.

SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE COMPLAINTS

1. Policy

It is the policy of Iowa Lakes Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the collegewide community are respected, that the discrimination or harassment of students, faculty, and/or staff at any of its campuses, facilities, and/or activities will not be tolerated. This includes sexual harassment, which includes sexual assault, dating violence, domestic violence, and stalking as defined herein, as well as retaliation against an individual for exercising rights under this Policy and Procedures.

It is the policy of Iowa Lakes Community College to provide education to help prevent, facilitate the reporting of, and provide information on counseling concerning sexual harassment. This policy sets forth the College's prohibition on sexual harassment and the applicable procedures for resolving complainant or report of sexual harassment under Title IX, the Clery Act, and other applicable laws.

2. Scope

The College's scope under Title IX is limited to locations, events, or circumstances over which it substantially controls both the respondent accused of violating this Policy and the context in which the alleged harassment occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College, such as a fraternity or sorority. The College's scope under Title IX is also limited to conduct against a person that occurs in the United States.

Any person may file a complaint alleging sexual harassment against a student or employee of the College. If a report or complaint falls under the College's scope under Title IX, the College will utilize this Policy and the related procedures to respond to claims of sexual harassment and will not proceed under any other College policy or procedure if doing so would interfere with any right or privilege provided to a party under Title IX. If the College determines that a report or complaint does not fall under the College's scope under Title IX, the College may still take action for such alleged conduct as herein provided and/or consistent with applicable law and policy (such as the Discriminatory Harassment Policy or Student Code of Conduct) and based on the nature of the alleged conduct. The parties will be notified of this decision.

3. Definitions:

A. Sexual harassment/violence means:

1. Unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender and that meets any of the following definitions:
   - A College employee, agent, or other individual under the College's control or authority explicitly or implicitly conditions a decision or benefit on submission to sexual conduct (e.g., sexual favors for a better grade or promotion; implicitly or explicitly threatening negative consequences if the student or employee rejects sexual advances); or
   - Unwelcome conduct that creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive, and objectively offensive that it effectively denies a person equal access to participation in the College's educational program or activity. This can include persistent and unwelcome efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; sexual exploitation; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; or verbal abuse of a sexual nature. Behavior could be verbal, non-verbal (e.g., gestures, touching), written or electronic.
2. Sexual assault or abuse (including all acts constituting "sexual abuse" under Iowa law), is defined as one of the following offenses in which one has or attempts to have sexual contact or sexual penetration with another individual without their consent:
   a. Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim;
   b. Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim;
   c. Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law or
   d. Statutory rape: sexual intercourse with a person who is under the statutory age of consent.
3. Dating violence is violence committed by a person who is or has been in a social relationship of a romantic, sexual, or intimate nature with the individual. The existence of such a relationship shall be determined based on the length

of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. Domestic violence, which is a felony or misdemeanor crime of violence committed by:
    a. Current or former spouse or intimate partner of the victim;
    b. Person with whom the victim shares a child in common;
    c. Person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    d. Person similarly situated to a spouse of the victim under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred; and
    e. Any other person against an adult or youth victim who is protected from that person's act under the laws of the State of Iowa or the jurisdiction in which the incident reported occurred.
5. Stalking is engaging in a course of conduct toward another person under circumstances that would reasonably cause a person to fear bodily injury to themselves or others or to experience substantial emotional distress.

    The determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all the circumstances, including the context in which the alleged incidents occurred. These definitions of terms used in this Policy are intended to track those in Title IX and the Clery Act. An act that might not fall within these definitions may still constitute misconduct, Discriminatory Harassment, and/or violate other College policies and/or codes of conduct.

B. Consent is not defined in the Iowa Code, but Iowa Lakes defines consent as it relates to sexual harassment/violence in the following manner: Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed-upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent for another specific sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Individuals can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and if that happens, the other person must stop immediately. A person cannot consent if he or she is incapacitated.

C. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking an incapacitating substance. Under Iowa law, a person is incapacitated if the person is temporarily

incapable of apprising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

D. Complainant means any person who alleges that they have been subjected to sexual harassment as defined by this Policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the College's educational programs or activities, including employment.

E. Respondent means any person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this Policy and over whom the College is able to exercise substantial control.

F. Employees include full-time and part-time faculty and staff employed on campus or through a College program, activity, or event, including visiting faculty or adjunct instructors.

G. Students include admitted students, as well as students who may not be on campus but are nonetheless considered active or enrolled students at the College.

4. Resources and Reporting

Reporting to Law Enforcement and Evidence Preservation

If an instance of sexual harassment also constitutes a crime, College personnel can assist the victim by notifying local law enforcement authorities. The victim may also decline to notify such law enforcement authorities.

After an occurrence of sexual harassment or other violence, a victim should also consider seeking medical attention as soon as possible. Prompt medical attention is important both for physical/mental well-being and to preserve medical and physical evidence. Contact information for local law enforcement and medical providers is as follows:

Additionally, a free, confidential medical examination from a Sexual Assault Nurse

Algona	
Hospital, non-emergency	515-295-2451
Police, non-emergency	515-295-3515

Emmetsburg	
Hospital, non-emergency	712-852-5500
Police, non-emergency	712-852-2424

Estherville	
Hospital, non-emergency	712-362-2631
Police, non-emergency	712-362-3515

Spencer	
Hospital, non-emergency	712-264-6198
Police, non-emergency	712-262-2151

Spirit Lake	
Hospital, non-emergency	712-336-1230
Police, non-emergency	712-336-5776

Examiner (SANE) can be obtained. The SANE can conduct a sexual assault evidence collection kit to preserve forensic evidence of the assault within 120 hours after its occurrence. Bathing, douching, smoking, changing clothing, and cleaning the scene of the assault are discouraged before seeking medical attention.
Preserving evidence by saving text messages, instant messages, social networking pages, and other communications and keeping pictures, logs, or other copies of documents is encouraged. This evidence could be useful to the College if you choose to pursue the matter within the College, or to law enforcement in a criminal case.

Referral and advocacy services are available for any member of the Iowa Lakes student body, staff, or faculty who believes he/she has been the victim of sexual harassment or violence. Some of the referral and advocacy services are:

CENTERS AGAINST ABUSE & SEXUAL ASSAULT (CAASA) AND CRISIS INTERVENTION SERVICES (CIS)

Algona	515-295-8646
Emmetsburg	712-362-3200
Estherville	712-362-3200
Spencer	712-363-5700
Spirit Lake	712-363-5762

Services are available 24 hours a day, 365 days a year.

CENTERS AGAINST ABUSE & SEXUAL ASSAULT:
Serves the Emmetsburg, Estherville, Spencer and Spirit Lake area you may call their 24-hour crisis line for sexual assault and domestic violence services at 877-362-4612.

CRISIS INTERVENTION SERVICES:

- Outreach office serves Algona their 24-hour crisis line for Sexual Assault services is: 800-479-9071 and they also have a 24-hour crisis line for Domestic Violence services at 855-424-9133
- Domestic/Sexual Assault Outreach Center, Fort Dodge: 515-955-2273
- National Victim Center's Info Link: 800-FYI-CALL
- Iowa Coalition Against Sexual Abuse: 515-244-7424
- National Domestic Violence Hotline: 800-799-SAFE(7233)
- Iowa Victim Service Call Center: 800-770-1650 or text 'IOWAHELP' to 20121

COUNCIL FOR THE PREVENTION OF DOMESTIC VIOLENCE
The phone lines below are available 24 hours a day, 365 days a year.

Algona	800-479-9071
Emmetsburg	712-852-4612
Estherville	712-362-4612
Spencer	712-262-4612
Spirit Lake	712-336-1255
Domestic/Sexual Assault Outreach Center, Fort Dodge	515-955-2273
National Victim Center's Info Link	800-FYI-CALL
Iowa Coalition Against Sexual Abuse	515-244-7424
Iowa Coalition against Domestic Violence	(800) 942-0333
National Domestic Violence Hotline	800-799-SAFE(7233)

For a complete list of Sex Offenders, go to https://www.nsopw.gov/.

Orders of Protection/No-Contact Orders
Iowa Lakes Community College does not have the authority to offer civil or criminal protective orders, but victims may be able to obtain information on how to do so from law enforcement or local courts.

If an individual obtains an order of protection from a court in Iowa, the Title IX Coordinator should receive a copy to be aware of any limitations or restrictions and to develop a plan to abide by the court order. The College cannot enforce a violation of a court order but can assist an individual in contacting law enforcement to report a violation. If any terms of a court order are unclear in their application to the campus environment, it is up to the parties to seek clarification through the court – the College cannot render a legal opinion or give advice other than to develop a plan to reasonably prevent violations of the order.

Reporting to the College
Iowa Lakes Community College is dedicated to providing a safe and healthy environment for all of its students, staff, and visitors. Reports of sexual harassment can be made at the following online locations, in addition to directly to the Title IX Coordinator:

ANONYMOUS REPORTING LINK:
www.iowalakes.edu/anonymous-reporting

CURRENT STUDENTS (With an Iowa Lakes Login):
www.iowalakes.edu/title-ix and click on “Make a Report to the College”

FORMER STUDENTS (NO IOWA LAKES LOGIN):
www.iowalakes.edu/title-ix and click on “Make a Report to the College”

CURRENT OR FORMER EMPLOYEES:
Executive Director of Human Resources/Title IX Coordinator: Trudy Ahrens, 712.362.0433, tahrens@iowalakes.edu

The purpose of the anonymous report allow any victim of sexual harassment to make a report with the option not to include his/her name. Please look through the information about the reporting page along with the information about Title IX and resources available to you. Anonymous reporting is an option, but the ability of the College to investigate and take remedial measures may be limited without knowledge of the identity of the Complainant and cooperation/participation by the Complainant in the process for remediation.

Any non-confidential employee of the College who has the authority to institute corrective measures on behalf of the College must immediately report any known instances of sexual harassment to the Title IX Coordinator. Non-confidential employees include Administrators, Housing Coordinators, and Coaches. Otherwise, the College strongly encourages all students, employees, or anyone with knowledge to report incidents of sexual harassment.

Confidentiality: It is important that those reporting sexual harassment understand the limits on the confidentiality of the individual whom they may contact for such assistance. Under Iowa law, communications with some individuals are confidential. Those who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication.

Information received by the Title IX Coordinator in connection with the filing, investigation, and resolution of allegations will be treated as private. The Title IX Coordinator and College will keep confidential the identity of any individual who has made a report or complaint of sexual harassment, has been identified as the respondent to any such report or complaint, or is a witness to any complaint or investigation, except as required to carry out the purposes of this Policy (including the conduct of any investigation, hearing, or judicial proceeding), applicable law, or as permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g. The College must balance the needs of individual students with its obligation to protect the safety and well-being of the community at large.

Crime Alert/Emergency Notification: The Clery Act requires the College to report certain crime statistics and disclose security-related information, as well as issue notices to the campus community regarding certain crimes or emergencies. The annual security report issued by the College in compliance with the Clery Act will include, in addition to other required information, statistics regarding any incidents of sexual assault, domestic violence, dating violence, or stalking that have occurred within the locations governed by the Clery Act and that have been reported to a local law enforcement agency or a campus security authority. In both its emergency notifications and crime statistics, the College will keep personally identifiable information out of public information.

5. Complaint Resolution Procedures – Title IX Scope

A. **Timeframe for Reporting/Making a Complaint**

The College encourages individuals to come forward as soon as possible to share concerns about sexual harassment. There is no time limit for reports or complaints under the Policy, although the College's ability to investigate and respond fully may be limited with the passage of time.

In all cases, the College will conduct a fair, prompt, and impartial investigation of allegations of sexual harassment. Generally, the College will attempt to complete the process within 60 days. However, this timeframe, and those set forth in these procedures are meant to provide guidance, and the College may, as appropriate, alter or extend time frames for good cause, with written notice to the parties. The time it takes to complete the resolution of a sexual harassment complaint may vary based on the complexity of the investigation and the severity and extent of the alleged conduct or if school breaks occur during the process.

B. **Supportive or Protective Measures**

After receiving a report or complaint of sexual harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures and consider the Complainant's wishes, whether or not law enforcement is contacted or a formal complaint is filed. The College will also

implement interim or supportive action for both parties during an investigation or when requested by the Complainant (when reasonably available). Such supportive measures may include:

- Referral to counseling and health resources;
- Changing class or work assignments so that the parties do not share the same classes or workspace;
- Changing of on-campus residential housing
- Providing academic support services, including modifications to course or assignment deadlines tutoring, and/or
- Mutual no-contact orders.

The College will keep any supportive measures confidential to the extent confidentiality does not impair the College's ability to provide the measures. Supportive measures will be individualized, provided without fee or charge, are non-disciplinary in nature, and will not unreasonably burden either party. When putting supportive measures in place, the College will consider individually each situation and the circumstances presented.

C. *Interim Suspension or Administrative Leave*

The College may make a non-disciplinary interim suspension of a student Respondent on an emergency basis. Prior to suspending a student, the College will conduct an individualized safety and risk analysis and determine whether there is an immediate threat to the physical health or safety of any individual. Any student so suspended on an interim basis will be provided with notice and an opportunity to challenge this action immediately following the removal.

The College may, in its discretion and consistent with applicable policies, procedures, and/or agreements, place an employee Respondent on administrative leave pending the outcome of a resolution process.

D. *Initiating a Formal Complaint*

When the College learns of potential sexual harassment, in most cases, outreach will be done with the Complainant to identify reporting options (discussed earlier) within and outside the College and to offer supportive measures. The Title IX Coordinator is available to meet to discuss those reporting options with the Complainant or answer questions from the Respondent.

A Complainant who proceeds with a formal complaint must do so in writing and by filing a complaint with the Title IX Coordinator by using the student reporting form (link above), by hard copy, email, or any other writing evidencing a physical or digital signature, or otherwise verifying the Complainant is filing the complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator will not become a party or Complainant for purposes of the processes below.

E. *Dismissal and Consolidation of Formal Complaints*

If, at any point of the resolution process, it becomes apparent that the allegations contained within a formal complaint of sexual harassment, even if true, would not meet the scope and/or definitions in the Policy and under Title IX, the College will dismiss the complaint for purposes of processing under these procedures but may proceed under a different policy or process for adjudication as the circumstances warrant.

Additionally, the College may, in its sole discretion, elect to dismiss any formal complaint of sexual harassment under the following circumstances:

- The complainant requests, in writing, the withdrawal of the formal complaint,
- The respondent is no longer employed or enrolled as a student at the institution or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination or satisfy its own burden of proof in investigating and adjudicating a formal complaint of sexual harassment.

If the College elects to dismiss a formal complaint, all parties will be notified in writing of the decision and will be given the opportunity to appeal the decision under subsection M below.

The College may choose, at its sole discretion, to consolidate formal complaints where more than one Complainant and/or more than one Respondent is involved so long as the allegations of sexual harassment arise out of the same facts/circumstances. In such cases, the College may also choose to issue a single investigation report.

F. *Notice of Investigation*

Upon the filing of a formal complaint, the Title IX Coordinator or designee will provide a written Notice of Investigation simultaneously to both parties, notifying the parties of:

- the identities of the parties involved in the incident;
- the conduct alleged;
- the date and location of the incident;
- Respondent's entitlement to a presumption of innocence;
- The parties' rights to have an advisor of their choice at the party's expense, who may be an attorney; and
- The parties' rights to review and comment on investigative evidence.

The written notice of investigation shall notify the parties that making false statements or knowingly submitting false information during the resolution process is prohibited by the College and may constitute an independent basis for disciplinary sanctions, up to and including suspension or expulsion of a student or termination of an employee's employment.

The notice shall be provided prior to the initial interview of any party and within a sufficient amount of time to prepare. Parties will be also be provided advance notice in writing of the date, time, location, participants, and purpose of any interview, hearing, or meeting in the investigation and resolution process.

If, during the course of investigation, the College determines that additional allegations will be investigated as part of the pending complaint, the Title IX Coordinator or designee will provide written notice of the additional allegations to any identified Complainant(s) or Respondent(s).

G. *Right to an Advisor*

Both a Complainant and a Respondent are given the opportunity to have support or advice through the reporting and if applicable, investigative and disciplinary processes. Either the Complainant or the Respondent may have an individual accompany them at their own expense to any meetings, interviews, or hearings related to the matter – these individuals are called "advisors." The advisor may be a friend, victim advocate, lawyer, employee, family member, or other person chosen by the Complainant or Respondent. The roles and expectations of a person serving as an advisor are explained as follows:

- The advisor will keep private the information shared during meetings and throughout the investigation and adjudication process and will not disclose in any manner information shared or learned in the College process.
- It is up to the Complainant and Respondent to present their information in meetings, interviews, or hearings. Advisors cannot speak for an individual and do not have an active role during any meetings, interviews, or hearings, except conducting cross-examination on behalf of a party in a live hearing.
- The College's communication during the process will be primarily with the Complainant and Respondent, not with the advisor directly.
- A Complainant or Respondent may use a different advisor at various stages in the process, especially if their chosen individual cannot be available for a scheduled meeting, interview, or hearing. The College will work to reasonably accommodate the advisors' schedules but will not unnecessarily delay the process due to the advisors' conflicts.
- The College may remove an advisor if they unreasonably delay the process or if their presence is disruptive, obstructive, or otherwise interferes with the College's handling of the matter. In such a case, the College will notify the Complainant or Respondent, who may seek another advisor.
- College policy prohibits retaliation against any individuals for filing a complaint or participating in the investigation of the complaint. An advisor is also protected by and subject to this retaliation prohibition. This means an advisor may not retaliate against any person participating in this process, nor may anyone retaliate against an advisor.
- The College will provide any party who does not have an advisor present to assist with cross-examination during any hearing during which the party has the right to engage in cross-examination with a College appointed advisor for the duration of that hearing, the selection of which is in the College's sole discretion.

H. *The Investigation*

The College will select an investigator or investigators who have received annual training to investigate campus matters of sexual harassment and on how to conduct an investigation that protects the safety of victims and promotes accountability. The investigator or investigation team may comprise internal College employees, external professionals, or a combination of both.

The College will endeavor to assign investigator(s) without bias or a conflict of interest. Either the Complainant or Respondent may request, in writing, that an investigator be replaced because of a conflict of interest. The Title IX Coordinator will determine if a conflict exists following a party's request.

The burden of proof and the burden of gathering sufficient evidence to reach a determination of responsibility rests with the College and not with the parties. The order of the interviews and any investigation plan will be determined by the investigator(s) based on the circumstances of each complaint and will include the following:

- The investigator(s) will interview the Complainant and Respondents separately. Each party will be asked to participate in an initial interview and may be asked to participate in a follow-up interview(s) as needed.
- Each party may offer witnesses and other information, documents or other evidence relevant to the complaint, both inculpatory and exculpatory. Information, documents or other evidence provided by the parties and witnesses may be shared with both parties during the investigation.
- The investigator(s) will make a good-faith effort to contact and interview relevant witnesses.
- In the event the Complainant or Respondent requests reasonable accommodations during the investigation process due to a disability, the investigator(s) will consult with the Title IX Coordinator.

Neither party will be restricted in their ability to discuss the allegations or to gather and present relevant evidence; provided, however, that such communications shall not constitute harassment of or retaliation against any party.

The investigator(s) will evaluate all relevant evidence, both inculpatory and exculpatory. The investigator(s) will only access, consider, disclose, or otherwise use a party's treatment records made or maintained by a health care provider or other records protected under a legally recognized privilege if the party provides the investigator(s) with voluntary, written consent to do so.

I. *Inspection and Review of Evidence Directly Related to Allegations and the Investigation Report*

Complainant and Respondent and, unless directed otherwise by the respective parties, their advisors, will be provided the opportunity to inspect all evidence directly related to the allegations of the formal complaint, including both inculpatory and exculpatory evidence, and evidence that the College does not intend to rely on in reaching a determination. The College may require both parties and their advisors to enter into a written agreement prohibiting the use or dissemination of evidence for any purpose other than those directly related to the parties' participation in the resolution process.

Complainant and Respondent will be given at least ten (10) calendar days to inspect and review the evidence collected during the College's investigation and to submit a written response the investigator(s) will consider in preparing a final investigation report. The final investigation report will summarize the information and include any documents gathered. The investigative report will not determine responsibility for the complaint itself.

Additionally, the Complainant and Respondent will be given at least ten (10) calendar days after receiving a copy of the College's final investigation report to respond to the report in writing. In their written response to the investigation report, the Complainant and Respondent may provide written comments

regarding the relevance of the evidence included in or excluded from the investigation report, provide factual or other corrections to the report, and otherwise provide context for the report.

The final investigation report will be distributed concurrently to both of the parties and the Title IX Coordinator at least ten (10) calendar days prior to a hearing to determine responsibility.

J. *Live Hearing and Cross-Examination*

For purposes of adjudication of formal complaints of sexual harassment under the Policy and procedures' scope under Title IX, regardless of the identity of the parties involved, the College will conduct a live hearing prior to the issuance of a written decision report in accordance with the procedures below:

1. Appointment of Decision-Maker(s)

   The College shall appoint one or more Decision-Maker(s) who are either internal or external to the College and have been trained on the matters set forth in the Policy and procedures. The College will endeavor to appoint Decision-Maker(s) without bias or a conflict of interest. If there is more than one Decision-Maker, one of the Decision-Makers shall be designated to serve as the Hearing Officer during the hearing. The Hearing Officer will preside over the hearing and determine whether information or questions of parties is relevant. All procedural questions, including the decision to accept evidence and/or statements, will be made by the sole Decision-Maker or Hearing Officer, in their sole discretion.

2. Notice of Hearing

   No less than ten (10) calendar days before the hearing, the Title IX Coordinator will prepare and send the parties a written notice of the time and date of the hearing, as well as the identities of the Decision-Maker(s). Within five (5) calendar days, either the Complainant or Respondent may request, in writing to the Title IX Coordinator, that the Decision-Maker(s) be replaced because of an identified conflict of interest. The Title IX Coordinator will determine if a conflict exists.

   If a party requests, the entire hearing will be conducted with the parties in separate rooms with technology enabling the Decision-Maker(s) and parties to simultaneously see and hear the witness answering questions, live and in real-time.

3. Notice of Witnesses

   At least five (5) business days before the hearing, the Decision-Maker(s) will notify the parties in advance which witnesses (including the Complainant or Respondent) they would like to be present at the hearing. The Decision-Maker(s) or designee will notify these witnesses of the hearing date and time and that their presence has been requested. Any witness called by the Decision-Maker(s) will also be expected to answer questions from the parties.

   a. When notifying the parties of these witnesses, the Decision-Maker(s) will also request the parties identify any additional witnesses they wish to have present at the hearing for cross-examination.

   b. The Decision-Maker(s) or designee will notify relevant witnesses of the hearing date and time and that the party has requested their presence for cross-examination.

4. Proceedings
    a. The Complainant and Respondent are permitted and encouraged to attend and participate in the hearing with an advisor of their choice.
    b. The hearing is closed to the general public. The parties and their advisor will be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing will be at the discretion of the Decision-Maker(s).
    c. There shall be no formal pleadings, legal memorandum, or motions filed in the hearing process.
    d. The Decision-Maker(s) will advise the parties if opening statements or closing statements are permissible.
    e. The College will record and/or create a transcript of all live hearings and will make that recording and/or transcript available to all parties for inspection or review.
    f. The College will make all evidence subject to inspection by all parties available at any hearing and will give each party equal opportunity to refer to that evidence at the hearing, including as part of cross-examination.
    g. Presentation of Evidence:
        i. The hearing is not a second investigation of the allegations. In the hearing, the parties will be asked if they have any additional evidence for the Decision-Maker(s) to consider and if the parties wish to comment on the Investigation Report and evidence. Any new evidence presented by a party, if admitted as relevant, will be provided to the other party to review and provide comment;
        ii. Parties will be allowed, through their advisors, to cross-examine all other parties and any witnesses, including fact and expert witnesses, and to ask all relevant questions and follow-up questions, including those challenging party or witness credibility, directly, orally, and in real time. Any party without an advisor will be appointed an advisor by the College, with selection of the advisor being at the sole discretion of the College;
        iii. Only relevant questions may be asked of a party or witness. The Decision-Maker(s) will explain the decision to exclude any question as irrelevant. Questions about prior sexual history will generally be deemed irrelevant, with limited exceptions.
        iv. The Decision-Maker(s) may ask questions, at any time, of the parties and of the witnesses.

The Decision-Maker(s) will not draw an inference about responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

K. *Standard of Proof*

The determination of whether or not sexual harassment occurred will be based on the "preponderance of evidence" standard. This standard generally means whether it is more likely than not that the conduct occurred.

L. *Written Decisions*

The College Decision-Maker(s) will independently evaluate the evidence gathered. Written decisions will be provided simultaneously to the parties and include the following information:

- allegations of sexual harassment,
- procedural history (including specifics about notifications of hearings, meetings and interviews, methods used to gather evidence, and hearings held),
- findings of fact supporting the decision,
- conclusions regarding the application of policy to the facts,
- rationale for the decision/finding of responsibility as it applies to each allegation,
- disciplinary sanctions imposed on the respondent, if any,
- whether (but not the nature of) remedies designed to restore/preserve equal access to any or all education programs or activities that will be provided to the Complainant and
- procedure and permissible bases for appeal.

Decisions, including the imposition of any sanctions, will become final upon written notification to the parties of the outcome of an appeal or, if there is no appeal, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will be responsible for coordinating the effective implementation of remedies, as well as any non-punitive or non-disciplinary supportive measures imposed.

M. *Appeals*

The written decision of the Decision-Maker(s) shall be subject to appeal by both Complainant and Respondent. All parties have an equal right to appeal any final decision on the following bases so long as the bases of the appeal are significant enough to be reasonably expected to affect the outcome of the decision:

- A procedural irregularity within the investigation or adjudication process;
- New evidence was not reasonably available when the determination of responsibility was made;
- A conflict of interest or the bias of the Title IX Coordinator, investigator, or a Decision-Maker.

The College will notify all parties upon receipt of an appeal by any party alleging one of the bases for appeal above. Both parties will be given an opportunity to submit a written statement in support of, or challenging, the written determination. Written statements must be submitted within five (5) business days.

The Appeal Decision-Maker(s) will determine if the decision and/or sanctions imposed will remain pending the appellate decision's outcome. Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the hearing and supporting documents.

The Appeal Decision-Maker(s) may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. A written decision will be

issued simultaneously to the parties describing the result of the appeal and the rationale therefor. The written appeal decision is the final decision of the College, and no further appeals are permitted under the policy or these procedures.

N. Sanctions

The penalties for a violation of this Policy are as follows:

- For students, sanctions can include the following. The severity of the penalty will be in proportion to the gravity of the violation. 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 violations may result in more serious sanctions.
- Disciplinary Probation informs the student that he/she has been found guilty of a more serious violation or repeated violation of College policies.
- 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:
  - » Educational Sanctions/Referral: A requirement to participate in a project, class, counseling, or other college/community-sponsored activity that is 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 the fulfillment of certain conditions imposed by the college and/or the program. A suspended student may be prohibited from appearing on 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 Board of Trustees of Iowa Lakes Community College and is considered final.

For faculty and staff, sanctions could range from warning, reprimand, suspension with or without pay, demotion, or termination of employment and may include such other forms of disciplinary action as appropriate under applicable College procedures, handbooks/manuals, or contracts. If a final decision imposes disciplinary action that constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

Sanctions may also include supportive measures regarding the Complainant. The College will also consider providing remedies for the broader campus community as may be necessary to remedy the effects of sexual harassment.

O. Informal Resolution

After the filing of a formal complaint, the College may facilitate an informal resolution between the parties and at any time prior to the Decision-Maker(s') determination of responsibility via the issuance of a written decision.

The Title IX Coordinator will assess the severity of the alleged sexual harassment and the potential risk of a hostile environment for others in the campus community to determine whether an informal resolution may be appropriate. Informal Resolution will not be available to resolve allegations involving an employee sexually harassing a student.

The College will not require the parties to participate in the Informal Resolution process as a condition of enrollment, continuing enrollment, employment, or continuing employment, or of any other right conferred by the College.

The Title IX Coordinator will provide the parties with a written notice setting forth the allegations, the requirements of the informal resolution process set forth in this policy, the right of any party to withdraw from the informal process and proceed with the formal complaint resolution process above, at any time prior to agreeing to a resolution; and any consequences resulting from the participation in the informal process, including the records that will be maintained or could be shared by the College. Both parties must voluntarily consent in writing to participate in the informal resolution process.

The Title IX Coordinator will attempt to aid the parties in finding a mutually acceptable resolution to the complaint. This resolution will be reduced to writing and must be signed by the Complainant and the Respondent. Once both parties have voluntarily signed the written resolution, the written resolution becomes final, and neither party can initiate the formal complaint resolution process above to resolve the allegations in the formal complaint. The written resolution is not subject to appeal.

1. Advisors
   The Complainant and the Respondent each may be assisted by an advisor throughout the Informal Resolution process. Advisors must be silent support persons for the parties and cannot participate directly in the informal resolution process.
2. Election of Formal Resolution
   Either party may, at any time prior to signing an informal resolution agreement, elect to end the informal resolution process and initiate a formal resolution instead. In such cases, statements or disclosures made by the parties during the informal resolution will not be considered in the subsequent formal resolution.
3. Privacy of Informal Resolution
   In order to promote honest, direct communication, information disclosed during informal resolution must remain private while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

P. *Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality*

If the Complainant does not wish to pursue formal or informal resolution and/or requests their report remain confidential, the Title IX Coordinator will inform the Complainant that the College's ability to respond may be limited. The Title

IX Coordinator will only initiate a formal complaint against the wishes of the Complainant where doing so is not clearly unreasonable based on known circumstances and on the potential impact on the College community if the allegations were true.

Even if the College cannot take disciplinary action against the Respondent because the Complainant insists on confidentiality or that the complaint not be resolved, the College reserves the authority to undertake an appropriate inquiry and/or take other reasonably necessary supportive measures to promote a safe learning environment for the Complainant and/or the entire College community.

Q. *Sexual Harassment Outside the Policy's Scope and Definitions*

If a formal complaint is filed that alleges sexual harassment that falls outside the scope and definitions of this Policy and is dismissed, the Title IX Coordinator will refer the complaint as appropriate for adjudication under another policy or process, such as the Discriminatory Harassment Policy or other conduct policies, as long as doing so would not interfere with any right or privilege provided to a party under Title IX.

To the extent the complaint alleges dating violence, domestic violence, or sexual assault that fall outside the scope of the Policy (e.g., the alleged conduct occurred outside the United States or without substantial control over the respondent and the context in which the conduct occurred), the College shall nonetheless provide the following procedural rights to the parties in the applicable adjudication process:

- The parties will each have the opportunity to participate in the investigatory and disciplinary process, which is overseen by properly trained individuals;
- The parties will each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process, and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee but not speak for the advisee at any meeting or hearing except as expressly provided for in applicable procedures;
- Decisions will be based on the preponderance of evidence standard. In other words, the investigator or adjudicator will determine if it is more likely than not that the respondent violated the applicable policy;
- The parties will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and
- If there is a right to appeal, the right is granted co-equally to the parties, and the right will be explained in the applicable procedures. The parties will be notified simultaneously in writing of the final outcome of an appeal, if applicable.

College sanctions for such misconduct could include the range of sanctions detailed above.

R. *Non-Retaliation*

No student or employee will suffer retaliation for reporting alleged instances of sexual harassment at Iowa Lakes Community College. Individuals who believe they have experienced retaliation should immediately report it to the Title IX Coordinator or another College official.

S. *Training*

Investigators, Decision-Maker(s), and other personnel involved in the process of investigating, responding, coordinating, or otherwise assisting in the adjudication of complaints of sexual harassment will receive training as required on the topics of 1) impartiality, 2) conflicts of interest and bias, 3) the College's resolution processes, 4) issues of relevance and evidence, 5) the scope of the College's educational programs and activities, and 6) types of sexual harassment.

College investigators will also be trained in writing investigation reports, and Decision-Makers will be trained in conducting hearings, writing decisions, and the technology used in hearings. The training materials used to perform these training will be published on the College's website and will ensure that relevant personnel are trained annually on issues related to sexual harassment and are taught how to conduct an investigation and hearing process that protects the rights, well-being, and safety of the parties, provides an equitable process for all parties involved, and promotes accountability.

6. Title IX Coordinator

The College's Title IX Coordinators coordinate the College's response to reports of sexual harassment. The Title IX Coordinators do not serve as an advocate for either the Complainant or the Respondent. The Title IX Coordinators will explain to both parties the informal and formal processes and confidentiality provisions. The Title IX Coordinators will coordinate with other campus officials to implement and coordinate appropriate supportive measures such as mutual no-contact orders and academic accommodations. The Title IX Coordinators are trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti-harassment and anti-discrimination policy. The College's Title IX Coordinators' contact information is as follows:

Executive Director of Human Resources/Title IX Coordinator: Trudy Ahrens, 712.362.0433, tahrens@iowalakes.edu

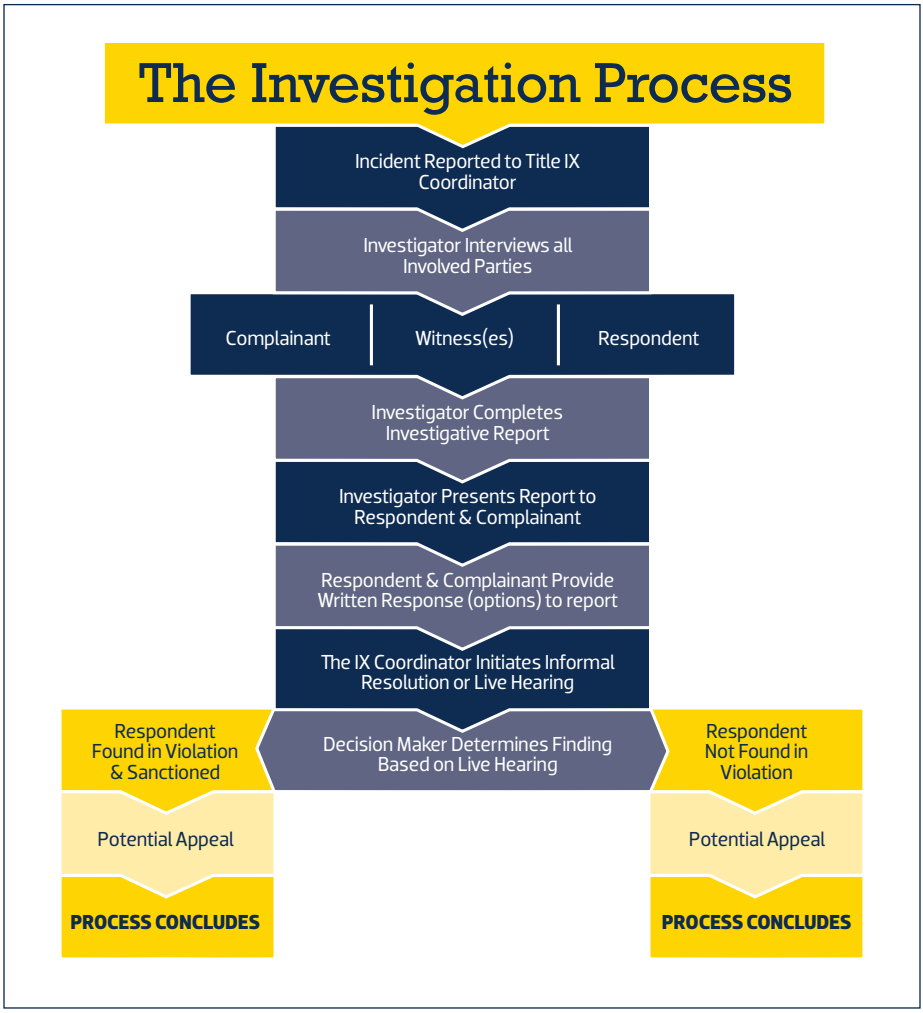
Vice President of Student Services/Title IX Coordinator: Troy Larson, 712.362.7915, tlarson@iowalakes.edu

A party may also contact the Assistant Secretary for Civil Rights of the United States Department of Education.

Appeal

The individuals, either or both parties, can appeal any disciplinary action resulting from this procedure in accordance with Board Policy, the Collective Bargaining Agreement, the Student Handbook, or the Employee Handbook, whichever applies.

No student or employee will suffer retaliation for reporting alleged instances of sexual harassment at Iowa Lakes Community College.



Sexual Abuse/Violence

Iowa Lakes Community College will not tolerate the sexual abuse/violence of students, faculty, and/or staff at any of its campuses, facilities, and/or activities. It is the policy at Iowa Lakes to provide education to help prevent, facilitate the reporting of, and provide information on counseling concerning sexual abuse.

The Crime Awareness and Campus Security Act of 1989 defines sexual abuse as: Sexual abuse is an act of sexual conduct by the use of force or threat of force or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent. (This definition will vary as this crime is defined in state law.)

What Are Some Prevention Methods?

- Remember that "no" means "no."
- Be aware of what's going on around you.
- Stick to well-lighted, populated areas when walking.
- Avoid walking alone or in isolated areas.
- Lock cars and living areas.
- Check the floors and the rear seat area before entering your vehicle.
- Communicate your sexual limits firmly and directly to the other person in your relationship.
- Follow your instincts. If you feel uncomfortable in a situation, leave it and go to a safe place.
- Think in advance how you might react to sexual abuse. Remember, everyone has the right to say no to sexual activity.

During normal business hours, the alleged crime should be reported to the Business Office, which will be responsible for notification of law enforcement officials, if appropriate, and for completing an incident report. Reports after business hours and for emergencies should be made directly to local law enforcement officials.

The office of the Executive Dean, Supervisor, or Title IX Coordinator shall be responsible for responding to these reports and taking the appropriate action.

Where to go for Help

Referral and advocacy services are available for any member of the Iowa Lakes student body, staff, or faculty, who believes he/she has been the victim of sexual abuse. Some of the referral and advocacy services are below.

Council for the Prevention of Domestic Violence

The phone lines below are available 24 hours a day, 365 days a year.

Algona	800-479-9071
Emmetsburg	712-852-4612
Estherville	712-362-4612
Spencer	712-262-4612
Spirit Lake	712-336-1255
Domestic/Sexual Assault Outreach Center, Fort Dodge	515-955-2273
National Victim Center's Info Link	800-FYI-CALL
Iowa Coalition Against Sexual Abuse	515-244-7424
Iowa Coalition Against Domestic Violence	800-942-0333
National Domestic Violence Hotline	800-799-SAFE(7233)

For a complete list of Sex Offenders, go to https://www.nsopw.gov/.

CAMPUS SECURITY STATISTICS

Iowa Lakes Community College is required by the Crime Awareness and Campus Security Act of 1990 Public Law 101-543 to provide students and employees with certain data relating to security and crime on campus.

CRIMINAL OFFENSES (OCCURRENCES)

ON CAMPUS

	Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

STUDENT HOUSING FACILITIES

	Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NON-CAMPUS BUILDINGS

	Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

PUBLIC PROPERTY																		
	Murder/Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES (OCCURRENCES) *Occurrences based on race, religion, sexual orientation, gender, gender identity, disability, national origin, or ethnicity.*

ON CAMPUS																		
	Murder/Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

	Simple Assault			Larceny-Theft			Intimidation			Destruction/ Damage Vandalism of Property		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0

STUDENT HOUSING FACILITIES																		
	Murder/Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson					
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25			
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Simple Assault			Larceny-Theft			Intimidation			Destruction/ Damage Vandalism of Property								
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25						
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0						
Estherville	0	0	0	0	0	0	0	0	0	0	0	0						
Spencer	0	0	0	0	0	0	0	0	0	0	0	0						

NON-CAMPUS BUILDING																		
	Murder/Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson					
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25			
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Simple Assault			Larceny-Theft			Intimidation			Destruction/ Damage Vandalism of Property								
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25						
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0						
Estherville	0	0	0	0	0	0	0	0	0	0	0	0						

PUBLIC PROPERTY																		
	Murder/Non-Negligent Manslaughter			Negligent Manslaughter			Rape			Fondling			Incest			Statutory Rape		
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Robbery			Aggravated Assault			Burglary			Motor Vehicle Theft			Arson					
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25			
Algona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Estherville	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Spencer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	Simple Assault			Larceny-Theft			Intimidation			Destruction/ Damage Vandalism of Property								
	'23	'24	'25	'23	'24	'25	'23	'24	'25	'23	'24	'25						
Algona	0	0	0	0	0	0	0	0	0	0	0	0						
Emmetsburg	0	0	0	0	0	0	0	0	0	0	0	0						
Estherville	0	0	0	0	0	0	0	0	0	0	0	0						
Spencer	0	0	0	0	0	0	0	0	0	0	0	0						
Spirit Lake	0	0	0	0	0	0	0	0	0	0	0	0						

VAWA OFFENSES									
ON CAMPUS									
	Domestic Violence			Dating Violence			Stalking		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	1	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0
STUDENT HOUSING FACILITIES									
	Domestic Violence			Dating Violence			Stalking		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	1	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0
NON-CAMPUS BUILDING									
	Domestic Violence			Dating Violence			Stalking		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0
PUBLIC PROPERTY									
	Domestic Violence			Dating Violence			Stalking		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0

ARRESTS (OCCURRENCES)									
ON CAMPUS									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	1	0	0	1	1
Estherville	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	1	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0
STUDENT HOUSING FACILITIES									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	1	0	0	0	1
Estherville	0	0	0	0	0	0	5	0	0
Spencer	0	0	0	0	0	1	0	0	0
NON-CAMPUS BUILDING									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0
PUBLIC PROPERTY									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'22	'23	'24	'22	'23	'24	'22	'23	'24
Algona	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0

CAMPUS DISCIPLINARY ACTIONS/JUDICIAL REFERRALS (NON-ARRESTS)									
ON CAMPUS									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	1	0	5	0	17	26	10
Estherville	0	0	0	1	0	0	8	6	4
Spencer	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0
STUDENT HOUSING FACILITIES									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	5	0	17	26	10
Estherville	0	0	0	1	0	0	8	6	4
Spencer	0	0	0	0	0	0	0	0	0
NON-CAMPUS BUILDING									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0
PUBLIC PROPERTY									
	Weapons: Carrying, Possessing, etc.			Drug Law Violations			Liquor Law Violations		
	'23	'24	'25	'23	'24	'25	'23	'24	'25
Algona	0	0	0	0	0	0	0	0	0
Emmetsburg	0	0	0	0	0	0	0	0	0
Estherville	0	0	0	0	0	0	0	0	0
Spencer	0	0	0	0	0	0	0	0	0
Spirit Lake	0	0	0	0	0	0	0	0	0

UNFOUNDED CRIMES			
If a reported crime is investigated and found to be false or baseless, the crime is considered "unfounded." Counted in the year in which the crimes were originally reported.			
	Unfounded Crimes		
	'23	'24	'25
Algona	0	0	0
Emmetsburg	0	0	0
Estherville	0	0	0
Spencer	0	0	0
Spirit Lake	0	0	0

* In an effort to enforce the state tobacco laws, we report those referred to law enforcement due to noncompliance.

FIRE (STUDENT HOUSING FACILITIES ONLY)

	'23	'24	'25
Algona	0	0	0
Emmetsburg	0	0	0
Estherville	0	0	0
Spencer	1	0	0
Spirit Lake	0	0	0

TOBACCO POSSESSION

	Tobacco Law Violations*		
	'23	'24	'25
Algona	0	0	0
Emmetsburg	0	1	1
Estherville	0	0	0
Spencer	0	0	0
Spirit Lake	0	0	0

* In an effort to enforce the state tobacco laws, we report those referred to law enforcement due to noncompliance.

MISSING STUDENT

	Missing Students		
	'23	'24	'25
Algona	0	0	0
Emmetsburg	0	0	0
Estherville	0	0	0
Spencer	0	0	0
Spirit Lake	0	0	0

STUDENT RIGHT-TO-KNOW

Iowa Lakes Community College is pleased to provide the following information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation and completion status of students who enrolled during the college year and for whom 150% of the normal time-to-completion has elapsed.

Questions related to this report should be directed to: Troy Larson, Athletic Director, at (712) 362-7915.

ALL STUDENTS									
	Men			Women			Total		
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.
Nonresident Alien	11	4	36%	5	2	40%	16	6	38%
Am. Indian	0	0	0%	1	0	0%	1	0	0%
Asian	3	2	67%	1	1	0%	4	3	75%
Black	9	1	11%	10	0	0%	19	1	5%
Hispanic	19	8	42%	9	3	33%	28	11	39%
White	117	53	45%	95	55	58%	212	108	51%
Other	4	4	100%	5	1	20%	9	5	56%
Total	**163**	**72**	**44%**	**126**	**62**	**49%**	**289**	**134**	**46%**
STUDENT ATHLETES*									
	Men			Women			Total		
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.
Nonresident Alien	2	0	0%	3	0	0%	5	0	0%
Am. Indian	0	0	0%	0	0	0%	0	0	0%
Asian	0	0	0%	0	0	0%	0	0	0%
Black	7	1	14%	6	1	17%	13	2	15%
Hispanic	8	1	13%	4	1	25%	12	2	17%
White	59	7	12%	19	2	11%	78	9	12%
Other	0	0	0%	0	0	0%	0	0	0%
Total	**76**	**9**	**12%**	**32**	**4**	**13%**	**108**	**13**	**12%**

STUDENT ATHLETES (MEN)									
	Basketball			Baseball			Other		
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.
Nonresident Alien	0	0	0%	0	0	0%	1	0	0%
Am. Indian	0	0	0%	0	0	0%	0	0	0%
Asian	0	0	0%	0	0	0%	0	0	0%
Black	3	1	33%	0	0	0%	5	3	60%
Hispanic	2	0	0%	2	1	50%	4	1	25%
White	12	3	25%	10	3	30%	37	11	30%
Other	0	0	0%	0	0	0%	0	0	0%
Total	**17**	**4**	**24%**	**12**	**4**	**33%**	**47**	**15**	**32%**

STUDENT ATHLETES (WOMEN)									
	Basketball			Other					
	Starting	Gr-Con	% Comp.	Starting	Gr-Con	% Comp.			
Nonresident Alien	0	0	0%	3	0	0%			
Am. Indian	0	0	0%	0	0	0%			
Asian	0	0	0%	0	0	0%			
Black	2	2	100%	4	1	25%			
Hispanic	0	0	0%	4	0	0%			
White	4	3	75%	15	4	27%			
Other	0	0	0%	0	0	0%			
Total	**6**	**5**	**83%**	**26**	**5**	**19%**			

DUE PROCESS PROCEDURES

Student Complaint:

- must be initiated by the student affected
- signed/identified by the student (not anonymous)
- not a request for a decision (e.g., grade change, requirement waiver, etc.)
- not an appeal to reexamine a decision
- not a grievance for which a defined process is provided, including but not limited to the process
- listed above

Other individuals (parents, relatives, employers, members of the public, etc.) are welcome to contact the Vice President of Student Services at tlarson@iowalakes.edu or 712-362-7915 for assistance and support in addressing concerns related to the college experience and connections to other college resources.

Filing A Student Complaint

For Iowa Lakes to initiate an investigation of a student complaint, the following must be true:

1. The student did not receive a satisfactory resolution when working directly with the appropriate individual(s) or department(s) as outlined in the Student Handbook.
2. The complaint must be in legible written or typed format.
3. The student has submitted the complaint to Iowa Lakes using Iowa Lakes' Student Complaint Form.
4. The student complaint contains a detailed description of the claim, including dates, times, and full names of all involved, as well as the actions taken by both the student and the institution to resolve the matter.
5. The student has signed the form attesting to the truth and accuracy of the complaint.
6. The student recognizes that Iowa Lakes will not investigate anonymous complaints. By signing the form, the student acknowledges Iowa Lakes may share information provided with the institution, other relevant organizations, or state agencies to help resolve the dispute. Iowa Lakes does not guarantee a resolution resulting from this submission or its investigation into the allegation.

The student complaint must be received within two (2) years of the occurrence. Upon receiving a student complaint, Iowa Lakes will facilitate an investigation of the matter being disputed falls within its jurisdiction. If preliminary findings indicate a violation of Iowa Lakes regulations by the institution, Iowa Lakes shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation. If the complaint is outside of Iowa Lakes' jurisdiction, it may be directed to another agency that is authorized to address the concerns, if appropriate.

Iowa Lakes may contact the student to submit further details or to submit documented evidence of the allegations against the institution. Students should not submit original documents as they may not be returned. Student complaints will be examined to determine a factual basis.

Electronically File The Complaint Or Mail The Complaint To:
Iowa Lakes Community College
Attn: Vice President of Student Services
300 South 18th Street
Estherville, IA 51334

Direct Links To Online Student Complaint Forms:
Current Students (Have an Iowa Lakes Login):
iowalakes.edu/student-services/records-registration/academic-policies-procedures
and click on Grievances, Complaints & Concerns

Former Students (No Iowa Lakes log-in):
iowalakes.edu/student-services/records-registration/academic-policies-procedures
and click on Grievances, Complaints & Concerns

Process
Once a formal written student complaint under this process is received by the Vice President of Student Services, an attempt will be made to resolve the issue in a timely manner by working with the student, the appropriate college employees, and/or offices to ensure a fair process. When necessary, a complaint may be referred directly to the department involved or the department it can best be addressed by.

If the student making the complaint has not heard from the Vice President of Student Services or designee within five business days of submitting a report, they should contact the Vice President of Student Services' office at 712-362-7915 or tlarson@iowalakes.edu. It is important to note after a complaint has been reviewed and an outcome determined, a complaint may be deemed "resolved" even though a student may not be satisfied with the outcome.

Following the Higher Learning Commission Policy FDCR.A.10.030 - Institutional Records of Student Complaints, Iowa Lakes has established the above-outlined student complaint procedures. Iowa Lakes is required by law to share information about the complaints with its accrediting agency, the Higher Learning Commission of the North Central Association of Colleges and Schools. However, individual identities will not be revealed without the express permission of the complainant or as required by law.

The Vice President of Student Services office will review the data to identify any trends/issues that warrant further investigation or revision to existing policies, etc.

Institutional Records of Student Complaints

In order to comply with federal regulations, the college maintains records of formal, written student complaints filed with the offices of the Vice President of Administration, the Vice President of Academic Affairs, or the Vice President of Student Services. These records will be maintained in the office of the Vice President of Student Services.

The following outlines the due process procedures to be followed by Iowa Lakes Community College. The Fifth Amendment of the Constitution prohibits the federal

government, and the Fourteenth Amendment prohibits any state from "depriving" any person of life, liberty, or property without due process of law. State action includes action by a public institution of higher education, and liberty includes a student's interest in obtaining an education (Buss, 1971). There is no specific definition of due process, though it refers to procedures being fundamentally fair.

In all situations, procedural fair play requires the student to be informed of the nature of the charges against him/her, the student should be given a fair opportunity to refute them, the institution should not be arbitrary in its actions, and there should be a provision for appeal of a decision. Administrative responsibility for the establishment and enforcement of policies governing student conduct and disciplinary action has been delegated by the college president or a designated college administrator.

Specificity Of Rules
The institution has an obligation to clarify those standards of behavior, which it considers essential to its educational mission and its community life.

EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT

It is the policy of Iowa Lakes Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact a title IX coordinator for Iowa Lakes Community College, Administration Building, 19 South Seventh Street, Estherville, IA 51334, telephone: 712-362-0430, equity@iowalakes.edu or Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

DISCRIMINATORY HARASSMENT POLICY & PROCEDURE

Policy
Discriminatory harassment of any member of the Iowa Lakes Community College community will not be tolerated, and the College is committed to providing an educational and work environment free of discriminatory harassment.

Discriminatory harassment means any electronic, written, verbal, or physical act or conduct toward a student or employee that is based on the actual or perceived sex, sexual orientation, gender identity, race, color, creed, national origin, age, religion, disability or any other characteristic protected by applicable law of that person, and which creates an objectively hostile work or educational environment that meets one or more of the following conditions:

- Places an individual in reasonable fear of harm to themselves or property;
- Has a substantially detrimental effect on the person's physical or mental health;
- Has the effect of substantially interfering with the person's school or work performance or

- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the College.

This Policy applies to activities on the property within the jurisdiction of the College, while in College-owned or College-operated vehicles, while attending or engaging in College-sponsored activities, and while away from College grounds if the misconduct directly affects the good order, efficient management, and welfare of the College.

Iowa Lakes Community College employees and students who feel they have been denied equal opportunity or harassed on an actual or perceived characteristic protected by applicable law may seek a remedy through an internal complaint process. The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the EEO/AA Officer, the respective Dean or another College official should be contacted in lieu of the EEO/AA Officer wherever referenced in the following procedures. Confidentiality will be maintained as much as possible in these procedures.

The College also protects against some forms of sexual harassment under its Sexual Harassment (including Sexual Violence) Policy and Procedures, which is applicable to complaints of Title IX sexual harassment.

Informal Inquiry
Individuals are encouraged to make informal inquiries as soon as possible after the occurrence of the event giving rise to the complaint. Such inquiries may be directed to the individual's immediate supervisor, instructor, advisor, coach, or counselor. The staff member contacted will report the incident to the EEO/AA Officer for purposes of documentation and advice regarding the necessary steps of the complaint process. Every effort should be made to resolve the conflict at this time. If this is not possible, the individual will be referred to the EEO/AA Officer.

Formal Complaint Procedures
The EEO/AA Officer should be contacted immediately following the event giving rise to an alleged discrimination or discriminatory harassment complaint or at the time the complainant becomes aware of such an event or situation.

Direct Links To Online Student Complaint Forms
Current Student with an Iowa Lakes Login: www.iowalakes.edu/policies and click on Discriminatory Harassment Policy & Procedures Former Students (No Iowa Lakes login): www.iowalakes.edu/policies and click on Discriminatory Harassment Policy & Procedures

Executive Director of Human Resources/Title IX Coordinator/EEO Officer: Trudy Ahrens, 712.362.0433, tahrens@iowalakes.edu

If a resolution has not been reached or is not possible through the informal inquiry process, the following steps may be taken.

Step One
Iowa Lakes Community College requires that aggrieved persons who believe they have been the subject of discriminatory harassment submit a written complaint to the EEO/AA Officer within thirty (30) calendar days, if possible, of the occurrence of the event or situation. The written complaint should contain the date of the occurrence, location, party or parties involved, names of witnesses, the facts and/or rationale of the complaint, and the category, whether it be age, gender, disability, etc. If the complaint is more than thirty (30) days old, the complaint will still be addressed, but the College's ability to investigate and take remedial action may be more difficult with the passage of time.

Step Two
The EEO/AA Officer will make a complete inquiry into the complaint and provide a written summary to the complainant within thirty (30) calendar days of receipt of the complaint. The summary will include a thorough and documented review of the circumstances under which the alleged discrimination or harassment occurred.

Step Three
The EEO/AA Officer will make recommendations for the resolution of the complaint. If a satisfactory resolution can be arrived at, the terms of the resolution will be documented in writing and made part of the complaint file. In the event, the complaint is found to be valid, and a resolution cannot be satisfactorily resolved:

If the accused individual is a student: The matter will be referred for a potential discipline under the Student Code of Conduct.

If the accused individual is an employee: The matter will be referred to the appropriate administrator/department for disciplinary action or other appropriate action as appropriate under applicable College procedures, handbooks/manuals, or contracts. If a final decision imposes disciplinary action that constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

All aggrieved persons are encouraged to process complaints of discrimination through the internal procedures established for this purpose. However, the complainant may seek remedy at any time from the Iowa Civil Rights Commission, the Federal Equal Employment Opportunity Commission, or other appropriate agencies.

More comprehensive information is contained in the Affirmative Action Plan available from the Executive Director of Human Resources or the supervisor.

ACADEMIC YEAR & CREDIT INFORMATION

The unit of college credit is the semester hour. A semester hour of credit is normally given for a minimum of one academic hour of classroom work for each week of the semester, two hours of scheduled laboratory work, three hours of scheduled clinical practice, or four academic hours of scheduled work experience or the equivalent.

Options in Credit and Grading

A change from credit to audit or audit to credit status may be made during the first two weeks of a term if the permission of the Director of Records and Registration is granted. A change from traditional to pass/no credit (P/Q) grading may also be made during the first two weeks of a term if approved by the instructor and Director of Records and Registration. Some restrictions apply; see the section on "grading system." A shorter option period applies for shorter terms.

Classification of Credit Students

FRESHMAN: a student who has completed fewer than 30 semester credits.

SOPHOMORE: a student who has completed 30 or more semester credits.

FULL-TIME: a student who is carrying 12 or more credits of college work in a regular term. Veterans must carry 12 or more hours to qualify for full educational benefits.

HALF-TIME: a student who is carrying six or more credits of college work in a regular term.

Registration

Registration consists of deciding which classes to take with guidance from your advisor and paying tuition and fees to the College.

Changes In Registration: Students must complete a Registration Change form. Visit www.iowalakes.edu/student-services/records-registration and click on Records & Registration Forms. Another screen will open up, and follow the prompts to submit a form.

Credit Loads - Fall/Spring Terms

A liberal arts student may enroll in a maximum of 19 credits. Students who wish to enroll in additional credits must submit a Credit Overload Request. Career and Technical students may enroll in the number of credits required for their program, regardless of number, each term. Career and Technical students who wish to enroll in additional credits, e.g., an additional general education course, must submit a Credit Overload Request.

Credit Loads - Summer Terms

A student may register for up to 12 credits. Students who wish to enroll in additional credits must submit a Credit Overload Request.

Additional Limits and Deadlines:

- Students may enroll in a maximum of **two 8-week courses** concurrently.
- Students may enroll in **one 4-week course** at a time.
- Credit overload requests **must be submitted at least one week before the last day to add a course** in the term.

Credit Overload Requests begin with a student's academic advisor, before being submitted to the Records Office. The request will then be forwarded to the Academic Dean. Approval is not guaranteed, and students are encouraged to carefully consider the workload implications of an overload request.

Grading System

Grades are based on students' levels of achievement in those courses in which they enroll. The following scale is used at Iowa Lakes:

A	4 honor points
B	3
C	2
D	1
F	0

Grades for courses with no attempted credits which do not count toward the grade point average:

P	pass
Q	no pass
T	credit for testing
L	credit for experiential learning

Other grade symbols which earn no credits or honor points:

I	incomplete: assigned in cases where the student has not completed some portion of assigned course work during a regular term for extenuating circumstances such as illness, family emergency, etc. A change of grade will be accepted up to the end of the next term following the term in which the grade is issued. At the end of the term, any incomplete grades that have not been changed will automatically change to a grade of "F".
W	withdrawn
N	audit
<R	repeated course (does not figure into GPA)

Repeating Courses

Only the last grade (ABCDF) will count for GPA and credit. The previous grade is replaced with an "<R" to indicate it is a repeat and no longer counts for GPA and credit.

Midterm and Final Grading

Midterm temporary grades are available through the Self-Service Student Portal at the middle of each regular term. Final grades are available to students through the Self-Service Student Portal. Students who would like grades mailed must make that request to the Records Office each academic term. The college may also send grades for Postsecondary Enrollment Option students to the high school.

Graduation

Candidates for graduation must complete an application for graduation to receive their diploma. Students who do not complete the requirements for graduation in the term for which they applied must submit a new application. Students who plan to participate in the annual commencement ceremony must indicate their intent on the application for graduation. There is no graduation fee.

Students who plan to receive more than one degree, diploma, or certificate need to list each program on the graduation application. The graduation application is available at www.iowalakes.edu/student-services/records-registration/graduation-and-commencement/apply-for-graduation. Before completing an application, students should stop by a Business Office to be measured for their graduation cap size.

The graduation application should be completed by the following dates:

Fall	October 1
Spring	February 1
Summer	June 1

The commencement ceremony is held at the end of the spring term. Students who graduate at the end of fall or summer are invited to participate in the annual commencement ceremony in May. Participation in the commencement ceremony is free of charge.

Degrees, Diplomas and Certificates

Iowa Lakes Community College awards degrees, diplomas, and certificates to those individuals who successfully complete programs in Arts and Science, Technical, or Continuing Education areas. The following degrees are awarded for college credit two-year programs: Associate in Arts, Associate in Science and Associate in Applied Science. Diplomas are awarded for college credit technical programs of less than two years duration. To be eligible for a degree or diploma in a credit program, a student must complete a minimum of 25% of the degree program credits in courses at Iowa Lakes Community College.

MAJOR/ADVISOR CHANGE PROCESS

Individuals who would like to change their major and/or advisor are asked to see the Records Office or their Academic Advisor or complete the Program/Advisor Change form at iowalakes.edu/student-services/records-registration.

PAYMENT OF TUITION & FEES

Students are encouraged to make full payment of tuition and fees by the first day of classes each term. Visa, MasterCard, Discover, debit cards, and ACH electronic bank transfers are accepted for payment of tuition, fees, and bookstore charges. For those for whom full payment is not possible, a deferred payment plan is available. Textbook charges and aviation tuition and flight fees are not eligible for deferment.

Deferred Payment Plan: Our payment plan offers students the opportunity to pay for tuition and fees in installments. We have partnered with Nelnet to provide this opportunity. For more information, go to www.iowalakes.edu/paying-for-college/paying-your-bill.

Late Payment Charge: Students who have not paid their account balance in full or enrolled in an approved deferred payment plan by the payment due date may be assessed a $25.00 late fee each term.

Pending Financial Aid: If financial aid is pending, but the college has not received formal notice of eligibility from the processor, or if all requirements are not completed by the student and/or parents, the student must pay tuition and fees in full or by the deferred payment plan. If an error or omission has delayed financial aid on the part of the college and it appears sufficient aid to cover costs will be forthcoming, tuition and fee payment and textbook charges may be placed on a deferred payment plan.

A student who is on financial aid extended probation must pay fees in full or by the deferred payment plan.

Third-Party Payment: If a third-party payment is expected on behalf of a student, a contract or other written notification acceptable to the college must be received by the college by the first day of classes in a term. If not, the student must be prepared to pay tuition and fees in full or by the deferred payment plan.

If the college does not receive payment for tuition and fees by the due date, the college may drop the student from all classes with an "administrative drop." The student may not attend classes until payment of overdue tuition and fees and a $25.00 reinstatement fee are received.

State Setoff Program: Iowa Lakes Community College participates in the Iowa Department of Revenue's State Setoff Program. Participation in the State Setoff Program is an attempt to collect a past-due account. It allows Iowa Lakes Community College to offset state payments, for example, state tax returns, but is not limited to tax returns.

Third-Party Collection Agencies: The College may refer delinquent accounts to a third-party collection agency for further collection efforts. Students are responsible for the account balance as well as any collection costs, fees, and/or interest assessed in accordance with applicable agreements and to the extent permitted by law.

Indebtedness Policy: Students with an outstanding balance owed to the College will have a hold placed on their account and are not eligible to register for a subsequent term until their financial obligations have been satisfied. Official transcripts and diplomas will be withheld until all financial obligations to the College have been met. If a student requests an official transcript, the hold may be temporarily removed to allow the transcript to be issued..

ACADEMIC POLICIES & PROCEDURES

Transfer of Credit and Other Ways of Earning Credits

Iowa Lakes will accept credit from other institutions of higher education and will grant credit for other forms of extra-institutional learning if such credit is determined to be generally equivalent to the credit awarded for work in residence at Iowa Lakes, and can be documented in an appropriate manner, and applies to the student's program of study and toward his or her educational goals.

One of the other methods includes tests, such as the College Level Examination Program (CLEP) or the DSST Credit-by-Exam program. Credit accepted at Iowa Lakes in transfer may not necessarily transfer to another institution in the same manner because most colleges evaluate transfer credit themselves. In addition, credit granted at Iowa Lakes for test out, experiential learning, or other nontraditional forms of instruction may transfer if it qualifies under the policies and procedures for granting such credit at the receiving institution.

Working closely with an advisor and any college or university to which a student wishes to transfer will be important to the planning process. Students are responsible

for taking the courses they need to meet their graduation and transfer requirements, but advisors can help smooth the process.

Additional information can be obtained by visiting with an academic advisor or the Records office.

Student Academic Honesty Policy

Iowa Lakes Community College believes that personal integrity and academic honesty are fundamental to scholarship. Iowa Lakes strives to create an environment where the dignity of each person is recognized and an atmosphere of mutual trust exists between instructors and students. The faculty has confidence in the integrity of the students and encourages students to exercise good judgment in fulfilling this responsibility.

Actions contrary to academic integrity will not be tolerated. Activities that have 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. Examples of such unacceptable activities include, but are not limited to:

- Cheating (intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work). For example, using a cheat sheet for a test, looking at another student's paper during an exam, stealing or buying all or parts of an exam or paper, altering and resubmitting work for a better grade without prior approval to do so, AI, etc.
- Plagiarism (representing another's ideas, words, expressions, or data in writing or presentation without giving proper credit, failing to cite a reference or failing to use proper documentation, using works of another gained over the Internet and submitted as one's own work).
- Falsification and/or misrepresentation of data (submitting contrived or made-up information in any academic exercise). For example, making up data, citing non-existent sources, etc.
- Facilitating Academic Dishonesty (knowingly helping or attempting to help another violate any provision of the academic dishonesty policy). For example, working together on a take-home exam or other assignment when the option has not been made available, giving a paper/assignment to another student for his/her use, etc.
- Multiple Submission (submitting, without prior approval from the instructor involved, any work submitted to fulfill academic requirements in another class). For example, submitting the same paper for two different classes, etc.
- Unfair Advantage (trying to gain an 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.

Disciplinary Action

Any violation of this policy will be treated as a serious matter. The instructor has primary responsibility for classroom behavior and maintaining academic integrity. Students who earn an "F" based on any violation of the Student Academic Honesty Policy may not withdraw from the class (and receive a grade of W).

Depending on the nature and severity of the offense, Iowa Lakes Community College reserves the right to exercise disciplinary action as outlined in the Disciplinary Action section of the Student Handbook.

Classroom Performance

In the classroom, student performance should be evaluated on an academic basis, not on opinions or conduct matters unrelated to academic standards.

- Students should be able to express their views in any course but are responsible for learning course content.
- Student protection from prejudiced or capricious academic evaluation will be enforced through a due process procedure.
- Students should be protected from unprofessional disclosure of their views, beliefs, and political associations. The information that staff members acquire is to be considered confidential in the course of their work as instructors, advisors, and counselors.
- Instructors shall inform students, at the beginning of each course, of the course content, objectives, how students will be evaluated, on what criteria, and when the evaluation will be done.

Individual Responsibilities

Iowa Lakes Community College expects all students to conduct themselves under all circumstances in a responsible manner.

- Students are expected to observe the policies of the college and the laws of the city, state, and federal governments.
- Students are subject to disciplinary action for violation of college policies or regulations which have been published and are readily available to the student.
- No pets are allowed in the college buildings.
- Because of the potential distraction to other students, students are not allowed to bring children to classes or into any other academic learning environment.

PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. A student should submit to the director of records and registration/registrar or other appropriate officials a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the registrar does not maintain the records, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the college to amend a record that the student believes is inaccurate or misleading. The student should write to the college official responsible for the record, clearly identify the part of the record the student wants to be changed, and specify why it is inaccurate or misleading. (Note: FERPA was not intended to provide

a process to be used to question substantive judgments that are correctly recorded. The rights of a challenge are not intended to allow a student to contest, for example, a grade in a course because the student felt a higher grade should have been assigned.) If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff, if any); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the college board of trustees or a student serving on an official committee, such as a discipline or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of Iowa Lakes Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

European General Data Protection Regulation

The European Union General Data Protection Regulation (GDPR), effective May 25, 2018, is designed to protect the privacy of personal data of citizens of the European Union (EU) or people residing in the EU (called Data Subjects in the GDPR regulation) regardless of the physical location of the EU citizen. (https://www.eugdpr.org/theregulation.html). Any organization inside or outside of the European Union that processes or controls data of citizens of the European Union or of people who are residing in the European Union is subject to the GDPR. https://www.eugdpr.org/gdpr-faqs.html.

- Iowa Lakes Community College is dedicated to protecting prospective students, students, alumni, and faculty and staff's personal information. According to the GDPR, personal data is any data that can identify a person. The personal identifiers can be direct personal identifiers or indirect personal identifiers such as name, student ID, student photo, gender, race, personal or student email address, banking information, or medical information, as well as "online identifiers provided by their devices, applications, tools and protocols" such as IP addresses and cookies.
- http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf
- Iowa Lakes Community College collects, processes, records, stores, and

disseminates a person's personal data for the specific and legitimate purpose of performing college functions, processes, reporting, and compliance with legal obligations.

- EU Data Subjects will be asked by Iowa Lakes Community College to consent to the following statement. Consenting to this statement allows Iowa Lakes to collect your personal data for legitimate college purposes in regard to your status as a prospective student, current student, alumni, supporter, or stakeholder of the college.
- I agree that by submitting an application to Iowa Lakes Community College, I give consent to Iowa Lakes to store and use personal and academic-related information for all recruitment and academic record-related activities. I also agree to allow Iowa Lakes to use multiple forms of communication for the purpose of recruitment and academic-related information during my academic career. I understand that if I do not agree to this statement, I cannot be admitted to Iowa Lakes.
- Iowa Lakes only uses your information for academic and regulatory purposes. Iowa Lakes does not sell student information to third parties.
- The GDPR provides "limited exceptions to the consent rule, such as legal requirements or protection of vital interests of the data subject."
- https://er.educause.edu/articles/2017/8/the-general-data-protection-regulation-explained
- Iowa Lakes Community College will not share your personal information with third parties except as required by law, as necessary to protect the college's interests, and with vendors contracted by the college who have agreed to keep this information confidential.

Right to be Forgotten- Data Erasure
EU Data Subjects have the right to have their personal data erased if the retention of the personal data is no longer necessary for the purposes for which the data was collected or processed, is not necessary for legitimate college purposes, legal obligation, or is past the mandatory data storage retention limits.

In the event of a data breach, Iowa Lakes will perform the following steps to notify affected constituency groups within 72 hours of the breach.

1. Provide specific contact details with Iowa Lakes' data compliance team
2. Brief description of the nature of the breach
3. Likely consequences of the breach
4. Steps Iowa Lakes Community College has taken or will take to address the breach
5. Advice on how those affected by the breach can protect themselves.

For more information on the GDPR, go to:

- www.eugdpr.org/
- http://data.consilium.europa.eu/doc/document/ST-5419-2016-INIT/en/pdf

STUDENT RECORDS

- Academic and disciplinary records are kept separate.
- Academic records contain only information about the student's academic status.
- Records are not available to unauthorized personnel on- or off-campus except as provided by law. For example, records may be released with the student's written permission, under legal compulsion or if the release is necessary to protect the safety of people or property.
- Administrative and clerical staff will respect confidential information about students which they may acquire in the course of their work.

Directory Information

Iowa Lakes considers the following to be directory information and will release it unless the student requests the college not to do so by the end of the second week of classes each term thereafter: name, addresses, telephone numbers, e-mail address, date of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, academic honors awarded, and the most recent previous educational agency or institution attended.

Any request to limit directory information must be made to the director of records and registration. The college will not notify a student of requests for directory information if the student has requested withholding it. Iowa Lakes will not be responsible if disclosure would have been to the student's benefit. Students not currently enrolled may not restrict directory information. Directory information is released only on an individual basis; lists of students are not available.

Campus Photographs

All photographs/digital images or broadcast media taken of individuals involved in class, class/club activities, athletics activities, or on the grounds of Iowa Lakes Community College are considered to be public and may be used for, but not limited to, publication, website, and advertising. The student may make no claim of any kind. The college will honor all requests for limitation of usage of photographs/digital images or broadcast media if made in writing at the time the photograph/digital image or broadcast media is taken.

Surveillance Cameras

All Iowa Lakes Community College campuses have surveillance cameras installed to help promote campus safety and security. Approved College personnel monitor and review camera footage as needed. Video footage may also be accessed and reviewed by local law enforcement or other authorized authorities when appropriate.

Transcripts

An official transcript of credit courses taken at Iowa Lakes Community College is issued to a third party only upon request by the student. Students/former students need to complete an electronic Transcript Request, which is available on the Iowa Lakes Community College website. There will be a $6 fee per requested transcript. A student must be in good standing before a transcript will be sent. If you have a balance, please call the Business Office at 712-362-0446. Federal Title IV recipients may still request and receive official transcripts from the college. Transcripts from

high schools, other colleges, or universities that have been sent to Iowa Lakes for the student file, will not be copied and released. Copies need to be obtained directly from the institution of origin.

TRANSFER TO OTHER INSTITUTIONS

Iowa Lakes advisors assist students with planning their courses to meet Iowa Lakes' degree requirements. Students who plan to transfer to a four-year college should contact the institution to which they plan to transfer to become familiar with specific requirements. This information will help students and Iowa Lakes advisors develop a plan to complete requirements in preparation for transfer. Iowa Lakes' Transfer Majors are designed for students transferring to one of Iowa's regent universities (Iowa State University, the University of Iowa, or the University of Northern Iowa). Students who take college-level courses as high school students and use the credit for high school graduation requirements should be aware some colleges may not allow that credit to count toward a college degree.

Credit granted at Iowa Lakes for test out, experiential learning or other non-traditional forms of instruction may transfer if it qualifies under the policies at the receiving institution. An official transcript of Iowa Lakes' work should be sent to the transfer institution when the school asks for it.

Additional information is available from advisors, counselors, the Success Center, or the Records Office.

REVERSE TRANSFER OPTIONS

Students can earn their associate degree or certificate from Iowa Lakes Community College after transferring to a four-year university. Earning an associate degree or certificate can help individuals earn more money, edge out the competition, and set an example for our future.

How to Initiate a Reverse Transfer

On applications to the University of Iowa, Iowa State University, and the University of Northern Iowa, check the box for "Reverse Transfer Transcript Release Form". By doing so, the student agrees to have his/her university transcript sent back to Iowa Lakes free of charge for the first two terms of enrollment at the university.

Students choosing to attend any other four-year institution may also initiate a reverse transfer. They should start by contacting the College Registrar.

For additional information or to discuss details and explore your options about transfer, contact an academic advisor.

ACADEMIC ADVISING CALENDAR & CHECKLIST

August/September

- ☐ New Student- Attend College 101 and visit with your academic advisor.
- ☐ Returning Student- Meet with your academic advisor to ensure you are on track for completion.
- ☐ If this is your last semester, talk to your academic advisor about applying for graduation and your career/transfer plans.

October/November

- ☐ Make an appointment with your academic advisor to review your Academic Evaluation and register for next semester.
- ☐ Discuss midterm grades with your academic advisor.

January - February

- ☐ Make an appointment to visit with your academic advisor about degree progress and any other questions you may have.
- ☐ If this is your last semester, talk to your academic advisor about applying for graduation and your career/transfer plans.
- ☐ Complete taxes and FAFSA.
- ☐ Complete the scholarship application process.
- ☐ Make an appointment with your academic advisor to review your Academic Evaluation and register for next semester.
- ☐ Discuss midterm grades.

April/May

- ☐ Make an appointment with your academic advisor to review summer and/or fall registration.
- ☐ If this is your last semester, talk to your academic advisor about applying for graduation and your career/transfer plans.

How can my academic advisor help me?

- ☐ Assist me with making an educational plan that fits my academic/career goals.
- ☐ Show me how to access My Iowa Lakes, register for classes, and access my grades.
- ☐ Review my Academic Evaluation to make sure I am taking classes in the right sequence and on track to graduate.
- ☐ Inform me of conferences, internships, and scholarship opportunities.
- ☐ Offer assistance with transferring to another institution.
- ☐ Refer me to other campus resources such as Educational Counselors, Career Resource Center, Tutoring, TRIO-SSS, Career Coaches, Success Center, and the Records Office.
- ☐ Guide and give input for my educational decisions.

Academic Advisor's Name: _____

Phone Number: _____ Email Address: _____

Office Number: _____

If your academic advisor is not available, please stop in the Success Center or see an Educational Counselor.

VOTER REGISTRATION

http://sos.iowa.gov/elections/voterinformation/voterregistration.html

To vote in Iowa, you must be registered to vote. To qualify to register to vote, you must be:

- A U.S. citizen,
- An Iowa resident, and
- At least 17 years old (A person may vote if they will be 18 years old on or before election day. In the case of primary elections, a person may vote if they will be 18 years old on or before the corresponding regular election).

You cannot:

- Be a convicted felon (unless your voting rights have been restored),
- Be judged mentally incompetent to vote by a court, or
- Claim the right to vote in any other place.

In this section, you will find information about voter registration in Iowa.

- Download a voter registration form. https://sos.iowa.gov/sites/default/files/2026-01/Voter%20Registration%20Form%208.5%20x%2011_1-23-2026.pdf
- Am I Registered to Vote? https://sos.iowa.gov/voters/am-i-registered-vote
- If you are not registered to vote in Iowa, learn how to pre-register
  http://sos.iowa.gov/elections/voterinformation/preregister.html
- Know the requirements to register to vote on election day
  http://sos.iowa.gov/elections/voterinformation/edr.html
- Learn how to update your registration
  http://sos.iowa.gov/elections/voterinformation/updatereg.html
- Understand the restoration of rights process
  http://sos.iowa.gov/elections/voterinformation/restorerights.html
- Find answers to frequently asked questions
  http://sos.iowa.gov/elections/voterinformation/regfaq.html

STATE OF IOWA OFFICIAL VOTER REGISTRATION FORM

Revised 1/23/2026

In Iowa, you are not qualified to vote following a felony conviction until your right to vote is restored by the Governor. To learn more about voting after a felony conviction visit RestoreYourVote.iowa.gov.

Qualifications

1. Are you a citizen of the United States? ☐ Yes ☐ No
2. Will you be 18 years of age on or before Election Day? ☐ Yes ☐ No

If you answered "No" to either of these questions, do not complete this form.

ID Number
Provide your Iowa driver's license or non-operator ID number. If you do not have either, provide the last four of your SSN, or indicate if you have none of the above.

☐ **IA driver's license #:** _____ _____ _____ _____ _____ _____ _____ _____ _____

☐ **IA non-operator ID #:** _____ _____ _____ _____ _____ _____ _____ _____ _____

☐ **Last 4 digits of Social Security number:** **XXX – XX –** _____ _____ _____ _____

☐ **I do not have an IA driver's license, non-operator ID, or Social Security number.**

Additional Information
Date of birth and sex are required.

Date of Birth (month, day, year) _____ _____ / _____ _____ / _____ _____ _____ _____

Sex ☐ Male ☐ Female

Phone and/or Email (optional)

Your Name

Last

First

Middle **Suffix**

Address Where You Live

Street Address
(include apt., lot, etc.)

City **Zip** **County**

If homeless or you do not have an established residence, describe where you reside:

Where You Receive Mail
(if different)

Address/P.O. Box

City **State** **Zip**

Previous Voter Registration Information

Your name was

Your address was

Your city and state were **Your zip was**

Political Affiliation
(check only one)

Political Parties: ☐ **Democratic** ☐ **Republican** ☐ **No Party**

Non-Party Political Organizations: ☐ **Green** ☐ **Libertarian**

WARNING
If you sign this form and you know the information is not true, you may be convicted of perjury and fined up to $10,245 and/or jailed for up to 5 years.

Registrant Affidavit

I swear or affirm under penalty of perjury that:

- I am the person named above.
- I am a citizen of the United States.
- I have never been convicted of a felony **OR** my right to vote has been restored by the Governor, including through Executive Order, after a felony conviction.
- I am at least 17 years old.
- I live at the address listed above.
- I am not currently judged by a court to be "incompetent to vote."
- I do not claim the right to vote anywhere else.

Signature **Date**

Federal Work-Study Program

The Federal Work-Study Program (FWS) provides part-time jobs for students with financial need to earn money to help pay education expenses. The program encourages community service work related to your course of study.

Iowa Lakes Community College students are encouraged to apply for work-study positions after the college year starts.

For more info, contact the Financial Aid Office.

Autumn Larsen
712-362-7917
alarsen@iowalakes.edu

Career Resource Center

Are you thinking about your dream job and looking to impress future employers? Not sure how to get started?

Contact the Iowa Lakes Career Resource Center today!

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 Career & Transition Coordinators located on each campus, we have dedicated and professional staff to help you reach your goals, no matter what campus you attend.

FOR MORE INFO, CONTACT:

Zoey Zeller
Estherville
712-852-5204
zlzeller@iowalakes.edu

Will Musgrove
Spencer & Spirit Lake
712-580-8617
wmusgrove@iowalakes.edu

Melissa Riggert
Algona & Emmetsburg
712-852-5273
mriggert@iowalakes.edu

Tutoring Options

FREE tutoring is available for students through two modalities:

- **One-on-one peer tutoring (availability may vary, depending on campus location)**
- **Brainfuse online tutoring**

Stop in the Success Center to complete an application to request peer tutoring.

Brainfuse tutoring is available for students within each course in Canvas.

For more information, stop in the Success Center or contact Sara Kerr, skerr@iowalakes.edu.

Peer tutors also needed!
Do you excel in a certain class? Do you enjoy helping others learn? Current students may also serve as peer tutors. This is a very flexible, part-time job opportunity that allows you to help others. Stop in the Success Center to request an application to become a peer tutor.

TRIO-SSS Welcomes You!

ACHIEVE • GRADUATE • TRANSFER

WE OFFER

- Academic Advising
- Transfer Counseling
- Tutoring - online & in-person
- Workshops
- Financial Literacy
- Scholarships & grant aid
- Tuition Free Summer Class

All services and activities are FREE to TRIO-SSS students

Visit us on the Estherville Campus in Room 9 or the Emmetsburg Campus in Room 240!

IOWA LAKES COMMUNITY COLLEGE
TRIO – SSS

Visit iowalakes.edu/student-services/trio for more information!

Mental Health & Well-Being Resources

AT IOWA LAKES, YOUR MENTAL HEALTH AND WELL-BEING ARE A TOP PRIORITY. EXPLORE OUR SUPPORT OPTIONS TO HELP YOU THRIVE.

RESOURCES AVAILABLE FOR STUDENTS

SYNERGY THERAPY
Enjoy six FREE one-on-one counseling sessions, available via video session with a licensed professional.

SEASONS CENTER FOR BEHAVIORAL HEALTH
Enjoy six FREE one-on-one in-person counseling sessions. Students on the Emmetsburg, Estherville, or Spencer campus are able to make an appointment with Seasons Center for Behavioral Health by contacting their educational counselor.

MENTAL HEALTH ASSESSMENT
Access tools to evaluate and understand your mental health.

SUBSTANCE ABUSE SCREENING
Gain insights and guidance to manage substance-related challenges.

Scan the QR code to access our Mental Health Resources page, where you can complete forms, learn more about our services, and find contact information for our Educational Counselors on campus.

FREE TUITION

WITH THE LAST-DOLLAR SCHOLARSHIP!

About the Scholarship

The Last-Dollar Scholarship program fills the gap between federal financial aid and state grants to cover tuition in the eligible programs. Funding is awarded on a first-come, first-serve basis until all state funding is allocated.

Who is Eligible?

Residents of Iowa that plan to enroll at Iowa Lakes in one of the eligible programs may qualify for the Last-Dollar Scholarship program and have an Student Aid Index (SAI) at or below $20,000.

iowalakes.edu/lds

SCAN HERE
for a list of Last-Dollar Scholarship programs.

IOWA LAKES
COMMUNITY COLLEGE

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GET TO *it.*

YOUR DEGREE. YOUR CAREER. IOWA LAKES.