

Student Handbook

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Northeast Iowa Community College Mission and Vision Statement

Mission Statement

Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.

Vision Statement

Northeast Iowa Community College will be the premier source for in-demand education, workforce training and partnerships, through innovative thinking and talent development.

Values

- Service:** We listen, identify and respond to the needs and expectations of our internal and external communities.
- Respect:** We show consideration for one another and encourage diverse perspectives to build trust, cooperation and accountability.
- Innovation:** We foster the development and advancement of ideas through individual and team creativity.
- Stewardship:** We use our resources in a responsible, impactful, and sustainable manner.
- Integrity:** We are ethically accountable to ourselves and others.
- Resiliency:** We learn from our experiences, refocus, and seize the opportunity to improve and persist.

Continuous Notice of Non-Discrimination

<https://www.nicc.edu/about/nondiscrimination-policy/>

COURSE ENROLLMENT AND NICC POLICIES

Enrollment in a course at Northeast Iowa Community College includes certain requirements and responsibilities that are described in the college catalog published at www.nicc.edu/catalog.

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

BENEFITS OF TAKING COLLEGE COURSES

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

PROGRAMS FOR HIGH SCHOOL STUDENTS

This handbook was developed to answer questions you may have regarding your enrollment in any of the programs for high school students offered through Northeast Iowa Community College [HIGH SCHOOL PARTNERSHIPS](#). NICC offers a way to gain college credits early and get a jump start on a college degree by making available opportunities for high school students to enroll in college courses prior to high school graduation. In most cases, college credits may be earned tuition-free, providing a significant savings in the cost of your college education. High School Partnerships is guided by [Senior Year Plus](#), enacted by Iowa Legislation.

Concurrent Enrollment

Concurrent Enrollment promotes rigorous academic and career and technical pursuits by providing opportunities for students to enroll in NICC courses offered within the high schools. High School Partnerships Concurrent Enrollment Program contracts with local high school instructors, meeting the college's faculty standards and requirements, to teach the NICC courses on-site.

Concurrent Enrollment Eligibility & Responsibility

- Students must be high school students who reside in Iowa.
- Students must meet the same prerequisite, co-requisite, and course admission and placement requirements as traditional college students and take the course for college credit. Senior Year Plus does not allow auditing in any concurrent enrollment courses.
- Students must complete a registration form at www.nicc.edu/hspreg
- Students must submit ACT, ALEKS, Accuplacer placement scores or GPA with their registration forms, if applicable.
- Placement testing must be completed before registering or attending a course. Late additions to courses are not allowed in concurrent enrollment courses because of the rigorous schedule of college classes.
- **Students should access their NICC portal to student records email and**

course information: [MyCampus, NICC Gmail, and Brightspace Learning Management System.](#)

- Concurrent-enrollment courses are available to public, private, home school, and traditional college students.
- Concurrent students may be responsible for purchasing textbooks or supplies for any semester in which they are enrolled. Check with your local district for guidance.
- Additional eligibility and guidelines are available from the Iowa Department of Education's [Senior Year Plus Guide.](#)

For a list of courses offered at your high school, go to www.nicc.edu/hspartnerships and select the link for **High School College Credit Courses.**

Placement in College Credit “PICC”

PICC is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students. Courses are taught by college faculty at an [NICC Campus or Center Locations](#) or online through the [Brightspace LMS](#). Successful completion of the course generates high school credit which applies toward district subject areas and/or graduation requirements. The school district pays NICC for the cost of the course. Textbooks are loaned to students from the district OR are required to be purchased by the student. Please check with your Guidance office or career coach for additional information on course eligibility and textbook options.

Student Eligibility (281—IAC 22.16)

In addition to the Senior Year Plus student eligibility requirements, students also must meet the following requirements to be eligible to enroll in PICC courses.

- Persons who have graduated from high school are not eligible for this program. Eligible students shall be residents of Iowa.
- A student enrolled in an accredited nonpublic school who meets all eligibility requirements may apply to take courses under PICC directly through their school. Registration fees and textbooks are the student responsibility.
- A student under competent private instruction who meets all eligibility requirements may apply to take PICC courses through the public school district in which the student is concurrently enrolled, provided that the resident school district does not offer a comparable course, and shall be allowed to take such courses on the same basis as a regularly enrolled student of the district.
- Students shall not “audit” postsecondary courses. The student must take the course for credit and must meet all of the requirements of the course which are required of postsecondary students.
- Students must meet NICC’s admission requirements (application, placement test, GPA) and any co or pre-requisites of the course they are registering for.

Eligible Postsecondary Courses (281—IAC 22.17)

The administrative rules for PICC are intended to implement the policy of the State of Iowa to promote rigorous academic pursuits. Therefore, postsecondary courses eligible for students to enroll in under PICC shall be limited to:

- Nonsectarian courses.
- Courses that are not comparable to courses offered by the school district where the student attends which are defined in rules adopted by the board of directors of the public school district.
- Credit-bearing courses that lead to an educational degree.
- The courses in career option programs offered by community colleges. A school district or accredited nonpublic school district shall grant academic or career and technical credit to an eligible student enrolled in an eligible postsecondary course.

For a complete listing of available NICC courses, visit: www.nicc.edu/courses.

Transportation (281—IAC 22.20)

The parent or guardian of an eligible student who has enrolled in and is attending NICC under PICC shall furnish transportation to and from NICC for the student.

Exploration and Early Admission Academies

High School Partnerships offers a variety of academies in partnership with local high schools including:

- Advanced Manufacturing
- Agriculture
- Automotive
- Construction
- Diesel
- Information Technology
- Health
- Project Lead the Way

Registration and responsibility guidelines are similar to those for concurrent enrollment. All students must submit a registration form and ACT, ALEKS, or Accuplacer placement test scores or GPA if applicable. Students may be responsible for supplies or testing and background check fees. Often, school districts will help pay for some of these additional costs.

HIGH SCHOOL PARTNERSHIPS ARTICULATIONS

Articulation is an agreement between a High School and Northeast Iowa Community College (NICC) which may allow a student to receive college credit for career and technical program course(s), not 4 year transfer course(s), taken at the high school, provided they meet the agreed upon core competencies and performance levels. Competencies are agreed upon between members of the High School, College Faculty, and the Department Dean. Articulated courses do not contribute to the student's NICC grade point average, but do satisfy specific career program requirements. Contact your high school guidance office for a list of articulated courses offered in your High School or visit www.nicc.edu/hspartnerships and click on the link for Articulation Agreements.

Criteria for Participation

1. All students desiring to earn articulated credits shall meet and maintain the prerequisites and academic standards of Northeast Iowa Community College for the intended program of study.
2. This agreement applies only to courses approved for articulation by NICC.
3. Either party will review the articulation process and procedures every five years.
4. Articulation credit will not be granted if the student has an equivalent or comparable college course on his/her college transcript.
5. High school articulation credit will be granted as per the articulation agreement in effect at the time the student graduated from high school.
6. When the high school student wishes to earn articulated credit(s), the following conditions must be met:
 - a. Receive a grade of "C" or better in the secondary level course.
 - b. Successfully complete the identified secondary level course competencies.
 - c. Enroll in a diploma or degree program at NICC within 12 months following high school graduation.
 - d. For those enrolling at a later date, the NICC departmental dean will review each course to determine what articulation credit may be awarded.
 - e. Successfully complete 12 semester hours of credit at NICC before articulated credits are recorded on the student's transcript.

GENERAL INFORMATION

Registration

All high school students who enroll in a college course must complete the following two steps:

1. **Submit a completed High School Partnerships registration form.** Registration forms available in your high school Guidance or www.nicc.edu/hspreg.

2. Submit GPA, ACT scores or take the Accuplacer / ALEKS placement assessment if required. Assessments may be scheduled at one of [NICC's campus or centers](#) or in your local high school if there is a certified proctor at your school. Check with your Guidance office or career coach for more information.

Reading and Writing

Placement assessments in Accuplacer are currently free, but there is a limit on retesting:

- * Students are strongly encouraged to thoroughly review subject matter prior to retesting in Accuplacer.
- * The student should wait at least two weeks from the date of the original test before taking the first retest.
- * The student must provide evidence of remediation in the requested areas before approval is given for a third assessment.
- * If the student is unsuccessful after the second retest, a one year waiting period from the original test date is required.

Students who take the Accuplacer should remember to take photo identification with them. Practice questions are available at: www.testprepreview.com and: www.collegeboard.com/student/testing.

Math (ALEKS) (www.aleks.com)

After the first assessment, students may immediately utilize Prep and Learning Module, up to four times within a six-month period. Students must invest at least 5 hours reviewing in the Prep and Learning Module prior to taking a second assessment.

3. Complete the New Student Orientation, accessible from MyCampus or Brightspace.

WHAT IS FERPA?

FERPA stands for Family Education Rights and Privacy Act which affords students certain privacy rights with respect to their education records. Students may waive their rights to allow parents or others to have access to this information; however, this waiver or written consent must be signed by the student and on file in the Registrar's office. The college follows FERPA guidelines about what information it discloses about students. Student registration forms currently include this waiver to allow parents and high school officials access to education records. Questions regarding further information on FERPA may be addressed to the college Registrar.

Adding, Dropping and Withdrawing

High school students may add a class and also drop or withdraw from courses after the semester begins in alignment with NICC policy. Course changes require the permission

of the high school Guidance office and the signature of the instructor or the Guidance office according to the following procedures. Students should pay close attention each semester to the deadlines for adding, dropping, and withdrawing from college courses.

Students who withdraw from NICC or drop a course scheduled from 12 to 16 weeks in length, may be eligible for a tuition refund. Tuition refunds are calculated based on the start date of the course, up to the third week regardless of the number of class meetings during the term in accordance with the following schedule:

- 1-7 days.....100% tuition & fees
- 8-10 days.....50% tuition & fees

A most accurate schedule may always be found: <https://www.nicc.edu/finance-office/tuition-refund-policy/> or by typing in Tuition Refund in MyCampus.

Adding a Course

Courses may be added with the permission of the instructor during the first week of the semester if students have been admitted to the college. (Registration form and placement requirements completed.) Adding a course requires that students gain approval of the high school Guidance office and the course instructor.

Dropping a Course

Students may drop a course without penalty by meeting and discussing with their instructor and high school Guidance Office within the 100% refund period (above.)

Withdrawing from a Course

After the 100% tuition refund period, students have up until three-fourths of the course length to withdraw. Students must complete a Withdrawal Form with their high school Guidance office and submit to the High School Partnerships Office. Failing to notify the instructor and the high school Guidance office of your intent to withdraw may result in receiving a failing grade, potentially affecting your eligibility for financial aid in the future.

SATISFACTORY ACADEMIC PROGRESS (SAP) and FINANCIAL AID ELIGIBILITY

Understanding SAP

SAP Requirements

<p>1. Stay in Good Academic Standing. = 2.0 Cumulative GPA</p> <p><i>Students must meet or exceed a 2.0 GPA A=4.0 B=3.0 C=2.0 D=1.0 F=0.0</i></p>	<p>2. Finish the Classes You Started. = 67 Percent Credit Completion Rate</p> <p><i>Total completed / attempted credits for a semester must equal or exceed 67 percent</i></p>	<p>3. Graduate on Time. = 150 Percent Time Frame</p> <p><i>Credits attempted / credits required for program must be less than 150 percent</i></p>
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SAP Statuses



SAP Appeal Outcomes

- 1. PROBATION**
Appeal is approved; aid is reinstated. You must meet SAP requirements in one semester.
- 2. ACADEMIC PLAN**
Appeal is approved; aid is reinstated. You must complete the academic plan form with an Enrollment Advisor or Financial Aid specialist. You will continue on the plan until you meet SAP or graduate as long as you meet the terms of the plan each semester.
- 3. DENIED**
Appeal is denied; not eligible for aid. You may continue to be enrolled with the College, you must pay tuition independently or through a payment plan. To regain eligibility, you must meet SAP requirements or re-appeal after demonstrating success (*completing 3 credits with a minimum 2.0 GPA*).

Where do I access my SAP information?

Self Service Financial Aid

- SAP status
- Credits attempted and completed
- GPA

How often is my status updated?

SAP is reviewed and updated every semester, immediately following official grade submissions and after FAFSA submission per federal law.

TOP FIVE Reminders

FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

1

UNDERSTAND THE REQUIREMENTS.

- **Grade Point Average (GPA).** Maintain a cumulative (overall) 2.0 GPA (C average) or higher in all classes (including those taken during high school). C- average does not meet SAP or graduation requirements. (C- average equals 1.67 GPA)
- **Complete Courses.** Successfully complete 67 percent of attempted College credits.
(Divide completed credits by attempted credits. Transferred credits are included.)
- **Progress in your Degree.** Complete your program of study within a 150 percent of the required number of credits.
(an associates degree requires 60 credits, a student must complete the degree within 90 attempted credits.)

2

CHECK SAP STATUS.

Check your SAP status in Self Service for Students > Financial Aid. A financial aid suspension means that you are no longer eligible to receive federal, state and institutional financial aid. This may include Pell grants, State grants, scholarships, student loans and work study. Take necessary action if you are on warning or suspension to ensure your financial aid eligibility is maintained.

3

CHECK YOUR EMAIL.

Students receive official notification of any SAP warning or suspension status via College email at the end of each semester. This notification provides guidance and a link to the appeal process.

4

APPEALS AND THE REVIEW COMMITTEE.

When a student receives a financial aid suspension, they are encouraged to file an appeal. Appeals must explain the extenuating circumstances that prevented the student from meeting SAP requirements and what changes they will make to meet SAP. Second and subsequent appeals require new circumstances.

The College has a district-wide appeal committee that reviews and determines if eligibility will be reinstated.

5

HIGH SCHOOL STUDENTS ARE INCLUDED.

Courses taken for College credit are included in grade point and completion calculations. There are times when high school students begin their first degree-seeking term at the College on financial aid warning status.

ADDITIONAL RESOURCES.

- The full Satisfactory Academic Progress (SAP) policy is available at www.nicc.edu/appeal.
- GPA Calculators: gpacalculator.net/how-to-raise-gpa
- Contact a Financial Aid Specialist for help with SAP, status and student options.

Learn More.

CALMAR

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PEOSTA

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GRADING INFORMATION

Students will receive a syllabus and course guide from their instructor, or posted in Brightspace, which provides expectations and grading criteria for the course. For courses which students will receive high school and college credit, grades are sent to the high schools for inclusion on student transcripts. Students will also have a record with NICC and will need to request college transcripts directly from the registrar at www.nicc.edu/transcript. Unofficial grades may be accessed at the end of the term online: selfservice.nicc.edu/student (Via SelfService in MyCampus)

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

Course Final Grade Appeal Process

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of College faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at NICC and the integrity of the certificates, diplomas and degrees conferred that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any semester grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student and that a grade be determined in accordance with announced guidelines.

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

- The assignment of a grade to a particular student on some basis other than performance.
- The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students.
- The assignment of a grade which represents a substantial departure from the instructor's written standards outlined in the course syllabus.

During the semester, grading concerns will be dealt with according to departmental guidelines. Student appeals for a course final grade change must be initiated within ten (10) business days of the official final grade due date as established by the Registrar's Office. A copy of the Final Grade Appeal Policy and form can be obtained from the Dean's Office.

Repeating Courses

Students may wish to repeat a previously taken course. A student who wishes to repeat an NICC course to improve the grade will need to repeat the same course at NICC. Both courses will be shown on the permanent transcript. The original grade will have <R designated next to it. A student may not repeat the course and then choose the better of the two grades. Only the most recent course will be computed in the cumulative grade point average.

Additional grading information and policies may be found in the catalog:
<https://catalog.nicc.edu/content.php?catoid=2&navoid=112#grading-policies>

ACADEMIC INTEGRITY

Academic integrity is based on honest and the College requires that work produced by students represents their personal effort and requires that they properly acknowledge the intellectual contributions of others. Academic integrity principle is based on honest in all academic activities, including but not limited to, classwork, including ethical conduct in all labs, clinical field, practicum or co-op assignments. Any suspected violation of academic integrity standards will be investigated and subject to possible sanctions as outlined in course syllabi and the NICC Student Code of Conduct.

For additional information see the [Student Rights and Responsibilities](#).

ACADEMIC DISHONESTY and CHEATING

Academic dishonesty is academic misconduct wherein a student knowingly falsifies work, cheats, misrepresents work as their own, plagiarizes, aids others in academic misconduct, or other means defined by a faculty in their syllabus. Academic dishonesty will not be tolerated in any course at NICC.

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

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

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

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

- pass test answers to another student before, during, or after a test.

POLICY

Students of Northeast Iowa Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations, and any other academic work.

Academic *dishonesty* ultimately injures the individual and depreciates the value of grades received by other students. Cheating in any form is viewed as a most serious offense and is violation of the Student Conduct Code. All academic misconduct must be reported. Documentation will be retained in the students conduct file and in the conduct violations database.

When a faculty member believes that a student has committed acts that violate the academic honesty policy, he or she will advise the student of the offense and the penalty imposed. All imposed penalties should be in alignment with that faculty members syllabus.

PROCEDURE

When an alleged academic dishonesty violation has occurred, the faculty member will:

1. Investigate the incident fully, collect any supporting documentation and report the findings on the Incident of Concern (IOC) Report filed with the Vice President of Student Services or the Associate Dean of Student Services. Documentation should be attached to the IOC Report.
2. The faculty member will meet with the student in an educational conference as soon as possible following the misconduct discovery to provide the student an opportunity for explanation of the action and to explain the academic dishonesty policy and procedure.
3. If the standard of evidence is met, ***it is more likely than not the violation occurred***, the faculty member will confirm the conduct violation and explain the sanction(s) that will be imposed for this violation.

NOTE: in the instance of a second academic report, the educational conference will be held with the academic dean of that area in consultation with the faculty member at which time the student will be placed on “warning.”

If while on “warning” a student is found to have broken the academic dishonesty policy again, the case will be heard by a Student Conduct Disciplinary Hearing Board that will follow the process outlined in the Student Conduct Code.

The **Student Conduct Code** and **NICC Student Rights and Responsibilities** outline the college policies and disciplinary procedures below.

Civility Statement

As an academic institution, Northeast Iowa Community College exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Membership in this academic community places a special obligation on all members to preserve an atmosphere conducive to the freedom to teach and to learn. Freedom to teach and to learn depends on opportunities and conditions in and outside the classroom that foster respect, integrity, honor and civil conduct.

Northeast Iowa Community College defines civility as the art of treating others, as well as ourselves, with respect, dignity and care. Civility is demonstrated when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. All members of the College community, students, faculty, staff and visitors have the right to work and learn in a safe environment which is civil in all aspects of human relations.

Student Conduct

All students are expected to comply with College policies, rules and regulations and not violate municipal, county, state or Federal law. Through voluntary entrance to the College, students indicate a willingness to adhere to the policies, rules and regulations of the College and acknowledge the right of the College to initiate appropriate disciplinary actions. Instructors are responsible for maintaining a classroom environment conducive to teaching and learning, and therefore, may remove any student from class for disruptive behavior or other disciplinary reasons.

NICC students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, are in effect. Students are encouraged to check online at www.nicc.edu/catalog for the current versions of all policies and procedures. Hard copies of the Student Conduct Code are available to students upon request from a conduct administrator.

Although emphasis is placed on education and guidance in cases of misconduct, the College may take disciplinary action and/or civil and criminal actions against a person disrupting College business or processes in order to ensure the collective good of the community and to protect the rights of its members. The scope of authority of the College includes dismissing a student or visitor whose conduct is unsuited to the purpose of the College.

NICC retains the authority to immediately remove a student from any College sponsored activity, on-the-job training site, a clinical area, an observation, a class offered through any format, a student organization or the College property when a student's grades, performance, conduct or health may have a detrimental effect on the student, the College, other students, faculty or staff, customers, clients or patients of the cooperating agency. Students are responsible for all communication, including conduct related notices, delivered to their College email address.

Definition of Terms

- Academic Integrity Report: A document used by the College that identifies an alleged academic violation of the Student Conduct Code and details the facts that constitute the violation.
- Administrative Decision or Sanction(s): The disciplinary action taken by the conduct administrator (or designee) and/ or the Student Conduct Hearing Board.
- Appeals Officer: An authorized College official, typically the Vice President of Learning and Student Success, with the authority to review the appeal of a Student Conduct Hearing outcome.
- College Administrator: Any individual or group employed by the College and given authority to make administrative decisions on behalf of the College.
- Conduct Administrator: A person employed by the College (or designee) in an administrative role with responsibility for and management of policies, protocol and processes upholding the Student Conduct Code.
- Board of Trustees: The Northeast Iowa Community College Board of Trustees.
- Business Day: Any day on which the College is open for business. This excludes holidays, All College Day and any weather or emergency related closings.
- The College: Northeast Iowa Community College.
- College Property: The College property, College facilities, or the College, which includes all the land, buildings, facilities, and other property, real or personal, in the possession of or owned, leased, used, controlled or managed by the College.
- Complainant: A member of the College community who has brought alleged violations under the Student Conduct Code against any student, group of students or student organization.
- Comprehensive Investigation: A comprehensive investigation takes place once it is determined through a preliminary investigation that there is reasonable cause to pursue a misconduct charge.
- Student Conduct File: The documents, recordings, evidence, etc. that pertains to the student conduct process.
- Due Process: Due process, as defined within these procedures, assures written notice of an alleged conduct violation and the opportunity to respond to reported allegations at a conference or hearing before an objective decision-maker(s).
- Faculty Member: A person hired by the College to conduct academic instruction.
- Incident of Concern Report: A document used by the College that identifies a personal concern or alleged violation of the Student Conduct Code and details the facts that constitute the violation.
- Jurisdiction: The College authority governing student conduct.
- Policy: Written regulations of the College supplemented by consistent written regulations of the College found in the catalog, website or other official College publications.
- Preliminary Investigation: The initial review of available evidence leading to a decision of whether to pursue the investigation further based on reasonable cause.
- President: The chief executive officer of the College.
- Reasonable Cause: A fact or circumstance that justifies a reasonable suspicion.

- Responding Student: A student, group of students or a student organization that have been issued charges of a student conduct code violation.
- Staff Member: A person hired by the College to provide service and support to students and the academic mission of the College.
- Student: A person taking courses from the institution, full-time and part-time, credit and non-credit, studying in any method of delivery and includes any person who has applied for admission to the College.
- Student Advocate: A person who may attend a Student Educational Conference or Student Conduct Hearing in support of the responding student.
- Student Conduct Educational Conference: When determined that there is sufficient evidence to pursue a comprehensive investigation and formal charges are filed, the Conduct Administrator may hold an Educational Conference with the responding student. The charges may be settled informally, may lead to conduct sanction(s) or may lead to a Conduct Hearing.
- Student Conduct Hearing: When formal charges are filed and the charges are not settled informally or in an Educational Conference, or if the formal charges lead to an Immediate, Interim Suspension from the College due to a perceived significant threat to the College community, the case will be heard by the Student Conduct Hearing Board.
- Student Conduct Hearing Board: The Hearing Board consists of a chairperson and four members trained in conduct policy and procedure.
- Violation: An act, or omission to act, which violates a regulation, policy or administrative rule of the College or of the Board of Trustees.

Student Conduct Code Violations

The NICC Student Conduct Code applies to all students and is enforceable at the time of application to the College or at the time of enrollment for non-credit classes. NICC students are expected to conduct themselves as good citizens of the College community by respecting the rights and property of others. Any person who commits, attempts to commit or incites/aids others in committing acts of misconduct may be subject to disciplinary procedures by the College. The following student conduct violations may be grounds for disciplinary action except when explicitly authorized by the College. However, this is not an exhaustive list of all behaviors that may be subject to disciplinary actions. These regulations shall be construed so as not to abridge any students rights under the Constitution of the United States or the Constitution of the State of Iowa.

- Substantial obstruction/disruption of learning, teaching, administrative processes, disciplinary procedures or any College authorized function/activity.
- Unauthorized occupation/use of (or unauthorized entry into) any College property.
- Conduct which threatens or endangers the health/safety of any person on the campus or at any College authorized function/activity including, but not limited to, actual, perceived or threats of physical harm, violence, sexual misconduct, sexual assault and in general harm or threats of harm to others.
- Knowingly furnishing a false report or false warning that College property may be subject to, but not limited to, a bombing, fire, crime, emergency or other catastrophe.
- Attempted theft, defacement or damage to College property or to any agency/person on College property or College sponsored activity.

- Interference with any lawful right of any person on the campus including the right of access to College property.
- Unauthorized animals on campus.
- Unlawful use, abuse, possession, selling, distributing or purchasing of alcohol or alcoholic beverages, prescription or non-prescription drugs, other controlled substances or drug paraphernalia.
- Use, possession or threats of or with firearms, ammunition, dangerous weapons, substances, materials, bombs, explosives, or explosive, incendiary devices prohibited by law is prohibited at or in any location owned, leased or used by the College or at any College sponsored activity or event. This prohibition includes possession in any vehicle at or in any location owned, leased or used by the College or at any College-sponsored activities or events. Weapons include, but are not limited to: knives, guns (including BB, paintball, pellet) firearms, tasers or simulations of any such items (devices that appear to be real). A weapon may also include an object designed for use or used in a manner to inflict harm to a human being or animal or to damage property.
- Off-campus conduct which directly and/or adversely disrupts or interferes with the educational or other functions of the College.
- Threatening behaviors such as verbal threats/abuse, humiliation, bullying, intimidation, hazing, stalking or harassment of any person of the College community sufficiently severe, persistent or objectively offensive that it interferes with the victim's ability to benefit from the College's educational programming or activities. (See Discrimination, Harassment and Retaliation Policy).
- Sexual misconduct includes, but is not limited to, sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse and/ or sexual exploitation. (See Discrimination, Harassment and Retaliation Policy)
- Dishonesty in any form at any time prior to or during College processes, including forgery, falsification of records, misrepresentation and lying.
- Academic dishonesty in any form.
- Unauthorized use or possession of property belonging to the College or any agency/person on campus.
- Inappropriate use of social media and/or college technology including, but not limited to, cyber bullying, unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises or during college sponsored activities without knowledge, or without effective consent when such a recording is likely to cause injury or distress.. (See Computer Systems Acceptable Use Policy).
- Violation of College Computer Systems Acceptable Use Policy.
- Use of tobacco products on campus both indoors and out-of-doors, including inside any vehicle on campus, in a vehicle being used for college business and at any College-sponsored activities. In addition to traditional tobacco products, e-cigarettes and vaping are also prohibited.
- Evidence of violation of any local, state or federal law when substantiated through the College's conduct process.
- Gambling at a College-sponsored activity without specific authorization by the administration.

- Failure to comply with the directives of College personnel acting in the performance of their duties and/or failure to identify oneself to College officials when requested to do so.
- Use of vulgar, offensive, threatening or obscene language or behavior as determined by rational standards of civil behavior in a public environment.
- Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored activities.
- Violation of College policies or regulations supplemental to the Student Conduct Code, which are published in any other official College publication.
- Retaliatory action taken by a responding individual or allied third party directed at an individual, group or any College representative.
- Abuse of or interference with the Student Conduct process including, but not limited to: falsification, misrepresentation, concealing or destroying of any information related to a conduct case, attempting to discourage or influence another persons' participation or use of the conduct process, failure to comply with the sanctions imposed as a result of the conduct process or harassment, influencing and/or intimidation of any member(s) of the conduct proceeding prior to, during or following a conduct case.

TITLE IX

Northeast Iowa Community College expects that all members of the College community – students, faculty, staff and friends – should be able to pursue their education and work in a safe environment, free from sexual coercion, violence or intimidation. The College is committed to fostering a safe campus environment where sexual misconduct and violence are unacceptable, and where survivors or those who believe they were harmed by another person are provided support and avenues of remedy as appropriate. All members of the College community are expected to conduct themselves in a manner that is respectful of the rights of others. The Title IX efforts of NICC are focused on education and training to encourage a climate of sexual respect.

More information about sexual respect and Title IX is available at <https://www.nicc.edu/titleix/>

HIGH SCHOOL PARTNERSHIPS RESOURCES

When high school students enroll in courses at NICC, they are entitled to use of the college's resources. An overview of these resources is available through our online video orientation at www.nicc.edu/orientation or listed below:

Academic or Physical Accommodations

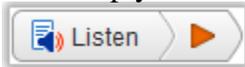
NICC provides access, accommodations and advocacy for students who have disabilities. Examples include accessible textbooks, additional time on exams, sign language interpreters and mobility assistance. If you would like to learn more about our [Disability Services](#) or how to request instructional accommodations call us at 800.728.2256 extension 1258 in Calmar or 800.728.7367 extension 2280 in Peosta.

ReadSpeaker

ReadSpeaker allows text to be read out loud to you on our NICC webpage, in Brightspace and in uploaded content. It provides you with assistance if you have trouble reading text online. By having the text read out loud to you, you can understand the information on the website more easily. This makes the content more accessible and a website more pleasant to visit. As a user you don't have to download anything.

How does it work?

You simply click the Listen button to listen to the webpage's main content:



An audio player appears (see image below) and ReadSpeaker starts reading the text of the webpage out loud.



In the player you can:

- Pause/restart the reading
- Stop the reading
- Use the progress bar to navigate in the audio
- Adjust the volume
- Click the settings icon to adjust the behavior of the service
- Click the download icon to download the audio file
- Close the player

You can use tab/shift+tab to navigate inside the player and press enter to activate a certain button or link.

Listen to Selected Text

You can select a part of the text that you want to listen to and then press the pop-up Listen button that appears next to the mouse pointer. When you click the pop-up Listen button, an audio player appears (see the image below), and ReadSpeaker starts reading the text you have selected.



For additional information, please visit www.nicc.edu/readspeaker.

Learning Centers

Students who desire assistance with coursework or an opportunity to improve study skills should utilize the [NICC Learning Centers](#). The learning center staff are also available to assist you with preparing for placement tests. Online tutoring options may be accessed via [UpSwing](#).

Personal Counseling

Counselors are available to assist students in coping with any difficulties they may experience while taking college courses. Students may request assistance with personal, academic and career counseling. For more information, go to: [NICC Counseling](#) or Peosta Campus, at 1-800-728-7367 ext 2215 or, Randi Burns, Calmar Campus, at 1-800-728-2256, ext. 1378.

Career Counseling and Career Learning Link

Career Services provide guidance in the areas of self-awareness, career exploration, job search skills and employment opportunities. Online resources are available at [Career Services](#) and counselors are located in the advising offices at Peosta and Calmar. If your school participates in NICC Career Learning Link, you may also have a Career Coach assigned to your local school. Visit www.nicc.edu/careerlearninglink today!

Cafeteria

The NICC cafeterias offer a wide range of items for breakfast and lunch daily. Students may purchase meals using cash or checks. There is an ATM located in each cafeteria. The cafeteria is located on the first floor of the Peosta Campus and on the first floor of the Calmar Student Center.

Bookstore

Students who need to purchase textbooks may do so via our online [campus bookstores](#). Additional bookstore supplies and apparel may be found at the bookstore on the Peosta Campus and in the Calmar Student Center.

Computer Labs

Students needing access to college software or computer labs may access labs at any of the [campus or center locations](#). Students may log in to the network with the username: Pstudent or Cstudent and no password. Students may log into [MyCampus](#) using the username and password mailed to their home address.

NICC Library

All high school students enrolled in college courses under HIGH SCHOOL PARTNERSHIPS may use the [NICC Library](#) to do research, study, and to check out materials on reserve for classes. The NICC library provides information resources that support all programs of the college. The combined collections include approximately 40,000 print and non-print items. Over a dozen academic databases, the library catalog, e-Books and selected internet resources may be accessed via the NICC website. The library subscribes to newspapers for communities throughout the NICC district.

Library staff are available to provide instruction in the use of library resources, to assist with research, and provide free inter-library loan services to students. They are committed to providing superior services to all our patrons. Ask for assistance at the Circulation Desk or if you are not on campus you may use the “Ask A Librarian” link to request help.

An excellent resource for [Research Help](#) is available online from the Library as well.

Accessing Library Resources On or Off Campus

Accessing library resources requires the 14-digit number located on the back of your student ID card. If you do not have an ID card, follow these steps:

1. Locate your student ID number on your class schedule upper left hand corner and mailed to you at the beginning of the term with computer log-in information.
2. Choose your closest home campus:
Calmar Students: 23263
Peosta Students: 25110
3. Combine campus number first then your student number. If this formula does not make 14 digits, then add zero's after the campus number. **Example:**
25110+0XXXXXX then add two zeros after the campus number:
2511000XXXXXX.

Admissions

Students who wish to find out information on NICC programs or wish to enroll at NICC after graduation, may contact the college [Admissions](#) office for assistance.

ATTENDANCE AND ACADEMIC SUCCESS

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

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

eligibility for financial aid.

Inclement Weather Policy

Students attending classes on the NICC campus must adhere to NICC's inclement weather announcements posted on [MyCampus](#) or local radio and television stations. Students enrolled in NICC classes taught on the high school campuses or centers will follow their **local school district inclement weather** announcements. Regardless, student safety is of utmost priority and ultimately your decision on whether it is safe for you to travel. NICC spans a very large service area with different weather frequently occurring in different locations at the same time. If you determine it is unsafe to travel from your location due to weather; please inform your instructor in advance.

COLLEGE TRANSFER

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

For an updated list of colleges and universities that have unique transfer options and agreements with NICC, visit: <https://www.nicc.edu/admissions/transfer-information/transfer-agreements/>

Other colleges and universities not listed may also award credit for college courses taken at NICC during high school. **Students should contact an admissions counselor at the institution of their choice to inquire about course transferability. Students are always responsible for requesting transcripts from NICC to be sent to the institution they are working with.** Please see the section below on Transcripts for information on how to request transcripts from the NICC Registrar's office.

Transfer of Credits to Iowa Regent Universities

Students interested in transferring to a regent university are strongly encouraged to visit www.transferiniowa.org/

The Transfer in Iowa website also has important information regarding [Reverse Credit](#)

Transfer. This program allows students to attain a degree, diploma or certification. Students indicate an interest at the time of application to the university, in applying future credits earned at the university toward the completion of their associate degree, diploma or certification. There are numerous benefits including earning an associate’s degree while pursuing a bachelor’s degree, adding the degree to your resume or applications to increase your qualification and potential for career advancement.

Associate in Arts / Science

Students who intend to earn a four-year degree after high school graduation should consider beginning the NICC Associate in Arts Program. This program provides opportunities for students to complete coursework which will transfer as college credit to four-year colleges and universities. Students can earn an Associate in Arts or an Associate in Science degree; and then continue their education when they enroll as juniors in a 4-year college or university. The primary advantage for students who enroll in the Associate in Arts Program is the opportunity to complete the first two years of a four-year degree with affordable tuition and to take college courses in a smaller and more personal environment. More information can be obtained by visiting www.NICC.edu under Academics.

Transcript Copies

Students who need to send transcripts to another institution complete a transcript request, which can be obtained from the NICC Registrar’s Office by going to: www.nicc.edu/transcript. There is a \$5 fee per transcript request. In order for a transcript to be official, it must be sent by NICC to the student’s college or university. Transcripts are sent electronically same day. Requests for paper transcripts will be honored as quickly as possible in order of receipt. However, expect some delays during peak periods, i.e. registration and end of semester.

Unofficial transcripts are available at any time via your [MyCampus](#) account, select **Self Service for Students, Academic Profile, Unofficial Transcript**.

CONTACT INFORMATION

Calmar Campus	Peosta Campus
844.642.2338	844.642.2338
Bookstore x1238	Bookstore x2325
Library x1259	Library x2224

Katie Gilbert Dean of High School Partnerships

Phone **844.642.2338**
563.556.5110 x2389
Fax 563.557.0366
Email gilbertka@nicc.edu

Janet Smith High School Partnerships Administrative Assistant

Phone **844.642.2338**
563.556.5110 x2320
Fax 563.557.0366
Email smithj@nicc.edu

Missy Hvitved High School Partnerships Career Specialist

Phone 844.642.2338
563.562.3263 x1157
Fax 536.562.4357
Email hvitvedm@nicc.edu

Caitlin Stelken High School Partnerships Career Specialist

Phone 844.642.2338
563.556.5110 x2393
Fax 536.557.0366
Email stelkenc@nicc.edu

Gwen Beeh Testing Technician, Peosta

Phone 844.642.2338
563.556.5110 x2226
Fax 563.557.0352
Email beehg@nicc.edu

Joanna Horstman Testing Technician, Calmar

Phone 844.642.2338
563.562.3263 x1311
Fax 563.562.4353
Email horstmanj@nicc.edu

Anna Stamat Coordinator of Disability Services, Calmar

Phone 844.642.2338
563.562.3263 x1258
Email stamata@nicc.edu

Adam Green Coordinator of Disability Services, Peosta

Phone 844.642.2338
563.556.5110 x2280
Email greenad@nicce.edu

APPENDIX A

HIGH SCHOOL VS. COLLEGE COMPARISON

HIGH SCHOOL COURSES	COLLEGE COURSES
<p>Homework Teachers check your completed homework.</p>	<p>Homework Instructors assume that you have completed your homework and may not always check it. They will, however, assume you will be able to perform the same work on a test.</p>
<p>Assignments Teachers remind you of incomplete assignments.</p>	<p>Assignments Instructors assume you are mature enough to take responsibility for assignments and may not remind you of missing work.</p>
<p>Reading Assignments Reading assignments may be discussed and re-taught in class.</p>	<p>Reading Assignments Reading assignments may be both frequent and lengthy, and the material may not be covered in class.</p>
<p>Assistance If teachers are concerned and believe you may need assistance, they may approach you.</p>	<p>Assistance Instructors are usually helpful and willing to offer assistance, but they expect contact to be initiated by you.</p>
<p>Office Hours Teachers often make themselves available for conversation before, during, and after class.</p>	<p>Office Hours Instructors post their office hours and generally expect you to see them during those times.</p>

<p>Absences Teachers often provide you with information you missed when an absence occurs.</p>	<p>Absences Instructors expect you to obtain any missed class notes or assignments from your classmates. Excessive absences may result in a lower course grade.</p>
<p>Textbooks Teachers present information to help you understand the material in your textbook.</p>	<p>Textbooks Instructors may not always follow the textbook. Instead, they expect you to read the assignment before class and may provide background information or illustrations and expect you to incorporate these with your assigned reading.</p>
<p>Class Notes Teachers often write information on the board to be copied into class notes.</p>	<p>Class Notes Instructors may lecture nonstop, expecting you to identify the important points and to write these in your class notes without direction.</p>

HIGH SCHOOL COURSES	COLLEGE COURSES
<p>Due Dates and Reminders Teachers often remind you of tests and due dates.</p>	<p>Due Dates and Reminders Instructors expect you to read and refer to the course syllabus for tests and assignment due</p>
<p>Tests Tests are given frequently on small amounts of material.</p>	<p>Tests Testing may not occur often, and your course may only have two or three tests over the semester. You are expected to organize the material and your class notes to prepare for the test.</p>
<p>Make-Up Tests Make-up tests are sometimes offered.</p>	<p>Make-Up Tests Instructors seldom make available make-up test opportunities. If a make-up test is an option, it is up to you to request it.</p>
<p>Grades Grades are given for almost all assigned work.</p>	<p>Grades Grades are not necessarily provided for all assigned coursework.</p>
<p>Final Course Grade Homework grades and extra credit opportunities may help raise your overall class grade when test grades are low.</p>	<p>Final Course Grade The final grade is usually determined by grades on tests and major writing assignments.</p>

APPENDIX B

[Campus Maps](#)

APPENDIX C

TIPS FOR BEING A SUCCESSFUL COLLEGE STUDENT!

1. **Read the course syllabus carefully** and ask your instructor about any questions you have about the course. The syllabus outlines the course policies and procedures, instructional and assessment methods, and course calendar. *It is the student's responsibility to understand the syllabus guidelines. It is essentially an agreement between you and your instructor. Clarify with your instructor any concerns you may have regarding the syllabus.
2. **Attend class regularly.** Missing class will likely affect your overall achievement. It is the student's responsibility to get notes from other class members or see the instructor for missed work. College instructors are not expected to re-teach concepts due to student absences. *If high school activities interfere with a class, inform your instructor ahead of time. Each instructor has his/her own policies regarding late work acceptance, missed tests, or class participation; most will have a penalty. Extended due dates are typically not allowed.
3. **Allow enough study time to be successful.** Two hours for each hour of class is typical; each course may vary in the amount of homework. Read the textbook and complete all assignments. Study for tests. Don't procrastinate and wait until the day before or the day of—illness or other situations can arise that may get in the way. Keeping up on a regular basis will help you succeed and also be less stressful. Time management, organization and planning are crucial!