## Table of Contents

Northeast Iowa Community College Mission and Vision .............................................. 2  
**COURSE ENROLLMENT AND NICC POLICIES** ...................................................... 3  
**PROGRAMS FOR HIGH SCHOOL STUDENTS** ....................................................... 3  
Post-Secondary Enrollment Options (PSEO) ............................................................... 4  
Concurrent Enrollment .............................................................................................. 5  
Career Academies ...................................................................................................... 6  
NICC Articulation ....................................................................................................... 6  
Online Courses .......................................................................................................... 7  
**GENERAL INFORMATION** .................................................................................... 8  
Registration ................................................................................................................ 8  
Add Drop Withdraw .................................................................................................... 9  
**GRADING** .............................................................................................................10  
Final Course Grade Appeal Process ..........................................................................10  
Academic Dishonesty .................................................................................................11  
Transcripts .................................................................................................................12  
**HIGH SCHOOL PARTNERSHIPS RESOURCES** ...................................................12  
Accommodations ........................................................................................................12  
Learning Centers .......................................................................................................12  
Personal Counseling ..................................................................................................12  
Career Counseling .....................................................................................................12  
Cafeteria ......................................................................................................................13  
Bookstore ...................................................................................................................13  
Computer Labs .........................................................................................................13  
Library .......................................................................................................................13  
Smartthinking Tutoring ..............................................................................................13  
Turnitin.com ..............................................................................................................13  
Admissions ..................................................................................................................14  
**ATTENDANCE & ACADEMIC SUCCESS** .............................................................14  
Inclement Weather Policy .........................................................................................14  
**COLLEGE TRANSFER** ........................................................................................14  
Associate in Arts ........................................................................................................15  
NICC Student Rights & Responsibilities ..................................................................16  
Civility Statement .......................................................................................................16  
Student Conduct Code ...............................................................................................18  
Student Conduct Disciplinary Conference or Hearing ......................................... 21  
Sanctions for Student Conduct Code Violations ..................................................... 24  
Appeal Process ...........................................................................................................25  
**CONTACT INFORMATION** ..................................................................................27  
**APPENDIX A: HIGH SCHOOL / COLLEGE CLASS COMPARISON** ............... 28-29  
**APPENDIX B: CAMPUS MAPS** ............................................................................29  
**APPENDIX C: HIGH SCHOOL PARTNERSHIPS TIPS FOR STUDENTS** .......... 30
Northeast Iowa Community College
Mission and Vision Statement

Mission Statement
Northeast Iowa Community College provides accessible, affordable, quality education and training to meet the needs of our communities.

Vision Statement
The Northeast Iowa Community College educational community will live the values of service, respect, innovation, stewardship and integrity within a culture of continuous improvement.

Service: Dedication to meet the ever-changing educational needs of our stakeholders
Respect: Recognition of individual dignity by promoting trust and cooperation
Innovation: An open climate fostering collaboration, improvement, & advancement of ideas
Stewardship: Responsible management that sustains resources for the common good
Integrity: Policies, practices, and actions reflecting responsible citizenship

Statement of Non-Discrimination

Northeast Iowa Community College prohibits discrimination in educational programs, employment, and activities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, pregnancy or genetic information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

It is also the policy of this District that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the executive director of human resources, P.O. Box 400, Calmar, Iowa 52132, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.
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 that is published at www.nicc.edu/catalog beginning on page 27. Additional information is also available through our online iNdex at www.nicc.edu/iNdex or an orientation for new students at: www.nicc.edu/orientation.

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

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 offers colleges courses to high school students through PSEO (Post-Secondary Enrollment Options) Concurrent Enrollment (classes taught within your high school,) Career and Technical Consortiums or Academies, and also through Articulations. High School Partnerships is guided by Senior Year Plus, enacted by Iowa Legislation.
PSEO (Post-Secondary Enrollment Options)

First established in 1987, the Postsecondary Enrollment Options (PSEO) program is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students. The program allows 11th and 12th grade students as well as 9th and 10th grade students identified as gifted and talented by their local district to enroll in college courses. Courses are taught by college faculty at an NICC Campus or Center Location or online through the NICC Xpress website. Through the program, students may enroll in an NICC course if the course is not offered at their school. Successful completion of the course may generate high school credit which applies toward district subject areas and/or graduation requirements. The school district pays NICC for the cost of the course or $250; whichever is lower. If the student successfully completes the course, the course is provided free (except possible equipment purchases the student would keep). If a student fails to complete the course, the student or his or her parent or guardian may be required to pay the district’s cost. Textbooks are loaned to students from one of NICC’s two campus bookstores and must be returned after the course ends in good condition, or a student or his or her parent or guardian may be charged for the cost of the book.

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 PSEO 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 PSEO in the school district where the accredited nonpublic school is located, provided that neither the accredited nonpublic school nor the school district offers a comparable course.
- A student under competent private instruction who meets all eligibility requirements may apply to take PSEO 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 and Placement Test) and any co or pre-requisites of the course they are registering for.
Eligible Postsecondary Courses (281—IAC 22.17)

The administrative rules for PSEO 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 PSEO 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. Please note that a postsecondary certificate does not meet the definition of a degree. If a course is only a part of a certificate program, it is not eligible for PSEO.
• Courses in the discipline areas of mathematics, science, social sciences, humanities, and vocational-technical education.
• The courses in career option programs offered by community colleges. A school district or accredited nonpublic school district shall grant academic or vocational-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 PSEO shall furnish transportation to and from NICC for the student.

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. College credit is awarded upon successful completion of the course.

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. NICC does not allow auditing in any concurrent enrollment courses.
• Students must complete their high school’s concurrent enrollment registration form (available in your high school’s guidance office.) If a student is under 18, a parent or guardian must also sign the form.
• Students must submit ACT, Accuplacer or ACT Compass® placement scores with their registration forms if applicable. (NICC also accepts SAT scores for
certain courses.) **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.

- 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](http://www.nicc.edu/hspartnerships) and select the link for **High School College Credit Courses**.

**HIGH SCHOOL PARTNERSHIPS**

Career and Technical Academies

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

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

Registration and responsibility guidelines are similar to those for concurrent enrollment. All students must submit a registration form and ACT, Accuplacer or ACT Compass® placement test scores if applicable. Students may be responsible for supply or testing and background check fees. Often, school districts will help pay for some of these additional costs. Check with your High School Guidance office for more information.

**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](http://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.

ONLINE & BLENDED LEARNING COURSES

High school students may choose to enroll in an online course with NICC. Online courses are best suited for students with good time management skills, good study habits, maturity, and self-motivation. Some courses are taught entirely online in an anytime, anywhere format and some online courses are Synchronous, meaning they have a specific meeting time online with live streaming from the instructor. Either of these online formats can also be hybrid courses, meaning that they are partially taught online, and the remainder of the instruction takes place in a traditional, face-to-face classroom. NICC uses the Xpress learning management system for our online courses.

For additional information on hybrid and online classes, and whether they are right for you, visit Distance Learning.

Before a student may register in an online or hybrid course, they must complete our Xpress tutorial: “TRN-100”. The tutorial shows you how to navigate Xpress and the tools that will be required for your online class. When registering for an online or hybrid course for the first time, you will receive a letter at your home address after your registration form has been processed. The letter will provide you with instructions on how to log into our Xpress site (including your unique username and your initial password.) You will be required to change your password immediately. We recommend you keep your username and password confidential and store it in a secure place. The
letter will also give you step by step instructions on how to complete the tutorial.

Make sure you log in on the first day of class or you will be marked as not attending and will be dropped from the class. If you are having technical difficulties, make sure to let your instructor know and contact our helpdesk at 1-800-728-7367 ext. 555. Additional contact information is available from the Distance Learning site.

GENERAL INFORMATION

Registration
All high school students who enroll in a college course, whether they are PSEO, Concurrent or in a Career Academy, must complete the following two steps:

1. **Submit a completed High School Partnerships registration form.** Registration forms may be obtained from your high school Guidance Office. PSEO forms are also available in your high school Guidance Office or at www.nicc.edu\HSPartnerships.

2. **Submit ACT scores or take the Accuplacer or ACT COMPASS® placement test if required.** Testing 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 for more information. Placement testing in Accuplacer or ACT Compass® is currently free, but there is a limit on retesting:

   - Students are strongly encouraged to thoroughly review subject matter prior to retesting on ACT Compass®. Two retests are possible with the highest score being honored.
   - The student should wait at least two weeks from the date of the original test before taking the first retest.
   - The student must wait at least six weeks from the date of the original test before taking the second retest. Approval of this second retest is at the discretion of the campus Provost. **It is the responsibility of the student to schedule a meeting with the campus Provost before receiving approval to retest a second time.** Approval will be based upon the determination that the student has a reasonable opportunity to qualify for a higher-level course.
   - If the student is unsuccessful after the second retest, a one year waiting period from the original test date is required.

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

3. Complete the TRN-100 required tutorial for online or hybrid course available from the Xpress site at www.nicc.edu/xpress.
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. *PSEO and concurrent student enrollment forms presently 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. 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:

- 1-5 days.................100% tuition & fees
- 6-10 days...............50% tuition & fees
- 11-15 days.............25% tuition & fees

Refunds on courses shorter than twelve weeks in length will be prorated as follows:

8-11 week courses:

- 1-3 days.................100% tuition & fees
- 4-7 days...............50% tuition & fees
- 8-10 days.............25% tuition & fees

4-7 week courses:

- 1-2 days.................100% tuition & fees
- 3-4 days...............50% tuition & fees
- 5-6 days.............25% tuition & fees

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 testing completed.) Adding a course requires that students gain approval of the high school Guidance office and the course instructor. A revised registration form must be submitted through the Guidance office to the NICC High School Relations Office.

**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 Relations 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 ability to apply for financial aid in the future.

**GRADING INFORMATION**

Students, whether enrolled in a PSEO, Concurrent Enrollment, or Career Academy course, will receive a syllabus from their instructor 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](http://www.nicc.edu/transcript).

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 term 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.

At any time, a student may seek the assistance of a college counselor regarding the procedure in appealing alleged capricious grades or the merits of a particular case. Capricious grading is limited to one or more of the following:
• The assignment of a grade to a particular student on some basis other than performance.
• The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students.
• The assignment of a grade which represents a substantial departure from the Instructor's standards announced during the first part of the term.

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

Academic Dishonesty and Cheating
Academic dishonesty will not be tolerated in any course at NICC. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

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.

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

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. Any requests for more than five transcripts at one time are subject to a $5 fee per transcript. In order for a transcript to be official, it must be sent by NICC to the student’s college or university. Requests will be honored as quickly as possible in order of receipt. However, expect some delays during peak periods, i.e. registration and end of semester.

Unofficial transcripts are available in your student Xpress account under MyNICC, Student Records, My Academic Profile, Unofficial Transcript.

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 258 in Calmar or 800.728.7367 extension 280 in Peosta.

**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 the ACT Compass® Placement Test.

**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 contact Kathy Davis, Peosta Campus, at 1-800-728-7367 ext 215 or, Randi Burns, Calmar Campus, at 1-800-728-2256, ext. 378.

**Career Counseling**
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.

**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 at the campus bookstores, located on the Upper Level of the Peosta Campus and the Lower Level of the Calmar Student Center. The bookstore staff will assist students in finding the correct textbooks for their course. Students may also purchase general student supplies and NICC apparel at the bookstores.

**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 Xpress using the username and password mailed to their home address.

**NICC Library**
All high school students enrolled in college courses under the 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.

**NICC Smarthinking**
NICC subscribes to an online tutorial service which provides tutors almost 24/7. See the website link on Xpress for logging into Smarthinking for assistance.

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

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.

The following colleges and universities have unique transfer options and agreements with NICC.
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. For more detailed information, including transferability of courses to specific universities, visit our transfer page at www.nicc.edu/transfer.

**Transfer of Credits to Iowa Regent Universities**
Students interested in attending NICC and transferring to a regent university may wish to visit www.transferiniowa.org/

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**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 Programs of Study.
NICC Student Rights and Responsibilities

I. 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 fosters 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, and staff, have the right to work and learn in a safe environment which is civil in all aspects of human relations.

All students are expected to obey 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.

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

Student discipline is the responsibility of the College Administration, who has the authority to act on any violation and take action deemed appropriate within the approved sanctions published in this document. Issues of academic misconduct fall under the authority of the Academic Deans. Issues of behavioral misconduct fall under the authority of the Dean of Student Services and/or the Associate Dean of Student Services. The appropriate Administrator will review all complaints and may dismiss the allegations, seek an informal resolution, make an administrative decision, or initiate a formal student conduct conference or hearing. Possible disciplinary actions, as well as procedures for disciplinary due process, are outlined in this document. The proceedings conducted by the College Administrator or the College Student Conduct Disciplinary Hearing Board are not quasi-judicial proceedings. Therefore, an advocate may be present (at the student’s expense) to advise the student, but may not actively participate by questioning involved participants in the process, witnesses, cross-examining witnesses or other participants, or formally addressing the Student Conduct Disciplinary Hearing.
Board. The role of the advocate is to advise and support the student and assist the student in performing such questioning.

NICC retains the authority to immediately withdraw a student from an on-the-job training site, a clinical area, an observation, a class, 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.

II. Definition of Terms

A. Involved Student: A student, group of students or student organization against whom disciplinary charges have been brought.

B. Adjudication: The review of evidence leading to a decision determining responsibility or non-responsibility for a conduct code violation.

C. Administrative Decision or Sanction: The disciplinary action taken by the College Administrator or his/her designee or the Student Conduct Disciplinary Hearing board.

D. Administrator: A person employed by the College (or assigned designee) in an administrative role and with the responsibility for performing assigned student disciplinary duties. Issues of academic misconduct fall under the authority of the Academic Deans. Issues of behavioral misconduct fall under the authority of the Dean of Student Services and/or the Associate Dean of Student Services. Issues of misconduct in any Continuing Education venue fall under the authority of the Continuing Education Director.

E. Board: The Northeast Iowa Community College Board of Trustees.

F. Business Day: Any day on which the College is open for business. This excludes holidays, All College Day, and any weather related closings.

G. College: Northeast Iowa Community College.

H. College Property: The College Property, College Facilities, or the College 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.

I. Complainant: A member of the College community who has brought charges under the Student Conduct Code against any student, group of students or student organization.

J. Disciplinary File: The documents, recordings, evidence, etc. that pertains to the student conduct disciplinary process. Audiotapes will be maintained for five years. As a part of the student’s educational record, the College will maintain all disciplinary records as recommended by FERPA guidelines.

K. Expulsion from the College: Charges that were brought due to the threat of significant danger to members of the College community may result in an interim suspension or expulsion. If expulsion is warranted, the case will be referred to the Board of Trustees by the College President.

L. Faculty Member: A person hired by the College to conduct classroom activities.
M. **Misconduct Report:** A written statement which identifies an alleged violation of the Student Conduct Code and details the facts that constitute the violation.

N. **Policy:** Written regulations of the College found in the Student Conduct Code, supplemented by consistent written regulations of the College found in the handbook, catalogs or other official publications.

O. **President:** The Chief Executive Officer of the College.

P. **Provost:** The Chief Operating Officer of a campus.

Q. **Student Advocate:** A person that attends a Conduct Conference or Conduct Hearing Board in support of the involved student. An advocate may advise the student, but may not actively participate in questioning other participants involved the process, communicating on behalf of the student or directly addressing the Hearing Board or Administrator.

R. **Student:** A person taking courses from the institution, full-time and part-time, credit and non-credit, and includes any person accepted for admission to the College.

S. **Student Conduct Disciplinary Conference:** When determined that formal charges should be brought and suspension may not be warranted, the case will be heard in a Disciplinary Conference with the appropriate Administrator.

T. **Student Conduct Disciplinary Hearing:** When determined that formal charges should be brought and suspension may be warranted, the case may be heard in a disciplinary conference. At this time, the student or Administrator may request that the case be heard by the Student Conduct Disciplinary Hearing Board.

U. **Student Conduct Disciplinary Hearing Board:** consists of five members, with the Campus Provost serving as the Chair and representatives from Faculty, Student Services, Support Staff, and the Student Government (iMPACT).

V. **Violation:** An act, or omission to act, which violates a regulation, policy or administrative rule of the College or of the Board of Trustees.

### III. Student Conduct Code

Northeast Iowa Community College students, credit and non-credit, are responsible to conduct themselves in a manner that maintains an educational environment conducive to learning. All NICC policies apply to College-sponsored activities which are held either on or off-campus and online. The College reserves the right to change the policies regulating student conduct with appropriate notice to the Administrative Cabinet and to the student body through the iMPACT team and the College web portal.

The NICC Student Conduct Code becomes effective at the time of acceptance to the College or at the time of enrollment for noncredit classes. Students at NICC 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 may be grounds for disciplinary action. This is not an exhaustive list of all behaviors that may be subject to disciplinary sanctions.

A. Obstruction/disruption of learning, teaching, administrative processes, disciplinary procedures or any College authorized function/activity.
B. Unauthorized occupation/use of (or unauthorized entry into) any College facility.
C. 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, physical abuse, the threat of physical abuse, sexual abuse and assault.
D. Knowingly furnishing a false report or false warning that property under College control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe.
E. Theft, defacement or damage to property belonging to the College or to any agency/person on the campus.
F. Interference with any lawful right of any person on the campus including the right of access to College facilities.
G. Unlawful use, possession, selling, distributing or purchasing of alcohol or alcoholic beverages, prescription or non-prescription drugs other controlled substances or drug paraphernalia.
H. Use or possession of firearms, ammunition, dangerous weapons, substances or materials (except as expressly authorized by the College); or bombs, explosives or explosive, incendiary devices prohibited by law. Weapons include, but are not limited to: knives, guns, firearms, BB guns, tazers 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.
I. Off-campus conduct which directly and/or adversely disrupts or interferes with the educational or other function of the College.
J. Verbal abuse, humiliation, intimidation, stalking or harassment of any person of the College community.
K. Dishonesty in any form at any time during the college process. This includes cheating, plagiarism, forgery, falsification of records, misrepresentation and lying.

IV. Investigation and Charge Procedures for Alleged Violations of the Student Conduct Code

A person may bring a conduct complaint against a student under these procedures within ten (10) business days of the discovery of the student’s alleged violation of the Student Conduct Code. Student conduct complaints should be made in writing using the Misconduct Report Form and submitted to the Dean of Student Services/Associate Dean of Student Services who will review all behavioral misconduct complaints. Academic misconduct complaints will be reviewed by the appropriate Academic Dean or CE Director. The Administrator will investigate and review the complaint to determine whether an informal resolution is possible, or whether formal charges should be instituted. Misconduct Report Forms may be obtained from the Academic Deans, the Dean of Student Services/Associate Dean of Student Services, or may be downloaded from Xpress Campus Shared Files. The involved student may request explanation of the investigation and charge process from the Dean/Associate Dean of Student Services.
Following the period of investigation, within five (5) business days of the filed complaint, the authorized Administrator will determine if evidence exists for formal charges to be brought against a student for a violation of the Student Conduct Code. If it is determined that formal charges should be brought, one of three procedures will be followed depending on the nature of the offense.

1) Immediate interim suspension due to the threat of significant danger to the College community,
2) Student Conduct Disciplinary Conference, or
3) Student Conduct Disciplinary Hearing

In every occurrence, unless informally resolved, the Administrator shall send to the involved student a Notice of Charge letter within ten (10) business days of the receipt of Misconduct Report Form. This letter will detail the alleged violations of the Student Conduct Code, a summary of the alleged misconduct, the student’s rights, the time and date of the disciplinary conference or hearing, and a copy of the Student Conduct Code. The Notice of Charge letter shall be sent by personal service or registered mail to the student’s last known address, as self-reported to the College.

Charges that were brought due to the threat of significant danger to members of the College community may result in an immediate interim suspension of the student. Cases that could lead to student suspension from the College will be heard by the Student Conduct Disciplinary Hearing Board. The College Administrator or involved student may request to move a Disciplinary Conference directly to the Student Conduct Disciplinary Hearing Board. Any Disciplinary Conference or Hearing will be held with the involved student within fifteen (15) business days of the receipt of the Misconduct Report Form. If expulsion is warranted, the President will recommend this sanction to the Board of Trustees for action.

If the student charged cannot appear at the time specified, the student must contact the Administrator conducting the Disciplinary Conference or Hearing at least two (2) business days before the conference is scheduled to arrange a different time. If the student has not contacted the appropriate Administrator and/or does not appear at the conference or hearing, a decision of non-responsibility or of responsibility will be made and appropriate sanctions will be determined.

**Significant Danger to the College Community**

An Administrator may take immediate disciplinary action by suspending a student from classes, from the campus, or otherwise alter the status of a student when a student’s behavior, actions, or continued presence may constitute a significant danger to the student, others, or College property. An interim suspension remains in effect until the conclusion of the disciplinary process or the student is notified otherwise in writing. Prior to suspension of a student, the authorized administrator will give the student verbal notice of the alleged violation and an opportunity to provide an immediate response to the allegation. The Administrator will file a written Misconduct Report Form of the alleged student conduct
violation with the Dean of Student Services immediately. Interim disciplinary actions may include:

A. **Holds** on student records, registration, new financial aid awards or transcripts.
B. **Disciplinary removal** from class, offices, College activities, clinical sites or any NICC related facility.
C. **Interim suspension from the College.** Causes for interim suspension include, but are not limited to, the following:
   1. An attempt of bodily harm to anyone on campus.
   2. Illegal possession, use, sale, or purchase of drugs on campus.
   3. Use or possession of firearms, ammunition, dangerous weapons, substances, or materials (except as expressly authorized by the College); or bombs, explosives, or explosive, incendiary devices prohibited by law.
   4. Destruction or theft of College property or another person’s personal property.
   5. Possession of intoxicating beverages on campus.
   6. Any activities causing a major disruption or disturbance.
   7. Extreme verbal harassment or abuse of anyone on campus.
   8. A violation of the Student Conduct Code which the Administrator considers a serious violation.

If the Student Conduct Disciplinary Hearing Board rules that no violations were found to have occurred, the student will be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the disciplinary process.

**Student Conduct Disciplinary Conference or Hearing**
The disciplinary processes conducted by the Administrator or the Student Conduct Disciplinary Hearing Board are not quasi-judicial proceedings. Therefore, an advocate may be present (at the student’s expense) to advise and support the student, but may not actively participate by questioning witnesses, cross-examining witnesses or other participants, or formally addressing the Student Conduct Disciplinary Hearing Board. The role of the advocate is to advise the student, and assist the student in performing such questioning. The standard of evidence for decisions made at a Student Conduct Disciplinary Conference or Hearing will be based on the preponderance of evidence. A preponderance of evidence is defined as *evidence indicates the offense was more likely than not to have occurred.*

**Disciplinary Conference**
Alleged violations that may not warrant suspension will be adjudicated in a **disciplinary conference** between an Administrator and the student. No other witnesses need be present, but students are permitted to bring an advocate and the Administrator may have another College official present at the proceeding.

At the **disciplinary conference**, the Administrator will review the charges, evidence, and student’s rights with the involved student. The student will have an opportunity to present any evidence or testimony on their behalf. After reviewing the evidence and
hearing from the student, the appropriate Administrator will determine if the student is responsible or not responsible for the alleged violation.

**Disciplinary Hearing**

Alleged violations that may warrant suspension may be heard in a Disciplinary Conference before the Administrator. The involved student or the Administrator may choose to move the procedure directly to the Student Conduct Disciplinary Hearing Board. The procedure for a case to be heard before the Student Conduct Disciplinary Hearing Board follows.

The Student Conduct Disciplinary Hearing Board will consist of five members, with the Campus Provost serving as the Chair and having a representative from Faculty, Student Services, Support Staff, and the Student Government (iMPACT). Committee members are selected and trained by the Dean of Student Services and membership may vary from case to case. The Student Conduct Disciplinary Hearing Board will hear all evidence in the case including witness testimony and supporting documentation. They will make the decision whether the student is responsible or not responsible for the alleged violations and, if found responsible, will determine the appropriate sanction. The Student Conduct Disciplinary Hearing Board may exclude irrelevant, immaterial, or unduly repetitive information.

The involved student must furnish in writing to the Administrator, at least five (5) business days before the hearing date, the names of witnesses that he or she wants ordered to appear, the name of legal counsel, if any, who is to appear with him or her, and any objection that, if sustained, would postpone the hearing. If the student has not contacted the Administrator within five (5) business days before the hearing and/or does not appear at the hearing, the Student Conduct Disciplinary Hearing Board may make a decision of responsibility or non-responsibility and apply an appropriate sanction.

The Administrator reviewing the alleged misconduct may request that College personnel be present during a hearing without consultation with the student. Additionally, College personnel serving as witnesses may have their supervisors present during a hearing while testimony is being given.

The Administrator will present the College’s case and shall offer information, which may include written testimony and witnesses in support of the charge. The student charged may then present his or her case and may offer information, which may include written testimony and witnesses in his or her behalf.

Any student who is found to have violated the Student Conduct Code may be subject to one or more sanctions listed in section V. The decision as to whether a student is responsible for a student conduct violation and the appropriate sanction, if any, will be sent to the student within five (5) business days of the conference by personal service or registered mail at the last known address self-reported by the student. The decision is effective upon the date the notification was written. A copy of the letter will be sent to the
Vice President of Academic Affairs and a copy placed in the student’s disciplinary file maintained by the Dean of Student Services.

A student has the right to appeal the decision of a Disciplinary Conference or Hearing by following the established Appeal Process.

**Student Rights at a Student Conduct Disciplinary Hearing**

A. Right to a hearing;  
B. Right to notice of charge and summary of facts in the case;  
C. Right to have an advocate present during the hearing;  
D. Right to attend the hearing and present on their behalf;  
E. Right to refuse to participate in the hearing;  
F. Right to present summary of the case from their viewpoint;  
G. Right to present documentary, testimonial, or physical evidence;  
H. Right to call witnesses who have a direct bearing on the case;  
I. Right to submit questions for witnesses;  
J. Right to be notified of the Student Conduct Disciplinary Hearing Board’s decision based on the evidence presented at the hearing and evaluated by the standard of preponderance of the evidence;  
K. Right to be notified in writing of the final decision of the hearing;  
L. Right to an appeal of the final decision.

Student Conduct Disciplinary Hearings are closed to the public unless otherwise requested by the student. Privileged communications between a student and a member of the professional staff where such communications were made in the course of performances of official duties and when the matters discussed were understood by the staff member and the student to be confidential, as well as those communications which are privileged by law shall not be introduced as evidence before the Student Conduct Disciplinary Hearing Board without the written permission of the student.

**Expulsion from the College**

The College is committed to taking all reasonable steps to ensure students have the opportunity to successfully complete their programs. Students who do not support the academic and ethical goals of the College for themselves and their fellow students may be subject to penalties, up to and including expulsion. In general, the College will attempt to resolve a situation without expulsion. Verbal warnings, written warnings, probation and suspension may precede this final and most serious of actions. Where the College deems the integrity, safety or well-being of the College, students, staff, clients, visitors and other guests is in danger, then expulsion may be applied at the College’s discretion at any point in the process.

A student who is recommended for expulsion by the Hearing Board will be sent a Notice of Expulsion letter from the Vice President of Academic Affairs within five (5) days of the decision. This letter will detail the violations of the Student Conduct Code and the
rationale for the decision. The Notice of Expulsion letter will be sent by personal service or registered mail to the student’s last known address, as self-reported to the College.

A student recommended for expulsion may appeal this decision to the College President within three (3) business days of receipt of the Notification of Expulsion letter and only if the student can prove one of two legitimate grounds for appeal as stated in this document. If the student has not contacted the College President within three (3) business days or does not have grounds for appeal, the College President will present the case to the Board of Trustees who will review the charge and impose the sanction.

A student who is expelled from NICC will be considered withdrawn from his/her program on the effective date of the expulsion. Settlement of the student’s account will be completed under the NICC Tuition Refund Policy. A student who is expelled is responsible for returning any College property in his/her possession within three (3) business days of the expulsion and will be held financially responsible for any property not returned in good condition.

V. Sanctions for Student Conduct Code Violations
Any student who is found in violation of the Student Conduct Code will be subject to one or more of the following sanctions:

A. **Warning** – a written reprimand to the student to whom it is addressed. This written warning serves to remind the student that further violation of the Student Conduct Code may result in more serious sanctions. A record of the disciplinary action is kept in the student’s disciplinary file and maintained by the Campus Provost.

B. **Conduct Probation** – a period of time during which the student must demonstrate his/her ability to comply with the Student Conduct Code, all College policies, and other requirements stipulated for the probation period. Conduct probation may be imposed for a period of up to one calendar year. At the completion of the period of probation, the student must meet with the Dean/Associate Dean of Student Services who will determine if the requirements stipulated for the probation period have been met. If the stipulations have been met, the student will be removed from probation. If the stipulations have not been met, the student will remain on probation for a period of up to one additional calendar year or be placed on suspension status.

C. **Restitution** – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of payment for a repair or replacement of the damaged property.

D. **Suspension of Rights and Privileges** – a penalty which may impose limitations or restrictions to fit the particular case.

E. **Suspension of Eligibility for Official Extra Curricular Activities**—prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization, taking part in a registered student organization’s activities, or attending its meetings or functions, and from participating in an official extra-curricular activity.
F. **Educational Sanctions**—a requirement to participate in a project, counseling or other College-/community-sponsored activity that is relevant to the nature of the offense and at the student’s expense.

G. **Community Service** — a student may be required to perform service to the College or the community in lieu of another sanction.

H. **Suspension from the College**—suspension for no less than the remainder of the term and not to exceed one (1) calendar year, prohibits the student on whom it is imposed from entering College property except in response to a request of the College, and from registering, either for credit or non-credit work, at the College. Students must notify the Dean/Associate Dean of Student Services before re-entering the College after any suspension.

I. **Grade Reduction** — students found responsible for academic misconduct, such as plagiarism or cheating, may receive a failing grade for the particular assignment, paper, test etc. or a failing grade for the course.

J. **Recommendation for Expulsion** — the College Student Conduct Disciplinary Hearing Board or Administrator may recommend expulsion to the Vice President of Academic Affairs who will serve the student with a Notice of Expulsion. Once informed by the VPAA, the College President will schedule the matter for decision by the Board of Trustees.

Any disciplinary action taken by the College is effective on the date the notification is written. A copy of the notification will be placed in the student’s disciplinary file maintained by the Dean of Student Services. If the suspension sanction is imposed from a violation of the Student Conduct Code, the student will be required to notify the Dean of Student Services before re-entry to the College.

### VI. Appeal Process

The student has the right to appeal the decision resulting from a Student Conduct Disciplinary Conference or Hearing. The request for an appeal through a formal process must be made, in writing, to the Vice President of Academic Affairs within ten (10) business days of receiving the decision. The student request for appeal must include the student’s name, date of the decision for disciplinary action, and the reason for appeal. **Appeals must be based on one or more of the following reasons:**

A. The student’s due process rights were substantially violated in the process.

B. There is new information that could not have been presented at the time of the hearing.

If a written notice of appeal of a Disciplinary Conference or Conduct Hearing Board decision is not received by the Vice President of Academic Affairs (or designee) within ten (10) business days of the written decision or the reason for appeal is not based on above factors, the written decision will be final and the student’s right to appeal will be deemed waived. Failure to comply with appeal procedures will render the original decision final. In the event of extenuating circumstances, an extension in time may be
requested by the College or by the involved student. Students request for extension can be made by submitting a written request to Vice President of Academic Affairs.

Any sanction(s) imposed as a result of the Student Conduct Disciplinary Conference or Hearing will remain in effect during the appeal process.

Rationale for the appeal decision and resulting sanctions will be delivered to the student by personal service or registered mail to the student’s last known address, as self-reported to the College, within five (5) business days of the receipt of the appeal. The appeal decision of the Vice President of Academic Affairs and resulting sanctions will be considered final. A copy of the decision will be placed in the student’s disciplinary file and maintained by the Dean of Student Services.

**VII. Disciplinary Record Retention**

Student Conduct Conferences and Hearings will be audio recorded and a copy of the recording will be maintained for five years. All recordings and documents are the property of Northeast Iowa Community College and will remain at the College. An involved student who requests access to the official recording will be allowed access on College property only and in the presence of a College official. Any request for audio transcription will be prepared at the expense of the involved student.

If disciplinary action is taken and sanction(s) imposed, all records of the case will be placed in the student’s disciplinary file maintained by the Dean of Student Services. The Administrator, Campus Provost, Vice President of Academic Affairs or President will have full access to the student’s disciplinary file. Disciplinary actions are a part of the student’s educational record and, therefore, are not available for public disclosure or discussion. The College will not disclose student disciplinary records outside the College, except as allowed by law, without prior written permission from the student.

Disclosure of student’s disciplinary records without consent is permitted by law when other College officials are deemed by the College to have legitimate educational interests. This includes any College staff, a person or company with whom the College has contracted, or a person serving on the Board of Trustees.
CONTACT INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>Calmar Campus</th>
<th>Peosta Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>800.728.2256</td>
<td>800.728.7367</td>
</tr>
<tr>
<td>Bookstore x238</td>
<td>Bookstore x325</td>
<td></td>
</tr>
<tr>
<td>Library x259</td>
<td>Library x224</td>
<td></td>
</tr>
</tbody>
</table>

Katie Gilbert  High School Partnerships Director
Phone 800.728.7367  563.556.5110 x389
Fax 563.557.0366
Email gilbertka@nicc.edu

Janet Smith  High School Partnerships Administrative Assistant
Phone 800.728.7367  563.556.5110 x320
Fax 563.557.0366
Email smithj@nicc.edu

Diane Diiro  High School Career Specialist
Phone 800.728.2256  563.562.3263 x163
Fax 536.562.4357
Email diirod@nicc.edu

Missy Hvitved  High School Partnerships Career Specialist
Phone 800.728.2256  563.562.3263 x157
Fax 536.562.4357
Email hvitvedm@nicc.edu

Kathy Weber  High School Partnerships Coordinator
Phone 800.728.7367  563.556.5110 x440
Fax 536.557.0366
Email weberk@nicc.edu

Gwen Beeh  Testing Technician, Peosta
Phone 800.728.7367  563.556.5110 x226
Fax 563.557.0352
Email beehg@nicc.edu

Carol Cameron  Testing Technician, Calmar
Phone 800.728.2256
Anna Stamat  Coordinator of Disability Services, Calmar
Phone  800.728.2256
       563.562.3263 x258
Email  stamata@nicc.edu

Scott Steadman  Coordinator of Disability Services, Peosta
Phone  800.728.7367
       563.556.5110 x280
Email  steadmans@nicc.edu
### APPENDIX A

## HIGH SCHOOL VS. COLLEGE COMPARISON

<table>
<thead>
<tr>
<th>HIGH SCHOOL COURSES</th>
<th>COLLEGE COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Homework</strong></td>
<td><strong>Homework</strong></td>
</tr>
<tr>
<td>Teachers check your completed homework.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td><strong>Assignments</strong></td>
</tr>
<tr>
<td>Teachers remind you of incomplete assignments.</td>
<td>Instructors assume you are mature enough to take responsibility for assignments and may not remind you of missing work.</td>
</tr>
<tr>
<td><strong>Reading Assignments</strong></td>
<td><strong>Reading Assignments</strong></td>
</tr>
<tr>
<td>Reading assignments may be discussed and re-taught in class.</td>
<td>Reading assignments may be both frequent and lengthy, and the material may not be covered in class.</td>
</tr>
<tr>
<td><strong>Assistance</strong></td>
<td><strong>Assistance</strong></td>
</tr>
<tr>
<td>If teachers are concerned and believe you may need assistance, they may approach you.</td>
<td>Instructors are usually helpful and willing to offer assistance, but they expect contact to be initiated by you.</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td><strong>Office Hours</strong></td>
</tr>
<tr>
<td>Teachers often make themselves available for conversation before, during, and after class.</td>
<td>Instructors post their office hours and generally expect you to see them during those times.</td>
</tr>
<tr>
<td><strong>Absences</strong></td>
<td><strong>Absences</strong></td>
</tr>
<tr>
<td>Teachers often provide you with information you missed when an absence occurs.</td>
<td>Instructors expect you to obtain any missed class notes or assignments from your classmates. Excessive absences may result in a lower course grade.</td>
</tr>
<tr>
<td><strong>Textbooks</strong></td>
<td><strong>Textbooks</strong></td>
</tr>
<tr>
<td>Teachers present information to help you understand the material in your textbook.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Class Notes</strong></td>
<td><strong>Class Notes</strong></td>
</tr>
<tr>
<td>Teachers often write information on the board to be copied into class notes.</td>
<td>Instructors may lecture nonstop, expecting you to identify the important points and to write these in your class notes without direction.</td>
</tr>
<tr>
<td><strong>HIGH SCHOOL COURSES</strong></td>
<td><strong>COLLEGE COURSES</strong></td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>
| **Due Dates and Reminders**  
Teachers often remind you of tests and due dates. | **Due Dates and Reminders**  
Instructors expect you to read and refer to the course syllabus for tests and assignment due dates. |
| **Tests**  
Tests are given frequently on small amounts of material. | **Tests**  
Testing does 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. |
| **Make-Up Tests**  
Make-up tests are sometimes offered. | **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. |
| **Grades**  
Grades are given for almost all assigned work. | **Grades**  
Grades are not necessarily provided for all assigned coursework. |
| **Final Course Grade**  
Homework grades and extra credit opportunities may help raise your overall class grade when test grades are low. | **Final Course Grade**  
The final grade is usually determined by grades on tests and major writing assignments. |

**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!

Additional sites with great tips:

**How to get good grades:**
http://www.umassd.edu/dss/resources/students/classroomstrategies/howtogetgoodgrades/

**How to Impress your Professors:**