

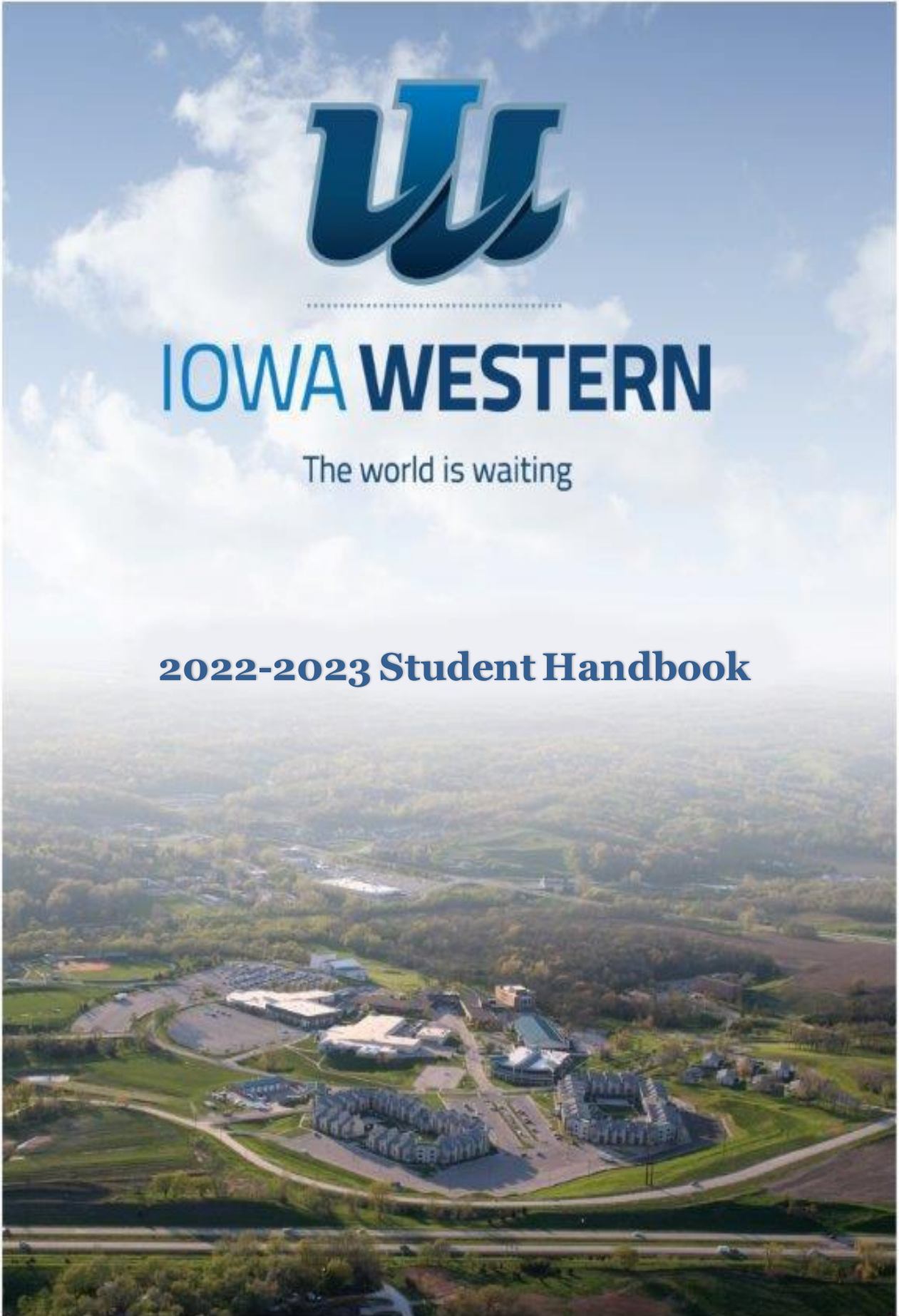


.....

# IOWA WESTERN

The world is waiting

## **2022-2023 Student Handbook**



The information contained in this handbook is correct as of August 15, 2022, and is subject to cancellation or change without notice. This handbook cannot be considered as an agreement or contract between individual students and Iowa Western Community College, its faculty, staff, administrators, or directors.

### **Equal Opportunity and Non-Discrimination Statement**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, veteran status, AIDS/HIV status, citizenship, or medical condition, and actual or potential parental, family or marital status as those terms are defined under applicable laws, in its educational programs, activities, or employment practices, as required by Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

The following individuals have been designated to handle inquiries and complaints regarding equal opportunity and nondiscrimination:

#### **TITLE IX and EQUAL EMPLOYMENT OPPORTUNITY**

Robyn Porter

Director of Human Resources/Title IX and Equal Opportunity Coordinator for Employees  
2700 College Road  
Council Bluffs, IA 51503  
(712) 325-3413  
rporter@iwcc.edu

#### **TITLE IX and OTHER FORMS OF DISCRIMINATION**

Reanna Heim

Dean of Student Life/Title IX, ADA, and Equal Opportunity Coordinator for Students  
2700 College Road  
Council Bluffs, IA 51503  
(712) 325-3207  
rheim@iwcc.edu

Inquiries and complaints may also be directed to the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov

# Welcome

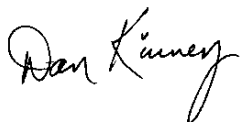
---

We are pleased you have selected Iowa Western Community College to begin your college education. We have a long-standing tradition of providing quality learning experiences throughout southwest Iowa, and we are dedicated to providing you with a valuable education. All of us at IWCC are committed to challenging our students to achieve their best in a caring, nurturing environment. We believe we are here to help you excel in meeting your higher education needs.

We encourage you to enhance your learning experience by utilizing the many services and participating in the activities offered by IWCC. You will find that participation outside the classroom provides opportunities for additional learning and for building support networks.

This student handbook is designed to answer most of your questions. However, if you have additional questions or need clarification on any subject pertaining to your enrollment at IWCC, please ask any staff member for assistance.

Iowa Western has many opportunities available to serve the diverse interest of our students, while small enough to care about your personal success.



Dr. Dan Kinney  
President

## **Mission Statement**

*Iowa Western Community College is a learning college committed to excellence in meeting educational needs and improving the quality of life through programs, and partnerships and community development*

# Table of Contents

---

Campus Safety and Security.....	4
Student Rights & Responsibilities.....	6
Student Code of Conduct, Discipline, and Appeals Procedure.....	18
Grievance Process for Students.....	30
Disciplinary Records.....	32

# Campus Safety and Security

---

## **CAMPUS SECURITY AND LAW ENFORCEMENT**

The Council Bluffs campus of Iowa Western Community College contracts campus security with a private security firm and provides staff 24 hours a day, 7 days a week. Campus Safety and Security officers do not carry weapons or have arrest authority. IWCC safety and security officers have the authority to ask for identification and to determine whether individuals have lawful business at IWCC. Safety and security officers have the authority to issue traffic and parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety and Security can be reached at (402) 659-4939 and is text message enabled.

Off-duty Council Bluffs Police Officers are hired to work evening and early morning hours in Residence Life are contracted for other special campus events and activities. Council Bluffs Police Officers are in uniform, have jurisdiction on campus, carry weapons, and have arrest authority. IWCC maintains a highly professional working relationship with the Council Bluffs Police Department, Pottawattamie County Sheriff's Office, and all other local, state, and federal law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the appropriate Police agency.

## **MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS**

All IWCC recognized activities that are off-campus will be monitored by college staff. A close working relationship exists with all local law enforcement agencies, which are responsive to any incident and share the information with IWCC.

## **GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY**

All students and staff should report any incidence of crime to IWCC Safety and Security staff, as well as your appropriate on campus housing personnel. To report a crime: Contact Campus Safety and Security at (402) 659-4939 to report a non-emergency or call 911 for emergencies. The Campus Safety and Security cell phone (402) 659-4939 does have text messaging capability for students who need this feature to report a crime or emergency. You can call 8000 from any campus phone and reach security as well. In addition, you may report a crime to the following areas:

<b>Council Bluffs Campus</b>	
Director of Campus Safety and Security	(712) 325-3727, Fremont Hall Security Room
Associate Dean of Campus Life and Residence Life	(712) 325-3728, Student Center 2016
Director of Community Standards	(712) 325-3437, Student Center 2023
Director of Residence Life	(712) 325-3487, Reiver Suites II
Residence Life Coordinator - Reiver Suites I	(712) 256-6526, Reiver Suites I
Residence Life Coordinator – Reiver Suites II	(712) 325-3445, Reiver Suites II
Residence Life Coordinator - Reiver Tower & Village	(712) 388-6862, Reiver Tower

### COMMUNITY ASSISTANCE

Several counties in Iowa are part of the Nebraska and Iowa 2-1-1 system. Any student living on campus as well as students in Pottawattamie, Harrison, Mills, Shelby, Cass, Montgomery, Fremont or Page counties can dial 2-1-1 and access a resource and referral specialist that can assist them in getting the help appropriate to their crisis or personal situation. 2-1-1 is in operation 24 hours a day, every day of the year. The system also provides translation service for those whose first language is not English. All calls are strictly confidential and can help in the case of any crisis situation in which you feel you need help or advice. 2-1-1 is also available online at the following web site: <http://211iowa.org/>

**ULifeline** – <http://www.ULifeline.org>

Offers students a mental health screening tool, information about mental health issues geared toward you, and resources for learning more and getting help.

**CountyConnection.org** – <http://www.countyconnection.org>

Provides current, online information about human service and health resources available to the residents of Pottawattamie County.

### Vocational Rehabilitation Services

Students who have a physical, emotional, and or learning disability may be eligible for services through Iowa Vocational Rehabilitation. Services include medical and psychological assessment, counseling and guidance, testing, adaptive equipment or devices, occupational tools and equipment and job placement. Availability of financial aid is determined on a case by case basis.

### TIMELY WARNINGS

In the event that a situation arises that, in the judgment of campus administrators, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail and online system to students, faculty, and staff. Depending on the particular circumstances of the crime and especially in situations that could pose an immediate threat to the community or individuals, a notice may be sent via the college “Reiver Alert” system, placed on the campus-wide television monitor system, and notices may be posted in campus facilities.

### CAMPUS EMERGENCIES

In the case of an emergency requiring rescue response, please call 911. All campus emergencies should also be reported to Campus Security by calling (402) 659-4939 or 8000 from any campus phone. The Campus Safety and Security cell phone (402) 659-4939 does have text messaging capability for students who need this feature to report a crime or emergency. Reporting an emergency to campus security will ensure that emergency responders will be directed to the correct location when they arrive on campus. **Emergencies that occur in Residence Life should be reported to Residence Life staff by contacting the appropriate facility front desk:**

Reiver Suites I: (712) 388-7696

Reiver Suites II: (712) 388-7695

Reiver Tower and Reiver Village: (712) 325-3444

Students will be notified of emergencies like tornados or fire by campus-wide alarm sirens. Other emergencies affecting students may be communicated through campus television monitors or bulletin board postings, or through communication from faculty, staff, or Residence Life personnel.

### **EVACUATION PROCEDURES FOR STUDENTS WITH DISABILITIES**

In case of emergency situations we encourage students who might need assistance to identify and discuss, in advance, a plan of action with someone who might assist them in leaving the building and/or who will inform emergency personnel/campus security of their presence and where they are located so that further assistance can be provided.

All students with physical mobility limitations should prepare for an emergency ahead of time by instructing faculty and classmates on how to assist in an emergency. Instructors who have students in their classes who might have problems leaving the building during emergencies should discuss procedures ahead of time.

Hearing or visually impaired persons working alone in isolated areas such as study rooms and labs should notify nearby building staff of their location. For more information, email [acc@iwcc.edu](mailto:acc@iwcc.edu) or call (712) 325-3299.

### **ACCESS TO CAMPUS FACILITIES**

Access to campus buildings is limited to normal business hours. The Reiver Tower and Reiver Suites are locked 24 hours a day. Students who live in the Reiver Tower or Reiver Suites utilize a finger scanner to gain entrance to the building 24 hours a day. All visitors and guests to student housing facilities must sign in at the front desk, must leave a valid picture ID, and must be with a resident or be met by a resident to gain entrance.

## **Student Rights and Responsibilities**

---

Iowa Western Community College offers each student the freedom to learn and the freedom to enjoy college life in an orderly and lawful manner. In return, Iowa Western Community College expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at Iowa Western Community College, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Iowa Western Community College and its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution. Students are guaranteed their constitutional right to due process in certain circumstances in which due process rights are triggered.

## **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, veteran status, citizenship, medical condition, and actual or potential parental, family or marital status as those terms are defined under applicable laws, in its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX, ADA, and Equal Opportunity Coordinator for Students, Reanna Heim, or Title IX and Equal Opportunity Coordinator for Employees, Robyn Porter at [equity@iwcc.edu](mailto:equity@iwcc.edu) and 712-325-3200; or Director of the Office for Civil Rights at U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **REASONABLE ACCOMODATION POLICY**

Students with a documented or obvious “disability” as defined by the Americans with Disabilities Act Amendments Act (“ADA”), 42 U.S.C. § 12131, *et seq.*, and Section 504 of the Rehabilitation Act of 1973 (“Section 504”), 29 U.S.C. § 794, may be entitled to a reasonable accommodation, modification, or academic adjustment.

A disability for purposes of this Policy means a physical or mental impairment that substantially limits one or more major life activities and, in some cases, having a record of such an impairment. Impairments include, for example, disorders or conditions affecting the neurological or musculoskeletal systems, special sense organs, respiratory, cardiovascular, reproductive, digestive, genitor-urinary, hemic, lymphatic, or endocrine systems, or the skins.

Impairments also include mental or psychological disorders, including mental retardation, organic brain syndrome, emotional or mental illness, and certain learning disorders. Major life activities include, for example, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

### **Reasonable Accommodation Requests**

IWCC will provide reasonable accommodations, modifications, or academic adjustments to the known limitations of an otherwise qualified student with a disability. It is the responsibility of the student with a disability to inform IWCC that they are in need of an accommodation, modification, or academic adjustment. Students who believe they are entitled to a reasonable accommodation, modification, or academic adjustment must contact the Accommodation Services Coordinator at:

2700 College Road  
Council Bluffs, IA 51503  
(712) 325-3299  
[acc@iwcc.edu](mailto:acc@iwcc.edu)



Students must provide reliable documentation from appropriate, licensed professionals and/or educational information such as Individual Education Plan (IEP), 504 plan, Summary of Progress (SOP) or other information about a student's education and accommodation history to support their request. Any cost of obtaining documentation is the responsibility of the student. If the initial documentation is incomplete or inadequate and an interview of the student interview does not provide the necessary information, IWCC has the discretion to request additional information necessary to make an educated decision as to whether the student is entitled to an accommodation, modification, or academic adjustment.

### **Determination of Need and Reasonableness of Requested Accommodation**

Accommodations, modifications, or academic adjustments will be granted to students who demonstrate a disability-based need for the accommodation, modification, or academic adjustment to enable the student to have an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to similarly-situated individuals without a disability.

Evaluation of performance, including admissions decisions, course examinations and other measures of achievement, will be provided with appropriate reasonable accommodations or modifications to ensure that the evaluation represents achievement rather than reflecting the impact of disability.

IWCC is not required to provide an accommodation, modification, or academic adjustment if it would result in an undue hardship or fundamentally alter any program, policy, or service provided by IWCC.

### **Direct Threat**

IWCC is not required to permit a student with a disability to participate in or benefit from its programs or services if the student presents a "Direct Threat." "Direct Threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

If a student with a disability is engaged in threatening behavior caused by their disability, IWCC will determine if the student is a "Direct Threat." In making this determination, IWCC will make an individualized assessment that relies on current medical knowledge or on the best available objective evidence regarding: (1) the nature, duration, and severity of the threat; (2) the probability that injury will occur; and (3) whether a reasonable accommodation, modification, or auxiliary aid or service exists that will mitigate the threat. IWCC will appoint a committee of at least three persons with experience in the area of disability accommodation and student services to make the decision as to whether a student is a "Direct Threat." Under exceptional circumstances when the student's medical documentation is insufficient standing alone for the group to determine if the student is a "Direct Threat," the group will engage a person with appropriate medical and/or psychological training and experience to assist the committee in making this decision.

Under exceptional circumstances, including but not limited to, when safety is of immediate concern, IWCC may take interim adverse action against the student to stop any threat pending a final decision as to whether a student is a "Direct Threat." If such interim adverse action is taken, IWCC will provide the student reasonable notice of the basis for the adverse action and notice that the student will be provided full due process before a final decision is made to permanently exclude them from the program or service because they are a "Direct Threat."

## **Grievance Procedure**

Any student may seek reconsideration of a determination under this Policy through the IWCC Americans with Disabilities Act and Section 504 Grievance Policy and Procedure found on the Accommodation Services Page on ROC and in the Student Code of Conduct, Discipline and Appeals Procedure section of the Student Handbook.

---

## **DUE PROCESS STATEMENT**

A grievance is defined as a statement expressing a complaint, resentment, or accusation lodged by a student and may be filed with the appropriate Vice President or designee. Be aware that any complaints that launch an investigation will have their outcome determined based off of the Preponderance of Evidence Rule, which indicates that the College personnel determining the outcome must be 51% positive that their decision is correct and justified. For more information contact the Dean of Student Life, at (712) 325-3207.

## **DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS**

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependence or treatment for chemical dependency. The Student Assistance Office, in the Student Center Hall, can provide information and prevention programs for those seeking help with substance abuse.

## **DRUG-FREE SCHOOLS AND COMMUNITIES STATEMENT**

Amendments to the Drug-Free Schools and Communities Act of 1989 require documentation of services and awareness for drug-free schools and communities. The College has filed a Drug Prevention Program Certification document with the U.S. Department of Education as required by Public Law 101-226. The College will comply with all requirements of this act. For more information, contact the Dean of Student Life.

## **REGISTERED SEX OFFENDER INFORMATION**

Any student who wishes to know the names of enrolled students who may be on the Iowa Sex Offender's Registry should contact the county sheriff or refer to the Iowa Sex Offender Registry website at [www.iowasexoffender.com](http://www.iowasexoffender.com). The site does not provide a list of people on the Registry but does allow searches by name or address. Pursuant to Iowa Code 692A, sex offenders are prohibited from living within two thousand feet of a child care facility. IWCC operates a child care center of campus. Individuals who pose danger to themselves and/or other residents may not be eligible to live in on-campus housing. Registered Sex Offenders represent a clear and present danger and are not eligible for on-campus housing. For more information, contact the Dean of Student Life.

## **CLERY ACT COMPLIANCE STATEMENT**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Iowa Western Community College publishes its Annual Security and Fire Safety Report by October 1 of each year. The Dean of Student Life will prepare and distribute this report which includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by IWCC; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

[Click here](#) to review the 2022 Annual Safety and Security Report, which discloses crime statistics from 2019-2021.

## **TITLE IX**

It is the policy of Iowa Western Community College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Iowa Western Community College has designated a Title IX Coordinator, to coordinate IWCC's compliance with and response to inquiries concerning Title IX.

[Click here](#) for more information on Title IX and the Iowa Western Community College Sexual Harassment Policies.

## **PREGNANT AND PARENTING STUDENT STATEMENT**

Iowa Western Community College does not discriminate against pregnant and parenting students based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions in accordance with Title IX regulations. The Title IX regulation also prohibits the College from applying any policy related to a student's parental, family, or marital status that treats students differently based on their sex. In addition, Title IX prohibits the exclusion of a pregnant student from participating in any part of an educational program, including extracurricular activities, opportunities for student leadership, and other activities.

## **CIVIL RIGHTS ACT**

The Iowa Western Community College (Merged Area XIII) filed assurance of compliance with Title VI of the Civil Rights Act of 1964 on September 9, 1966, and accepts all requirements imposed by or pursuant to the regulation. No person in the United States shall, on the ground of race, sex, color, creed or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity offered by the College. Iowa Western Community College adheres to the principle of equal education and employment opportunity without regard to race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws.

## **AMERICANS WITH DISABILITIES ACT AND THE REHABILITATION ACT**

The Americans with Disabilities Act (ADA), Public Law 101-336, was enacted on July 26, 1990, to provide a clear and comprehensive mandate for the elimination of discrimination against

individuals with disabilities. This federal legislation requires equal treatment of people with disabilities in employment, public services and transportation, public accommodations, and telecommunication services. Section 504 of the Rehabilitation Act of 1973, with virtually identical purposes, applies to any college or university that receives federal funds in any program.

Iowa Western Community College, a public entity as set forth in Title II of the ADA, is subject to the requirements of the Americans with Disabilities Act. Title II of the ADA prohibits discrimination against qualified individuals with disabilities with regard to the services, programs, and activities at Iowa Western Community College. Iowa Western Community College is also prohibited from discrimination against individuals with disabilities in its employment practices pursuant to Title I of the Americans with Disabilities Act. For more information, contact the Coordinator of Accommodation Services located in the Student Center 2<sup>nd</sup> Floor, or call (712) 325-3299.

### **ACCOMMODATIONS STATEMENT**

The following statement will be included on all publicity of programs of the division, including, but not limited to, the following: orientation, workshops, and activities sponsored by Campus Activities. “If you are a person with a disability and require an accommodation, please contact the Coordinator Accommodation Services at (712) 325-3299 or [acc@iwcc.edu](mailto:acc@iwcc.edu) as soon as possible.”

### **TOBACCO POLICY**

Iowa Western Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of the Iowa Legislature’s passage of The Smoke-Free Air Act (H.F. 2212) and findings of the U.S. Surgeon General that use of tobacco is a contributing factor to significant health hazards; it is the intent of the IWCC Board to establish a tobacco-free environment. Effective July 1, 2008, no consumption of tobacco is allowed on any College property, in any College facility, or at any College function. For the purpose of this policy, “tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, other smoking products or any alternative smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

- Tobacco is prohibited in any College owned or operated buildings and residences, including offices, hallways, and foyers.
- Tobacco is prohibited in vehicles owned or leased by the College.
- Tobacco is prohibited in the following campus locations:
  - Building entrances, operable windows, and fresh air intake.
  - Gathering areas such as patios, gardens, and courtyards designated as a non-smoking areas.
  - Outdoor events, activities, and assemblies.
  - Outdoor eating events.
  - Any vehicle located in any parking lot.

IWCC will display notice of its tobacco-free policy at all College locations.

All IWCC employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. The IWCC will follow the provisions outlined in Iowa’s

Smoke-Free Air Act (Iowa Code 142D) concerning enforcement requirements (Iowa Code 142D, Section 8 Enforcement).

### **SEARCH AND SEIZURE POLICY FOR STUDENTS AND VISITORS**

Students and visitors (including their belongings) may be searched to protect the health and safety of fellow students and visitors, as well as ensuring the safety of the facilities on the campus of Iowa Western Community College.

A search of a student or visitor (the student or visitors' body and/or personal effects) will be justified when the college has reasonable suspicion that the search will produce evidence that the student or visitor has violated or is violating the law or college policy, rules, or regulations affecting the good order of the college.

Students and visitors are permitted to park on college premises as a matter of privilege, not of right. The college retains authority to conduct routine patrols of the parking lots which may include the use of a detection dog. The interior of a student or visitors automobile on the college's premises may be searched if a college official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

### **COMMUNICATION POLICY**

The official means of communication at Iowa Western Community College is email to students' IWCC accounts. Students are expected to check their IWCC email account regularly to receive critical information concerning their courses, their financial aid status, and their academic progress, as well as other important communication from the college. Emails sent to students at their official IWCC email address will be considered delivered and read, and failure to remain current on official email does not excuse students from knowing the information contained in communications sent to their IWCC e-mail address.

### **CAMPUS POSTING**

Iowa Western permits the posting of physical notices to promote the College and to provide information about college activities, events, resources, and services, as well as student clubs and organizations. The college also permits the posting of physical notices regarding matters directly related to the health, safety, security, or welfare of the campus community. In addition, on a very limited basis and for very short periods of time, the College permits the posting of physical notices to provide information regarding businesses and off-campus services, so long as those businesses and services offer a direct benefit to students. Physical notices include but are not limited to signs, posters, bulletins, fliers, and table tents.

All notices must be posted in approved, designated areas, as indicated below, and all notices must be approved by a dean or director in the Student Services Division, or by a Center Director, prior to posting; any notice that is posted without approval or posted in a non-approved, non-designated area will be removed. The College maintains the right to prohibit the posting of any notices that cause a security concern or interfere with any instructional or college event. Notices may not be affixed to cars, doors, walls, or any other non-approved, non-designated area or surface. Notices from the Office of Campus Safety and Security may be affixed to a car; this is the only department for whom this is an exception. The use of sidewalk chalk or window paint

must be approved by the Dean of Student Life and is limited to the promotion of campus events and activities.

### **APPROVED, DESIGNATED AREAS FOR POSTING**

Several general purpose bulletin boards on campus and at the centers have been designated for the posting of physical notices as defined in the Campus Posting Policy. They are in the following locations:

- Game Room (Entryway), located in the Student Center
- Student Support Office, located in the Student Center
- Stuart Hall, located near the Radio Station
- Ashley Hall, located near the intersection with Stuart Hall
- Cass County Center
- Clarinda Center
- Page-Fremont County Center
- Shelby County Center

### **DEPARTMENTAL BULLETIN BOARDS**

Several departmental bulletin boards may also be available for posting physical notices. Permission to post notices to departmental bulletin boards must be obtained from the respective department. Departments have the right to limit the type of materials that may be posted on departmental bulletin boards.

### **ELECTRONIC RESOURCES ACCEPTABLE USE POLICY:**

The College's general policies and codes of conduct apply to the electronic environment just as they apply in all other College settings. This Acceptable Use Policy (AUP) supplements these existing standards by describing the special rights and responsibilities that attach to use of the College's Electronic Resources. Each individual who obtains a network account or uses the computers and network resources made available by IWCC, must understand that they are accountable for the policies set forth in this document. In addition, users assume responsibility for:

- Protection of his/her passwords
- Reporting any breach of system security
- Reporting unauthorized use of his/her accounts
- Changing his/her passwords on a regular basis
- Frequently making backup copies of your work to ensure against loss
- Clearly labeling works and opinions as his/her own before they are widely distributed

### **CHILDREN IN THE COLLEGE**

In order to ensure an environment conducive to learning and to provide maximum safety to people and property, it is the policy of this College to prohibit the inclusion of children in the workplace and in the classroom. Anyone under the age of 16 must have prior written approval from the appropriate Vice President prior to being permitted to attend classes or be in a work setting.

### **ANIMALS ON CAMPUS**

To ensure the safety of our college community, pets and other animals are not allowed in any Iowa Western facility, building, or on any athletic field. Exemptions are granted for service

animals, emotional support animals, animals related to instructional activity, and animals used by the police department.

### **PERSONAL ELECTRONIC DEVICES**

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Photography, including photos and videos taken via cell phones and other devices, is not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Faculty members do have the right to prohibit the use of any electronic device in their classroom.

### **VIDEO SURVEILLANCE**

The College utilizes video surveillance systems to enhance the safety and security of students, employees, visitors, and property. The college will protect the reasonable expectation of privacy of the campus community, as defined by law, in its use of video surveillance systems. The primary use of video surveillance systems will be to record information that may be useful to college administrators in the event of a criminal act, property damage, or serious violation of campus policy. Video surveillance systems are not a guarantee of safety and security but are a tool to assist Campus Safety and Security, as well as college administrators, in their efforts to provide a safe and secure environment. Video surveillance also serves as a deterrent to property-related crime and provides real-time information during emergencies. The utilization of surveillance cameras is part of an integrated security approach that includes a number of strategies, including physical presence of security officers, access controls, and alarms.

### **MONITORING AND ACCESSING VIDEO SURVEILLANCE RECORDINGS**

Video surveillance shall be used exclusively for purposes of campus safety and asset protection. Real-time monitoring will be limited to situations where an emergency requires the use of the system to gather needed information, when a threat to campus security or property has been received by campus officials, or when Campus Safety and Security staff determines there is a need to scan campus property in lieu of vehicular or foot patrol. Maintaining confidentiality and securing the privacy of campus community members and visitors is foremost in our practice. Therefore, only a limited number of staff members have access and authority to access, monitor, view, and make copies of footage. Such authority will be granted to employees by Cabinet.

Recordings shall be viewed exclusively for the purpose of investigation of crime or serious campus policy violations and adjudication. Staff members must report all observed policy violations, misconduct, and potential criminal acts to Student Life and Student Success for investigation, adjudication, and inclusion in the Campus Crime Log. Video surveillance shall not be used to track any member of the campus community unless a threat to campus security has been received by college officials, or reasonable cause exists that a serious violation of campus policy or that a criminal act has been committed.

### **RELEASE OF VIDEO SURVEILLANCE RECORDINGS**

Only authorized staff members may access and monitor video surveillance; however, occasions may arise when circumstances demand that other staff members have a legitimate need to view recorded data. Such staff members will be permitted to view footage only with the prior approval of the Director of Campus Safety and Security and a college Vice President. Circumstances that

may warrant a review of footage shall be limited to instances where an incident has been reported or observed, or for investigation of a potential crime. A request to review recorded footage must be submitted and approved in writing.

Requests from any college employee to obtain a copy of recorded data must be authorized by the Director of Campus Safety and Security and a college vice president. All external requests for the release of recorded data must also be submitted to the Director of Campus Safety and Security for approval prior to release. Recorded data may be released when it is related to a criminal investigation, civil suit, subpoena or court order, arrest, or to disciplinary proceedings against a student or personnel actions against an employee.

### **SECURITY AND RETENTION OF VIDEO SURVEILLANCE RECORDINGS**

Video recordings will be stored and transported in a manner that provides security. All recordings shall be kept in a secure location. Recordings not related to or used for investigative purposes shall be kept confidential and destroyed regularly in accordance with prevailing records retention law. All recordings used for an investigation or prosecution will be retained until the end of the proceeding and appeal period unless directed otherwise by the civil court or senior campus administrator.

### **ADMINISTRATIVE WITHDRAWAL FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

Students who violate the student code of conduct are subject to disciplinary sanctions, including but not limited to administrative withdrawal from a single class or multiple classes, as well as the imposition of registration restrictions at the course, discipline, or program level. Registration restrictions may also limit students' access to register for classes based on the course delivery method.

Students who are administratively withdrawn for violations of the student code of conduct will be notified in writing by the appropriate Dean. Communication regarding sanctions that are a result of a students' academic misconduct will come from the Academic Division Dean. Communication regarding all other sanctions will come from the Dean of Student Life. Such communication will detail the disciplinary sanction, including any registration restrictions, as well as the duration of the restriction(s), and it will be sent to the students' college email account.

Students who are administratively withdrawn for violations of the student code of conduct will receive a grade of "W" for that class or for those classes, which will display on their transcript. Students who are administratively withdrawn for violations of the student code of conduct will be charged full tuition and fees for the classes from which they were administratively withdrawn. Eligibility to register for classes in subsequent terms and sessions will depend on the violation. Students who have been sanctioned with a registration restriction will have a registration hold placed on their account, and they will be required to register for classes through the Records and Registration Office after meeting with their assigned advisor or designated college official. Students who are eligible to register for classes in subsequent terms or sessions may do so after paying their balance in full. Some students will not be eligible to register for classes in subsequent terms and sessions.



## **LEGAL INTERROGATION OF STUDENTS BY LAW ENFORCEMENT OFFICIALS**

Law enforcement officials shall not be refused the right to question a student at the College, provided that the student is informed of his legal rights by the officer conducting the investigation. No other person shall question students without the approval of the president of the College or his/her representative and the consent of the student, unless such person possesses a court order.

## **SPEECH AND EXPRESSION**

Iowa Western establishes this policy to comply with the laws of the state of Iowa and to protect speech and expression.

The primary function of an institution of higher education is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. To fulfill this function, the College must strive to ensure the fullest degree of intellectual freedom and free expression allowed under the First Amendment to the Constitution of the United States. The College shall not shield individuals from speech protected by the First Amendment, which may include ideas and opinions the individual finds unwelcome, disagreeable, or even offensive. The College shall, however, encourage diversity of thoughts, ideas, and opinions and shall encourage, within the bounds of the First Amendment, the peaceful, respectful, and safe exercise of rights.

Students, faculty, and employees have the freedom to discuss any problem that presents itself, assemble, and engage in spontaneous expressive activity on campus, within the bounds of the established principles of the First Amendment, and subject to reasonable time, place, and manner restrictions that are consistent with the First Amendment principles.

The outdoor areas of campus are public forums, open on the same terms to any invited speaker subject to reasonable time, place, and manner restrictions. For the purposes of this policy, the outdoor areas of campus means the generally accessible outside areas of campus where the campus community are generally allowed, such as grassy areas, walkways, or other similar common areas. Outdoor areas of campus do not include areas where access is restricted to a majority of campus, and outdoor areas do not include facilities or outdoor areas used by the College's athletic programs or teams.

## **SPEECH AND EXPRESSION - PROTECTED ACTIVITIES**

A member of the campus community, which for this policy shall include students, faculty, staff, administrators, and/or guests invited by students, faculty, staff, or administrators, shall be freely permitted to engage in noncommercial expressive activity in outdoor areas of campus, subject to reasonable time, place, and manner restrictions, as long as the member's conduct is not unlawful, does not impede others' access to a facility or use of walkways, and does not disrupt or hinder the functioning of the College, including the disruption of a previously scheduled or reserved activity. The College may designate other areas of campus available for use by the campus community, but in all cases access to designated areas will be granted on a viewpoint-neutral basis. All invited guests must file a Speech and Expression Guest Verification Form with Campus Safety and Security prior to engaging in noncommercial expressive activity solely as a means of verifying that they are, in fact, an invited guest.

Noncommercial expressive activities include but are not limited to any lawful oral or written means by which the member may communicate ideas, including but not limited to peaceful assembly, protests, speeches, including invited speakers, distributing literature, circulating

petitions, and publishing, including publishing or streaming on an internet site, audio or video recorded in outdoor areas of campus.

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

### **SPEECH AND EXPRESSION - NONPROTECTED ACTIVITIES**

Nothing shall prevent the College from prohibiting, limiting, or restricting expression and/or expressive activity that is not otherwise protected under the First Amendment. Nonprotected activities include but are not limited to the following: a threat of serious harm and expression directed or likely directed to provoke imminent unlawful actions; and harassment, including expression that is so severe, pervasive, and subjectively and objectively offensive that the expression unreasonably interferes with the individual's access to educational opportunities or benefits provided by the College.

### **SPEECH AND EXPRESSION - STUDENT ORGANIZATIONS**

The College shall not deny benefits or privileges available to student organizations based on the viewpoint or expression of the viewpoint of a student organization or its members protected under the First Amendment. For the purposes of the policy, benefits means recognition, registration, use of facilities for meetings or speaking purposes, use of channels of communication, and access to funding sources otherwise available to other student groups. The College shall not deny any benefits or privileges to a student organization based on the organization's requirement that its leaders agree to and support the organizations beliefs as interpreted by the organization. For the purposes of this policy, student organization means a group officially recognized by the College, or a group seeking official recognition, comprised of students who are enrolled and in attendance.

### **SPEECH AND EXPRESSION - PUBLIC FORUMS ON CAMPUS/FREEDOM OF ASSOCIATION**

The outdoor areas of campus are deemed public forums. The College may maintain and enforce clear, published, reasonable, viewpoint-neutral time, place, and manner restrictions that are narrowly tailored in furtherance of a significant institutional interest, but shall allow members of the campus to engage in spontaneous expressive activity and to distribute literature. If the College places restrictions, it shall provide ample alternative means of expression. Except as provided in this policy, and subject to reasonable time, place, and manner restrictions, the College shall not designate any area of campus a free-speech zone or otherwise create policies restricting expressive activities to a particular outdoor area of campus.

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

### **SPEECH AND EXPRESSION - COMPLAINT PROCEDURE**

If a member of the campus community believes he or she has been aggrieved by a violation of this policy, the member shall follow the grievance procedures as described in Grievance Process for Students.

# Student Code of Conduct, Discipline and Appeals Procedure

---

## **Introduction**

The core values of Iowa Western Community College are: Caring, Commitment, Challenge. These values are the hallmark of the College and will be protected vigorously. When students choose to attend Iowa Western Community College, they accept the rights and responsibilities of membership in the College's academic and social community. Each person has the right and ability to make personal decisions about his or her own conduct. Just as importantly, each person has the responsibility to live with the consequences of his or her decision-making.

Students have rights under the United States Constitution which may be exercised in the College as in other public institutions. The law recognizes that these rights are subject to restraints that may be imposed because of the College's role and function. It is the policy of the Board of Trustees of Iowa Western Community College to respect the properly exercised rights of the students. The Student Code of Conduct, Disciplinary and Appeals Procedures, describes misconduct that is inconsistent with the essential values of Iowa Western Community College. It lists procedures to respond to such behaviors, and it provides for sanctions that are intended to educate and to safeguard members of the College community. If you have any questions about the Student Code of Conduct, Disciplinary and Appeal Procedures, please contact the Office of Student Life.

## **Statement of General Expectations**

All students (any person enrolled in credit or non-credit courses) are expected and required to follow college policies, rules and regulations and not violate municipal, county, state or federal law. In addition, all students are expected to conduct themselves in such a manner as to show respect for properly constituted authority, exhibit and maintain integrity and honor in all matters related to the College and not interfere with or disrupt the orderly educational process of the College.

## **Institutional Regulations**

The Board of Directors of Iowa Western Community College confers upon the faculty and staff the powers:

1. To invoke sanctions to protect the educational processes and the rights of students, faculty, and staff.
2. To provide procedures that will clearly inform Iowa Western Community College students of the regulations that govern their behavior while on college property, at cooperating agencies, or while in attendance at college sponsored activities or events.

## **Jurisdiction of Student Conduct Policy**

The Student Conduct, Disciplinary and Appeals Procedure applies to conduct that occurs on IWCC College Property, at IWCC sponsored activities at clinical sites, within the online learning environment, attendance centers, or any College facility, and off-campus conduct that adversely

affects the IWCC community and/or the pursuit of its educational mission. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms and actual enrollment. The Student Conduct Policy, Disciplinary and Appeals Procedure shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Life, or individuals they designate, shall decide whether the Student Conduct, Disciplinary and Appeals Procedure shall be applied to conduct occurring off-campus on a case by case basis.

Individuals enrolled solely as Continuing Education students are expected to uphold the standards of behavior outlined in this Code of Conduct. Additional guidelines for behavior may be provided by Continuing Education. Individuals who violate these standards are subject to action at the discretion of the Vice President of Economic and Workforce Development or designee. Action may include restricting and/or dismissing students from the Continuing Education programs or activities.

### **Violation of Law and College Discipline**

College disciplinary proceedings may proceed against a student accused of conduct that potentially violates both criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to any pending civil or criminal legal action. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed under this Student Code of Conduct will not be subject to change due to the outcome of any legal outcome arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If an incident is also being processed under the Student Code of Conduct, the college may advise off-campus authorities of the existence of the Student Code of Conduct and of how incidents are typically handled within the college community. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **Good Samaritan Policy**

IWCC recognizes that a student may be hesitant to report medical emergencies and other crises if the student is engaged in behavior that violates policy during the medical emergency or crisis. This policy seeks to provide students with amnesty from the student conduct process in such situations. This policy does not provide any additional protection from legal action outside of IWCC.

For those in need of assistance: Amnesty (Self-Reporting) is available to individuals who seek or accept medical or other professional assistance without fear they may be accused of minor policy violations, such as underage drinking at the time of the incident.

For those who offer assistance: To encourage students to seek medical or other professional assistance for others, amnesty is available for minor violations when students offer this help to others in need.

Educational sanctions may be required for parties involved, but a formal violation of the Student Code of Conduct will not be applied to a student's disciplinary record if the educational sanctions are completed.

## **A. STUDENT CODE OF CONDUCT**

Students are expected to comply with all Board, Administrative and Faculty policies on the College campus, and at all activities, functions and events sponsored or supervised by the College. Conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation. Students who allegedly violate the Code will be found responsible or not responsible for their actions based off of the Preponderance of Evidence Rule, which indicates that the College personnel determining the outcome must be 51% positive that their decision is correct and justified. Violations of the Code include but are not limited to:

### **1. Academic Dishonesty**

In order to maintain its credibility as an institution of higher education, the College must establish and maintain standards of academic honesty.

Upon enrolling in the college, each student assumes an obligation to conduct their academic affairs in a manner compatible with the standards of academic honesty established by the college and its faculty. If this obligation is neglected or ignored by the student, through the normal procedures of course work evaluation, students' course work will be evaluated and disciplinary action taken. The following statements identify the types of activities that would constitute violations of the college's standards of academic honesty.

#### **1.1 Plagiarism**

The unauthorized use of materials not written or created by the person claiming *authorship*. *Plagiarism includes but is not limited to the following:*

- Turning in a written essay produced by someone else.
- Collaborating on a written assignment without the specific instructor's approval.
- Borrowing materials from any source (professional or amateur) and turning them in as original.
- Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

## **1.2 Cheating**

Dishonest acts committed while being tested or evaluated.

- Copying from another person's tests or assignments.
- Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
- Submitting a paper which was turned in to another instructor in another class to fulfill part of that course's required work-unless agreed upon ahead of time by the instructor of the second course.
- Aiding another student in dishonesty such as producing written work or sharing information during a test period.
- Fabricating research or source materials.
- Stealing, buying or somehow obtaining a test from an instructor's work or computer files.

## **1.3 Misrepresentation**

Providing false or misleading information on transcripts, applications for admission, reasons for absences, or any submitted academic work.

## **1.4 Other**

Violating any rules or expectations put in place by a faculty member or other College personnel regarding academic performance. Such standards may be present in individual course syllabi's, department rules and expectations, etc.

## **2. Discrimination and/or Harassment**

Engaging in behavior which is discriminatory of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, will not be tolerated. Behavior may take the form of name calling, taunting, undesired statements regarding the person, graffiti, or other outward actions which are interpreted as discriminating or harassing to others. Behavior of this nature will not be tolerated and will be dealt with in accordance with the Grievance Process. Sexual harassment policies and procedures can be found in the Sexual Misconduct section of the Code of Conduct.

## **3. General Harassment**

Actions or words that threaten the safety of others or create a hostile environment for others are prohibited. This includes but is not limited to: obscene phone calls, text messages, voicemails, emails, instant messages, posts on social media or other forms of written messages; obscene verbal exchanges; motions of violent behavior

## **4. Possession, Use, Manufacturing, Distribution, or in the Presence of Alcohol, Drugs, Synthetic Substances and other Controlled Substances on Campus**

The possession, use, manufacturing, distribution, or in the presence of alcohol, illegal drugs, synthetic substances, or other controlled substances on the campus, in the facilities, on the surrounding grounds, and at all college sponsored events, is strictly prohibited.

IWCC enforces the State of Iowa drinking laws, including the prohibition of use and possession by persons under 21 years of age. IWCC enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs, synthetic substances, controlled substances, and drug paraphernalia.

The following actions include but are not limited to violations of this policy:

- Being personally present at a gathering where alcohol, illegal drugs, or other controlled or synthetic substances are being consumed.
- Being personally present in an area containing full or empty alcohol containers or drug paraphernalia.
- Being under the influence of alcohol, illegal drugs, or other controlled or synthetic substance in class, on campus, or at an off-campus college sponsored activity.
- Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, illegal controlled or synthetic substance, and/or drug related paraphernalia on College property.

Violators of these regulations may be reported to proper authorities for legal action or possible arrest by law enforcement officials for apparent violation of local, state, or federal laws pertaining to illegal use or possession of alcohol, illegal drugs, and controlled or synthetic substances.

Violators may also be required to participate in an alcohol or drug education program and may be subject to substance abuse testing. See page 33, Section E, for more information on the IWCC policy on substance abuse testing.

#### **5. Dangerous Conduct**

Acting or failing to act in a manner which causes concern for the health and safety of oneself or others.

#### **6. Vandalism:** Includes but not limited to the willful destruction, damaged, defacement, or mutilation of property belonging to, or in the custody of, the college or member of the college community.

#### **7. Theft:** Theft or attempted theft of college property, community property, or personal property is strictly prohibited. Theft includes acts of larceny, burglary, and/or robbery.

#### **8. Trespassing:** Knowingly entering a space at the college or college sponsored activity that is off limits. This can include but is not limited to entering a closed facility, entering a secure facility without permission, attempting to stay in a facility that is closed, and squatting in student housing.

#### **9. Use or Possession of a Weapon, Fireworks or Explosives**

Prohibited weapons include but are not limited to firearms, BB guns, knives or any device that appears to be to a real weapon such as a toy, replica or paint ball gun. This policy is enforced regardless of individual permits for weapons.

#### **10. Threatening Behavior**

Making any direct or indirect threats to the College or College Personnel that suggest physical harm, starting fires, setting off bombs, or using a weapon. Intentionally initiating a false alarm of a fire, bomb threat, or other catastrophe by reporting one or by tampering with the alarm system or safety equipment. Inciting others to do any of the above or hosting a nonstudent that does any of the above.

**11. Non-Compliance with College Personnel**

Intentionally failing to comply with appropriate requests or direction given by any College personnel, including security personnel, who properly identify themselves and are acting within the scope of his or her authority.

**12. Disruption of the Educational Process**

Engaging in behavior or actions that disrupt the educational process, including but not limited to: causing or participating in classroom disruptions, defying syllabus expectations, discrediting and demeaning Faculty and/or Staff.

**13. Traffic and Parking**

Failing to abide by the Iowa Western Community College Traffic and Parking Regulations. These regulations can be viewed on ROC, under Parking and Transportation.

**14. Disturbing the Peace**

Engaging in behavior or actions which disrupts the orderly, efficient, and disciplined atmosphere of the college or college-sponsored activity. Includes but is not limited to disorderly, lewd, indecent and obscene conduct.

**15. Misrepresentation**

Falsifying information or documentation given to College personnel. This includes but is not limited to engaging in forgery, alteration, or misuse of any college records or documentation, college keys or keycards, or student or staff identification cards, disclosing any confidential information gained through student employment.

**16. Housing Violations**

Violation of IWCC Residence Life and Student Housing, contract, guidelines, policies, and procedures. See Housing Contract and Handbook for more information.

**17. Cafeteria/Galley Violations**

Violation of the IWCC Cafeteria/Galley rules and regulations. For a full list of these rules and regulation, see their ROC site.

**18. Retaliation**

Retaliating against anyone who reports or assists in making a complaint to the College regarding an alleged conduct or policy violations.

**19. Sexual Harassment**

IWCC is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,



IWCC has developed policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. These policies can be found on our main website: [click here](#). IWCC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## **20. Unlawful Acts**

Engaging in behavior or actions that violate Federal or State law, or any local ordinances while on the College campus or at any College sponsored or supervised activity may result in disciplinary action and may be reported to the proper authorities for legal action or possible arrest by law enforcement.

## **21. Computer Misuse Policy**

The following information sets forth the Computer Use Policy for Iowa Western Community College. Each individual who obtains a network/email account, or uses the computers and network resources made available by Iowa Western Community College, must understand that he/she is accountable for the policies set forth in this document. In addition, users assume responsibility for:

- Protection of his/her passwords.
- Reporting any breach of system security.
- Reporting unauthorized use of his/her accounts.
- Changing his/her passwords on a regular basis.
- Frequently making backup copies of your work to ensure against loss.
- Clearly labeling works and opinions as his/her own before they are widely distributed.

Iowa Western Community College's computer facilities and services are offered in support of teaching, learning and research. Access to the computer systems and networks owned and operated by the College impose certain responsibilities upon users, in accordance with college policy and local, State and Federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system

The following constitute violations of the computer conduct policy:

- Intentionally disrupting access of other students, faculty, or staff members to college computer and other technological resources.
- Knowingly obtaining without authorization access to a computer account assigned to another person.
- Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner.
- Intentionally using any unauthorized account.

- Using college computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully.
- Using computer or network services for commercial purposes.
- Excessive game playing which impairs the academic work of other students.
- Excessive WEB surfing not related to college course work and/or assignments.
- Sending excessive email or messages locally or over the network such as chain letters, advertisements or solicitations.
- Knowingly installing or running a program that will damage or place an undue burden on the system.
- Knowingly acting in a manner that will disrupt normal operations of computers of the network.
- Using computer or network services in a way that violates copyrights, patent protections or license agreements.
- Unauthorized copying of any software (including operating systems, programs, applications, databases, or code) which is licensed or protected by copyright.
- Gaining unauthorized access to information that is private or protected, or attempting to do so.
- Running programs that attempt to identify passwords or codes.
- Interrupting programs that protect data or secure systems, or attempting to do so.
- Monitoring or tampering with another person's email.
- Reading, copying, changing or deleting another person's work.
- Using another person's password, or allowing others to use yours.
- Attempting to gain network privileges to which you are not entitled.
- Using outside software programs in any lab or office. This includes, but is not limited to programs known as computer viruses, Trojan Horses, worms and personal software from home.
- Personally installing hardware or software on any computer.
- Changing computer CMOS settings.
- Using a computer that would in any way be disruptive to the academic environment.
- Removing computer equipment, software, or peripherals that are owned by Iowa Western Community College.
- Food, beverage and tobacco products.
- Using the computer or computer systems to engage in the following forms of prohibited communication:
  - Obscene, lewd, or sexually harassing images or text
  - Defamation
  - Advocacy directed to incite or produce lawless action
  - Threats of violence harassment based on sex, race, disability, or any other protected status
  - Anonymous or repeated messages designed to annoy, abuse or torment

### **21.1 Copyright and other Intellectual Property**

Users must respect intellectual property rights, including copyrights, in all use of College Electronic Resources. All use of content, including **text, images, music, and video** retrieved from Electronic Resources or stores, transmitted or maintained using Electronic Resources, must comply with copy right and other applicable laws. Downloading/sharing copyrighted music/movies is strictly prohibited. Copied material, used legally, must be given acknowledgment in conformance with applicable legal and professional standards.

### **22.2 Authority**

The information Technology Center may access user's files for maintenance of networks, computers, and storage systems. In all cases, individual's rights to privacy will be respected to the greatest degree possible. ITC staff may also routinely monitor and log usage data, such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence of violation policy or law occur. If necessary, ITC staff may monitor the activities and files of specific users on their computers and networks.

Any student who violates the policies set forth in this document is subject to disciplinary action. All violators may be subject to arrest according to local, state, and federal law.

## **B. DISCIPLINARY PROCEDURES**

Disciplinary Procedures are designed to provide consistency with how violations of the Code of Conduct and other policies are approached. The Board of Directors of Iowa Western Community College encourages students, faculty and staff to resolve disputes informally in appropriate cases. When a case of student misconduct is being investigated, the following procedures are put in motion.

### **1. Notice to Appear**

Depending on the nature of the complaint a student may be ordered to appear before a conduct officer, Coordinator, Director, Dean, Vice President, or designee, in connection with an alleged violation, by a written notice from the individual they are requested to appear before. An email sent to a student's Iowa Western email account can serve as written notice.

The notice shall direct the student to appear at a specified time and place not less than twenty-four (24) hours after the date and time of written notice, or the notice will request the student schedule a time to meet with the sender by a specific date; forum depends on the severity of the alleged violation. The notice shall briefly describe the alleged violation.

Failure to comply with a Notice to Appear constitutes a violation of the Student Code of Conduct and may result in additional disciplinary sanctions. If the student has not contacted the individual who requested the meeting, and/or does

not appear at the meeting, the conduct officer, or designee, may make a decision of responsibility or non-responsibility and the sanction.

## **2. Conduct Process**

When the student appears for his or her meeting, he or she will have the opportunity to ask questions and to discuss the violation from their perspective. After completing discussion and any other process of the investigation of the charge, the designated college personnel shall provide the student with a written statement within seven (7) school days from meeting date, which states the following:

- The nature of the violation.
- The sanction that will be imposed and its implications.
- The right to appeal the decision according to the procedures listed in the Student Code of Conduct.

Any findings made through a conduct hearing are based off the Preponderance of Evidence Rule. This means that the individual(s) deciding whether the student is responsible or not responsible must be 51% positive that their decision is correct and justified.

## **3. Advisors or Legal Counsel Representing Students in Academic or Disciplinary Hearings**

Iowa Western Community College is making this statement available to advisors and legal counsel who have been retained by students charged with violations of the Code of the College so that the roles and purposes of these proceedings will be clear to all participants. Please note two advisors are permitted for each student.

The conduct meetings conducted by conduct officers, or designees, are not quasi-judicial proceedings. Therefore, advisors/counsel may be present to advise clients but may not actively participate in conduct meetings. Advisors/counsel may not answer questions posed to the charged student on their behalf. The role of the attorney is to advise and assist his/her client student. The conduct officer, or designee, will determine whether offered evidence is admissible, but the Rules of Evidence will not be applied. Both written and oral testimony may be used. The standard for admission of evidence is that “which reasonable prudent persons are accustomed to rely on in the conduct of their serious affairs.” Determination standard is preponderance of the evidence. Students who are involved in these conduct meetings will be provided with the complete policy and procedure statement of the College.

## **4. Sanctions**

Any student who is found responsible for violating the Code of Conduct or other policies may be subject to any of the sanctions listed below. Sanctions are given as a method of remedying any Code of Conduct violation while also educating the student.

- **Reprimand:** Written censure by the College. This written warning serves to remind the student that further violation of the Code of Conduct may result in more serious sanctions.
- **Academic Penalty:** Depending on the seriousness of the offense, the student may receive an “F” or a numerical value of zero on the subject paper, test, assignment, etc., an “F” in the course, or suspension or expulsion from the College
- **Restitution or Fine:** Restitution is a reimbursement for damage to or misappropriation of Iowa Western Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Iowa Western Community College property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. A fine is a punitive charge placed on the student’s account as a sanction not necessarily directly connected to any damage or misappropriation of property.
- **Disciplinary Probation:** A warning indicating that further violations may result in more severe sanctions such as suspension. Disciplinary probation may be imposed for any length of time up to two years and the student shall be automatically removed from probation when the imposed period expires.
- **Education or Service:** Assignment of educational or community/college service opportunities, classes, or projects. If there are fees or costs associated with the assigned educational or service sanction, the student may be required to pay those fees or costs.
- **Suspension of Rights or Privileges:** An elastic penalty which may impose limitations or restrictions to fit the particular case. Examples include No Contact Orders, Building Ban, and etc.
- **Hold on Records and Registration:** Imposed upon a student who fails to pay a debt owed to the College or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case.
- **Eviction:** Eviction from the privilege of living in campus housing facilities may also include restrictions or denial of visiting privileges.
- **Suspension from the College:** Suspension can be imposed in such a manner that a student can be dismissed from a class, specific number of classes, program, classes that take place in a specific physical location, student organization, or activity of the College. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program. A suspended student may

be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College.

- **Expulsion from the College:** Once expelled from the College the student may not at any time be considered for readmission.

## **5. Interim Suspension**

The Vice President of Student Services, Vice President of Academic Affairs, the appropriate Dean, the Director of Residence Life, Director of Community Standards, or designee, shall have the authority to immediately suspend any student on a temporary basis, when in the opinion of any of these officials:

1. The student is alleged to have violated any provision of the Student Code of Conduct.
2. The presence of the student poses a continuing danger to persons and/or property, and/or who is an ongoing threat of disrupting the academic process.

A temporary suspension can include suspension from a class, a specific number of classes, a program, classes that take place in a specific physical location, an activity, athletic participation, housing facility, or the College.

A temporary suspension shall be followed by appropriate notice and a meeting with appropriate staff member as soon as possible. Depending upon the circumstances, the temporary suspension may be continued until the completion of these procedures. Please note, the Interim Suspension Policy, includes immediate eviction from a housing facility.

## **6. Disciplinary Removal**

The Vice President of Student Services, Vice President of Academic Affairs, or appropriate Dean, or designee, may enact immediate temporary removal of a student from a class, office, attendance center, clinical site, or other IWCC related facility for disciplinary and safety reasons. These include, but are not limited to:

- Any attempt to threaten by words or actions which causes concern for the health and safety of others.
- Possession, use, manufacturing, distribution, or in the presence of alcohol, illegal drugs, synthetic substances and other controlled substances on the IWCC campus.
- Destruction or theft of college property or another person's personal property.
- Any activities causing a major disruption or disturbance..

## **C. APPEAL PROCEDURES**

A student who receives a sanction under the Student Code of Conduct may request, in writing, within three (3) business days of the sanctions being given, that the charge be reviewed a second

time through the process of an appeal. The name and contact information of the appeal officer will be included in the original sanction letter.

The student's written request should include a full description of the reason(s) for the appeal (see grounds for appeal below) and all pertinent information the student wishes to present to support the appeal, as the appealing student is not guaranteed an in-person meeting with the appeals officer.

Grounds for appeals include:

- The student's due process rights were substantially violated in the hearing process.
- There was not substantial evidence to support the decisions reached.
- There is new material evidence that could not have been discovered at the time of the hearing.
- The sanctions imposed were too severe or not appropriate for the violation.

The appeals officer shall initiate a review of the appeal and issue a written decision to the student, within seven (7) business days from receiving the appeal request. The appeals officer may either:

- Dismiss the allegation as unfounded.
- Modify the sanction given.
- Agree with the sanction imposed.

If the appeals officer is unable to come to a decision regarding the appeal a rehearing will be requested to ensure a fair and complete process.

(Traffic and parking sanctions may only be appealed through the Parking Violation Appeal Process. See the IWCC and Parking Regulations for information regarding the Traffic and Parking Violation Appeal Process.)

## **D. GRIEVANCE PROCESS**

### **Student Grievance Process**

Iowa Western Community College utilizes informal and formal processes to manage student grievances. It is preferred that all grievances are submitted in writing to help ensure accountability and efficiency on behalf of all parties involved. Formal grievances must be submitted in writing.

Grievances that allege discrimination, harassment, or sexual misconduct should bypass the informal process and instead proceed by filing the allegation formally. Grievances that allege a violation of the Student Code of Conduct, or that indicate an issue of campus safety, will be forwarded to the appropriate staff member. Grievances cannot be filed to dispute an unsuccessful parking or student conduct appeal.

The master log of grievances will be maintained by the Student Services division.

## **Informal Grievances**

Initial grievances should aim to be resolved informally by working directly with the individual(s) involved. This may include an instructor, advisor, director, academic dean, student services dean, supervisor, or peer. Engaging in the informal process provides students with the opportunity to develop effective communication and conflict resolution skills. In the event the grievance cannot be resolved informally, students are encouraged to proceed with the formal process.

## **Formal Grievances**

Grievances that students would like to formally resolve should be submitted through the online form located on ROC. Depending on the nature of the grievance, it will be forwarded to the appropriate coordinator, or the most appropriate vice president. Recipients of formal grievances have 5 business days to respond and an additional 15 business days to issue a final written decision. This timeline excludes grievances that fall under Title IX (and any other areas of discrimination that may have extended timelines due to their federal guidance).

Please note that IWCC has adopted a separate grievance procedure providing for the prompt and equitable resolution of complaints alleging any conduct prohibited by the Americans with Disabilities Act (the “ADA”) or Section 504 of the Rehabilitation Act of 1973 (“Section 504”). To the extent you wish to make a formal grievance under the ADA or Section 504, please see the following section titled “Iowa Western Community College Americans with Disabilities Act and Section 504 Grievance Policy and Procedure.”

The Iowa Department of Education recognizes that community colleges have internal processes to resolve grievances. If a student believes that no resolution has been made after going through the formal grievance process, they may contact the Iowa Department of Education through their [online complaint form](#). Submissions to the Iowa Department of Education must be filed within one year of the student’s last recorded date of attendance.

Harassment and discrimination complaints may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). For more information, go to <https://www.iwcc.edu/about/statement.asp>.

## **Americans With Disabilities Act and Section 504 Grievance Policy and Procedure**

Iowa Western Community College (“IWCC”) is committed to providing equal opportunity to persons with disabilities and meeting its obligations under Title II of the Americans with Disabilities Act Amendments Act (“ADA”), 42 U.S.C. § 12131, and Section 504 of the Rehabilitation Act of 1973 (“Section 504”), 29 U.S.C. § 794. As part of that commitment, IWCC has adopted this internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any conduct prohibited by the ADA or Section 504.

This Policy and Procedure applies to discrimination and/or harassment that violates the ADA or Section 504 carried out by students or employees of IWCC or third parties over whom IWCC has control. An example of such conduct includes, for example, solely by reason of a disability, excluding a student from participating in, denying the benefits of, or being subjected to discrimination under any program or activity sponsored by IWCC. Qualified individuals with disabilities may also be entitled to a reasonable modification, including an academic adjustment, as necessary to ensure that a policy, procedure, or requirement does not discriminate on the basis



of disability. For more information see the IWCC Reasonable Accommodation Policy posted on ROC.

Complaints should be addressed to the Director of Academic Support:

2700 College Road  
Council Bluffs, IA 51503  
712-325-3200  
[equity@iwcc.edu](mailto:equity@iwcc.edu)

Complaints must meet the following requirements:

1. The complaint should be filed in writing or verbally and contain the name and address of the person filing it, and a description of the conduct that allegedly violates the ADA or Section 504.
2. The complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged conduct. However, IWCC may consider complaints filed later than 30 calendar days depending on the circumstances.
3. The Director of Academic Support or their designee will conduct an appropriate investigation of the complaint. The investigation will be informal but thorough, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination and a description of the resolution, if warranted, will be issued by the Director of Academic Support or their designee and a copy forwarded to the complainant and the appropriate campus authority no later than 30 calendar days after the completion of the investigation.
5. The Director of Academic Support or their designee will maintain the files and records relating to the complaints filed. The files and records are confidential and are accessible only to individuals with a legitimate need for such access.
6. The complainant may request reconsideration of the determination within 10 working days of receiving notice of the determination to the Dean of Student Success/ADA Coordinator for Students with Disabilities.
7. Filing a complaint under this procedure with a reasonable basis to believe the alleged conduct violates the ADA or Section 504 is a protected activity. Retaliation against anyone who files such a complaint or who assists an individual in filing such a complaint is strictly prohibited. Any person engaged in such retaliation may be subject to appropriate discipline.
8. Use of this grievance procedure is not a prerequisite to pursuing other remedies, such as the filing of an ADA/Section 504 complaint with the responsible federal department or agency.
9. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that IWCC complies with Section 504 and the ADA and their implementing regulations.

### **General Grievances**

Prospective students, parents/guardians, and community members may submit grievances through the external website. Grievances will be forwarded to the appropriate director, dean, or vice president for review. If contact information is provided, the complainant will receive a written notice of receipt within 5 business days of submission. All submissions will receive an automatic response stating their grievance was filed. Grievances that result in action being taken

will not be communicated with the complainant if doing so would violate regulations of privacy and confidentiality.

### **Retaliation**

Iowa Western Community College seeks to foster an environment in which all students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, IWCC also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Dean of Student Life at (712) 325-3207.

## **E. SUBSTANCE ABUSE TESTING POLICY**

Iowa Western Community College is committed to an alcohol and drug free environment in accordance with the Drug Free Schools and Community Act of 1989. Iowa Western Community College recognizes its responsibility to maintain an environment that ensures safety to all whom we educate and serve. The presence or use of controlled substances on the campus, in the facilities of Iowa Western Community College, and at all college sponsored events is strictly prohibited and may be grounds for dismissal. The use of alcohol is prohibited on campus, except for officially approved college events. Iowa Western will follow the established guidelines as stated in the Iowa Western Code of Conduct and departmental policies/procedures/handbook. In addition to Iowa Western Community College's policy on alcohol and controlled substances, the following supplemental security measures will be implemented:

1. Random drug testing of any student who has been accepted in the program. All drug and/or alcohol testing costs will be assumed by the program.
2. Students may be tested if Iowa Western staff has reasonable cause to suspect alcohol or substance usage. Reasonable cause or suspicion may include, but is not limited to:
  - a. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol as related to school activities.
  - b. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse.
  - c. Arrest or conviction of a drug or alcohol related offense as the focus of a criminal investigation into illicit drug use, possession, or trafficking.
  - d. Presenting with an odor that is indicative of alcohol or substance usage.
  - e. Removal of any medications or drugs from program facilities.
  - f. Possession of drug paraphernalia.

### **Prescription Medications**

If a student is taking medically prescribed medication that may interfere with their ability to perform, the student is required to:

1. Notify the Director of Academic Support and the Director of Student Assistance.
2. Submit official medical documentation to the Coordinator of Accommodation Services.
3. Meet with the Coordinator of Accommodation Services to receive a Disability Accommodations Letter, which outlines the applicable side effects of the prescription medication.
4. Provide a copy of the Disability Accommodations Letter to the appropriate Iowa Western staff, within ten (10) business days of being prescribed the medication or within ten (10) days prior to the start of the semester, whichever comes first.

Subject to team and program rules, all students who are tested will be allowed to continue with the normal academic or athletic routines until the test results are known and reported to the student. If the student is under the influence of drugs and/or alcohol and presents any danger to himself/herself or persons surrounding him/her, it is at the discretion of the Iowa Western staff member that the student be allowed to continue with “regular” duties or schedules. PLEASE NOTE: All information relating to actual medical condition or disability is kept confidential and on file with Accommodation Services Office only.

### **Substance Abuse Testing Procedure**

Whenever a drug and/or alcohol test is conducted, whether random or based upon reasonable suspicion, the following procedure will be used:

1. The student is informed of the requested drug and/or alcohol test by a member of the Iowa Western staff.
2. The student will be immediately escorted to the testing site (if off campus, the student will be taken to the testing site by a college official). Once the test is requested and the student notified, the student is not allowed to drink or eat anything until after the collection process is complete. The student is required to remain at the testing site until a viable urine sample is collected (60ml).
3. The student sample will be collected by one of the Certified Athletic Trainers at Iowa Western or other certified collection agent if the test is conducted off campus. One urine collection will be split into three samples (A, B and C). This ensures that all testing laboratories (if the appeal process is utilized) receive a sample of the urine. After collection is completed and the student has completed all necessary paperwork, the student is free to go. NOTE: If the student refuses to give the required sample, a positive test will be assumed.
4. The collected sample will be transported using proper chain-of-custody procedures to Mercy Hospital Occupational Health for testing.
5. Results of the test will be disclosed only to the certified collection staff who will then forward the results and supporting documentation to the requesting party, collecting party, laboratory testing party and student.
6. The student will be informed of the results of the test. An appeal process is available for the student.

Confidentiality will always be upheld during the process in accordance with HIPAA. Knowledge of the sample collection, results and consequences will be maintained by only the requesting party, collecting party, laboratory testing party and the student. The student will be allowed to continue with the program until the test results are known and reported to the student. If the student is under the influence of drugs and/or alcohol and presents any danger to himself/herself or persons surrounding him/her, it is the discretion of the Iowa Western staff member that the student be allowed to continue with the class or program.

### **Refusal of Testing**

The student may have the right to refuse such testing. The refusal to submit for testing is considered failure to cooperate. At the time of refusal:

1. A positive test result will be assumed.
2. The appropriate Iowa Western staff member will be notified.
3. The student will be suspended from all classes and clinic settings and/or from their athletic sport.

### **Appeal Process**

All appeal costs are assumed by the student. The student has the right to choose which approved certified laboratory will test the student's appeal sample. If one is not designated by the student, Mercy Hospital Occupational Health will choose the facility. The student has seven (7) days to notify the requesting party that he/she wants to appeal.

### **Appeal Procedure**

1. Student will request an appeal to the requesting party. An approved certified lab must be specified by the student at this time if the student has a preference.
2. The requesting party will inform the collecting party of the student's wish to appeal.
3. The collecting party will inform the laboratory of the student's request.
4. The student will pay any costs associated with the appeal.
5. Appeal sample will be tested with results given back to the collection party.
6. The collection party will inform the requesting party of the results accompanied by supporting documentation.
7. The student will be notified of the results by the requesting party.
8. An appeal is not available if the test is refused.

### **Penalties and Consequences**

Each program has the right to set up and enforce its own consequences for positive test results following the drug and/or alcohol testing. These policies will coincide with general Iowa Western policies regarding student conduct. These policies will be in writing and presented to the student at the beginning of the academic and/or athletic year prior to any testing

## **F. DISCIPLINARY RECORDS**

If disciplinary action is taken against a student under the procedures outlined above and a sanction is imposed, a record of the action will be kept by the Dean of Student Life. Record of non-academic disciplinary sanctions will not, however, appear on the responsible student's transcript, but a copy may be maintained in the student's file.

Disciplinary actions are part of the education records of the student and consequently, are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student's nonacademic disciplinary record, except as allowed by law or when prior written permission from the student has been received.