2017–2018
STUDENT HANDBOOK

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

If found, please return this handbook to:

Name

Address

City___________________________________________ State___________ Zip

Phone (_______)_____________________________ Email

My Advisor’s Name

Phone (_______)_____________________________ Email

SEVERE WEATHER INFORMATION

712-274-8733 option 3

In case of severe weather consult your local broadcasting media. Both television and radio stations will announce when classes are canceled. You may access class cancellation information, due to severe weather, by calling 274-8733 and selecting option 3.


Individuals having questions or complaints related to compliance with this policy should contact the Western Iowa Tech Community College (WITCC) Human Resources Department, Dr. Robert H. Kiser Building, Room A242, (712) 274.6400 x1220 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312.730.1560, fax 312.730.1576.
Welcome to Western Iowa Tech Community College for the 2017–2018 academic year!

This is your handbook. Use it to help you understand the variety of services and opportunities for you at WITCC.

- Check out the Where to Go/Who to See pages when unsure about whom to contact to find out an answer to that burning question you have.
- Maps are included to help you find your way around campus, especially the Kiser Building, and to plan for important class dates.
- Campus policies and Student Rights and Responsibilities provide rules and guidelines you need to understand in order to make your college career successful.

Now, a bit of advice. There are several things that you can do that will get you on the road to a successful year.

1. Attend class regularly! This is the most important thing you can do for academic success. If you must be absent, telephone your instructor ahead of time. Be sure you know the class policy on make-up work.
2. Schedule time each day to do your homework!
3. Seek help with class assignments before it is too late! Check with your instructors and/or tutors in the Comet Learning Center for help.
4. Get enough sleep so that you are alert and an eager participant in class.
5. Balance study, school, work, and play. Too much of any one thing is not good.

Have a great year!

– Student Life Staff
**Fall Semester 2017**

- Aug. 20: Housing Move-In, 1–5pm
- Aug. 21 & 22: Housing Move-In
- Aug. 21: Online Classes Begin
- Aug. 23: On-Campus Classes Begin—on-campus & online (16 & 1st 8 week term)
- Sept. 4: Labor Day Holiday; College Closed
- Sept. 5-15: Welcome Week
- Sept. 18: Online Classes Begin (12 week)
- Sept. 20: Health Fair
- Sept. 21: Club Fair
- Oct. 1–31: Apply Online for December Graduation (MyWIT)
- Oct. 9-13: Degree Completion Evaluation Week (for December Graduates)
- Oct. 23: Online Classes Begin (12 week)
- Oct. 10: Transfer Fair (General Studies)
- Oct. 10 & 11: Transfer Fair (Nursing & BSN)
- Oct. 13: Online Classes Begin (1st 8 weeks)
- Oct. 16: Online Classes Begin (2nd 8 weeks)
- Oct. 17: On-Campus 1st 8 Week Classes End
- Oct. 18-20: Fall Break; No Classes; Offices Open Oct. 20; Office Closed Oct. 18 & 19
- Oct. 23: Advising/Registration Opens Spring 2018 for all Students
- Nov. 6-10: Degree Completion Evaluation Week (for May Graduates)
- Nov. 7: FAFSA Assistance Week (Financial Aid)
- Nov. 23 & 24: Thanksgiving Break; College Closed
- Dec. 8: Online Classes End
- Dec. 17: Commencement; Fall Semester Ends; No Evening Classes
- Dec. 25–Jan. 2: Winter Break; College Closed

**Spring Semester 2018**

- Dec. 22–Jan. 18: Online Winterim Classes
- Jan. 3: Advising/Registration Opens for Summer 2018 for all Students
- Jan. 16: Online Classes Begin (16 & 1st 8 weeks)
- Jan. 17: On-Campus Classes Begin
- Feb. 12: Online Classes Begin (12 week)
- Mar. 1–31: Apply for Spring/Summer Graduation
- Mar. 6 & 7: Transfer Fair (General Studies)
- Mar. 9: Transfer Fair (Nursing & BSN)
- Mar. 12: Classes End—On-Campus & Online (1st 8 weeks)
- Mar. 19: Online Classes Begin (2nd 8 weeks)
- Mar. 12-16: Spring Break; No Classes; Offices Open March 12 & 13; Offices Close March 14–16
- Mar. 19-23: Degree Completion Evaluation Week (for Spring/Summer Graduates)
- Mar. 20: FAFSA Assistance Week (Financial Aid) (Rocklin Center - B174)
- Mar. 30: Spring Break; Offices Closed
- Apr. 2: Advising/Registration Opens for Fall 2018 for All Students
- May 7: Online Classes End
- May 17: Commencement; Spring Semester Ends; No Evening Classes
- May 18-20: Housing Move Out

**Summer Semester 2018**

- May 28: Memorial Day Holiday; College Closed
- May 29: Classes Begin—On-Campus & Online
- June 1–30: Apply for Summer Graduation
- June 11: Online Classes Begin (2nd 8 weeks)
- June 29: First-Half Summer Semester Ends On Campus
- July 6: Online Classes Begin (4 weeks)
- July 2–6: No Classes; Offices Closed July 4
- July 9: Second-Half Summer Semester Begins On Campus
- July 23: 1st 8 Week Online Term Ends
- Aug. 5: 2nd 8 week & 4 Week Online Ends
- Aug. 9: Summer Semester Ends; No Evening Classes

**NOTES:**
College holidays and break periods begin with the close of regularly scheduled classes on the class day immediately preceding the holiday or break period. Classes resume at their regularly scheduled starting time on the first day following a holiday or break.

The Iowa Community College Online Consortium (ICCOC) sets the online class schedule. The online semester always vary from the face-to-face semester by a few days.
Sioux City Campus:
Phone Number .................................................. 274-6400
If you know the extension .................................. 274-8733 + Ext.
800 Number .................................................. 1-800-352-4649
Security .................................................. 274-6414

Cherokee Campus ............................................ x1240 or 225-0238
Denison Campus .............................................. x2621 or 263-3419
Le Mars Campus .............................................. 546-7338

Admissions .............................................. x6403
Registration .................................................. x6404
Student Financial Services
Financial Aid .............................................. x6402
Student Accounts ........................................ x1210/6402

Bookstore
(7:30 a.m.–6 p.m. M–Th & 7:30 a.m.–5 p.m. F) ........................................ x1417
http://bookstore.witcc.edu

Computer Help Desk ........................................ x1461

Housing Office ................................................ x6417

Adult Basic Education ...................................... x1492/1854

Arts & Sciences, Business ................................ x1257
Construction, Electronics, Networking,
Computer, and Engineer Technologies .................. x1441
Liberal Arts, Science, Business,
Vocational, Technical, and Health Occupations .......... x1257
Nursing & Allied Health, Mechanical
Technologies, and Police Science .................. x1471

Faculty Voice Mail ........................................... 274-8733, Option 9

Western Iowa Tech’s Web Address .................. www.witcc.edu
Weather Information ...................................... 274-8733, option 3

MyWIT LOGIN

Your default password is your first initial capitalized, last initial lowercase followed by your birth date (mmddyyyy).
Example: Mary Smith, Jan. 20, 2015; Ms01202015

Your student email address is your
first name.last name followed by @my.witcc.edu.
Example: mary.smith@my.witcc.edu.
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At the Sioux City Campus

(Current academic advisors listed on https://my.witcc.edu)

Academic Advising for 1st time students .................................................... Admissions, x6403
Academic Advising for current students .................................................... Academic Advisor listed on https://my.witcc.edu under student tab
Audit a Course ......................................................................................... Academic Advisor, Instructor
Select a Course ........................................................................................ Academic Advisor
Search for Available Course .................................................................. www.witcc.edu/search-now

Accidents
  Auto (on campus) ................................................................................... Campus Security, x6414
  Injury ........................................................................................................ Campus Security, x6414

Admissions .................................................................................................. x6403

Adult Basic Education/ELL/HSED ......................................................... Lily Castro, x1492
  Pamela Woolridge, x1854

Books, Textbooks ....................................................................................... Bookstore, x1417

Bulletin Boards .......................................................................................... Mike Brown, x1201

Campus Activities ..................................................................................... Mike Brown, x1201

Financial Aid Counseling ........................................................................ Financial Aid Office, x6402

Degree Audit ............................................................................................... Lora Vander Zwaag, x1353

Disability Services Center .......................................................................... Michelle Fiechtner, x3216

Emergencies ................................................................................................. Campus Security, x6414

Graduation Information ............................................................................... Michelle Wallace, x1289

College Work Study .................................................................................... Financial Aid Office, x6402

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Course Grades ........................................................................... Lynn Konz, x1229
Dropping/Adding a Course ........................................ Registration, x6404 (Iowa Residency) 
......................................................................................... Michelle Wallace, x1289
Student ID's ................................................................. Josie Scott, x4227 or Melissa Souhrada, x4477
Transcripts ........................................................................ Doris Mack, x1333
Transfer of Credits ............................................................. Lora Vander Zwaag, x1353
Verification Letter ................................................................. Josie Scott, x4227
Withdrawal from College .................................................. Admissions Advisor

Comet Day Pass for Robert E. Dunker Student Center ......... Melissa Souhrada, x4477

Security ............................................................................. x6414

Student Senate............................................................................. Student Activities Office, x1301

Comet Learning Center (CLC) 
Tutoring (Academic Coaching) ............................................. x1334

Student Support Services (TRIO) .......................................... Lily Bonilla, x1492

Testing Center ........................................................................ x6443
CLEP/DANTES Tests ........................................................................... x6443
Computerized Placement Test (CPT) ........................................ x6443

At the Cherokee Campus
Phone ............................................................................. 712-225-0238 or 800-352-4649
Fax .................................................................................... 712-225-5664
Director of Cherokee Campus ........................................ Darla Struck, x2405
TRIO/SSS Educational Coordinator ..................................... Wendy Ivarson, x2416
Talent Search Education Coordinator .................................. Dori Claycamp, x2418
Secretary ................................................................................ Jeannie Anderson, x2401
Jennifer Harris, x2440
Connie Hankens, x2401

At the Denison Campus
Phone ............................................................................. 712-263-3419 or 800-352-4649
Fax .................................................................................... 712-263-5924
Director of Denison Campus ............................................ Doug Dorhout, x2622
TRIO Student Support Services Director .......................... Sara Klatt, x2636
TRIO Administrative Assistant ............................................. Robin Neddermeyer, x2625
Student Services Specialist ............................................... Delia Moran Portillo, x2626
Talent Search Educational Coordinator ............................... Kari Meyer, x2633
Administrative Assistant .................................................... x2621
Lola Roweuder, x2624

ABE/ELL/HSED ........................................................................ Susanna Lee, x2653

At the Le Mars Center
Phone ............................................................................. 712-546-7338

Voter Registration Link
http://www.sos.state.ia.us/elections/VoterInformation/VoterRegistration.html
Adult Basic Education/ELL/HSED

Lily Castro
ABE/HSED Coordinator

Pam Woolridge
ABE/ELL Coordinator

Barbara Baker
ABE/ELL/HSED Specialist
Sioux City

Franoya Chavez
ABE/ELL/HSED Specialist
Sioux City

Nancy Davis
ABE/ELL/HSED Specialist
Sioux City

Andrea Dcruz
ABE/ELL/HSED Specialist
Sioux City

Marcia Donkersloot
ABE/ELL/HSED Specialist
Sioux City

Laura Farr
ABE/ELL/HSED Specialist
Sioux City

Liang Gates
ABE/ELL/HSED Specialist
Sioux City

Marli Martin
ABE/ELL/HSED Specialist
Sioux City

Elba Mercado
ABE/ELL/HSED Specialist
Sioux City

Martha Nuno
ABE/ELL/HSED Specialist
Sioux City

John Singer
ABE/ELL/HSED Specialist
Sioux City

James Vail
ABE/ELL/HSED Specialist
Sioux City

Hector Villa
ABE/ELL/HSED Specialist
Sioux City

Jolleen Heater
ABE/ELL/HSED Specialist
Cherokee

Susanna Lee
ABE/ELL/HSED Specialist
Denison

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

Academic Advising

Academic Advising is “key” to the success of every degree-seeking student at Western Iowa Tech Community College. While enrolled at WITCC, students will need to connect regularly with:

1. **Faculty Advisors** – Each degree-seeking student will be assigned a faculty advisor from their respective program of study. Faculty Advisors are assigned by the 8th week of the students first term at WITCC. Students can find their faculty advisor contact information at My.witcc.edu in the Academic Profile section of self-service. The faculty advisor will work directly with each student to ensure progress toward completion of the academic program, as well as registering for the correct courses in the second semester and beyond. The faculty advisor can also serve as a referral source for internships, career field connections, and industry specific information.

2. **Admissions Representatives /Career Navigator** – Admissions Representatives & Career Navigators will register students for their first semester of course work at WITCC. They will provide basic information that new students need to get started. They will also be available to assist students during their entire WITCC experience through graduation. All degree-seeking students will be assigned an Admissions Representative/Career Navigator beginning in the first term of attendance. This staff member will serve as an information and referral resource for questions related to career exploration, registration, financial aid, academic tutoring, resume writing, interview skills, just to name a few.

Academic success and degree completion is dependent upon the team effort of the student, faculty advisor, admissions representative/career navigator, and other faculty during the course of enrollment at WITCC.

**Role of the Student in Advising** – The role of the student is to:

a. Consult with the faculty advisor at least once per semester to ensure that progress in the designated program of study is in line with the students plan and timeline for graduation. Students will be expected to make an appointment with the faculty advisor or attend group advising meetings within their respective program of study department if sessions are provided

b. Consult with the assigned Admissions Representative/Career Navigator at least once per semester to ensure that the program of study and all student record and financial aid information is accurate and up-to-date. The student will need to set this appointment a minimum of one month prior to the end of each term in order to plan for the upcoming term.

**Role of the Faculty Advisor** – The role of the faculty advisor is to:

a. Be available for scheduled appointments with the student each semester to assess progress toward completion of the requirements for the degree program

b. Serve as a resource for industry specific career related questions the student may have

**Role of the Admissions Representative/Career Navigator** –

a. Be available for scheduled appointments with the student each semester to ensure that the program of study, student record related items, and financial aid are accurate and up-to-date

b. Be a referral source to assist students in addressing individual barriers and making the best use of College resources to ensure completion of the program of study
Service and Assistance Animals
Western Iowa Tech Community College (WITCC or College) recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Assistance Animals” that provide physical and/or emotional support to students with disabilities. WITCC is committed to allowing students with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College’s programs and activities. WITCC is also committed to allowing Assistance Animals necessary for students with disabilities to use and enjoy their living arrangements at WITCC. Set forth below are specific requirements and guidelines concerning students’ use of Service Animals and Assistance Animals in college housing. WITCC reserves the right to amend this policy as circumstances require.

Section I. Definitions
A. Service Animal
The ADAAA defines a Service Animal as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” Importantly, other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of the ADA.

B. Assistance Animal
“Assistance Animals” are a broader category of animals that may perform physical tasks for a person with a disability and/or provide necessary emotional support to a persons with a mental or emotional disability, but which are not considered Service Animals under the ADAAA. Some Assistance Animals are professionally trained, but in some cases Assistance Animals provide the necessary support to persons with disabilities without any formal training or certification. The question in determining if an Assistance Animal will be allowed in college housing is whether or not the Assistant Animal is necessary because of the student’s disability to afford the student an equal opportunity to use and enjoy college housing. However, even if the student establishes necessity for an Assistance Animal and it is allowed in college housing, an Assistance Animal is not permitted in other areas of the college (e.g. libraries, academic buildings, classrooms, labs, student center, etc.).

Section II. Procedures For Requesting Service / Assistance Animals in WITCC Housing
The procedure for requesting Service and Assistance Animals for college housing are outlined below:
1. A student requesting permission to keep a Service or Assistance Animal in college housing must make a formal request to the Disability Services Office.
2. If the disability and/or necessity for the animal are not obvious, documentation/verification of the need for a Service or Assistance Animal should follow the Disability Services Office’s guidelines for documentation of a disability, and should generally include the following current (within the last six months) information:
   • Verification from a physician, psychologist or other licensed professional who is in a position to know about the individual's disability of:
     - the student's disability; and
     - a statement of how the animal is necessary because of the student’s disability to ensure an equal opportunity to use and enjoy university housing.
3. The Disability Services Coordinator will review the documentation, make a determination as to whether the request is approved or denied, and then arrange a meeting with the student. Students whose request is granted will be notified of the acceptance of the animal and provided the WITCC Service and Assistance Animal Policy for Housing. Students whose requested accommodation for a Service or Assistance Animal is denied through this process will be notified and may appeal such decision. All appeals are reviewed by Western Iowa Tech Community College ADA/504 Compliance Officer. Students will receive information about the appeals process upon notification of the denial.
Financial Aid

Information regarding the following financial aid topics can be found on the WITCC Homepage www.witcc.edu or https://my.witcc.edu:

• How to Apply for Financial Aid
• Effect on Your Financial Aid if You Withdraw from School
• Satisfactory Academic Progress and Financial Aid Eligibility
• Types of Financial Aid Available at WITCC

You may also receive copies of the above information by contacting the Financial Aid Office.

Financial Aid Office
Western Iowa Tech Community College
P.O. Box 5199, Sioux City, Iowa 51102-5199

Email fin.aid@witcc.edu
800-352-4649, Ext. 6402 or 712-274-6402

Applications are available online at https://my.witcc.edu. All students are encouraged to apply. Applications must be submitted by the deadline.

Learning Achievement Center

The Learning Achievement Center houses the Comet Learning Center, High School Equivalency Program, Library, Open Computer Lab and TRIO Student Support Services.

A. Library

Visit your WITCC Library in the Kiser Building (south of the Bookstore/Cafeteria area) or virtually at www.witcc.edu/library. You will find us in the Learning Achievement Center where you see the beautiful flags from around the world that emulate many of the countries our students come from. Our library is set up as a large open area for group study. If you need a quiet area to study, contact one of the staff.

We are open Monday-Thursday 7:30 a.m. – 7:00 p.m.; Friday 7:30 a.m. – 5:00 p.m.; Saturday 8:00 a.m. – 12:00 p.m. and are closed on Sunday. Hours do vary during breaks and holidays. Watch for signs on the doors and my.witcc.edu for any changes in the college schedule.

The Sioux City Libraries treat each other’s students as our own. As part of the library cooperative, your WITCC ID will allow you to check out materials at Briar Cliff, Mercy Medical, Morningside College, Sioux City Public and the St. Lukes Libraries. As part of the worldwide Interlibrary Loan cooperative, WITCC can borrow materials for your use, from around the world. These Interlibrary Loans can be done through one of our databases called First Search. To check out materials, bring your Student ID which can be obtained for free in the Enrollment Services area.

Assistance is available at our front desk, by calling 712-274-8733 ext. 1239, or by emailing library@witcc.edu.

Our databases and other electronic resources are available to be used from home 24 hours a day, 7 days a week. Access to the databases from off campus requires a username and password. The username is always library but the password changes each semester. The username and password can be found in the announcements section on https://my.witcc.edu or by asking any library staff.

We carry brochures on the card catalog and database usage. The databases are filled with scholarly and popular press full text articles, eBooks, encyclopedias, videos, court cases, sample tests, tutorials, downloadable books and audiobooks, and so much more. See the library research tutorial on https://my.witcc.edu which can assist you in learning how to use the databases.

WITCC Scholarships

The Western Iowa Tech Foundation also offers numerous scholarships for students. Most scholarships are $1000 for full-time enrollment for two semesters.
B. Open Computer Lab
The Open Computer Lab is equipped with over 100 computers. Each computer has software to support the WITCC curriculum and each provides access to the Internet. Each student who is enrolled in college credit courses and who has no outstanding financial obligations to WITCC is assigned a login. The login allows the student to use the computers in the Open Computer Lab and WITCC classrooms.

C. Comet Learning Center (CLC)
Academic Coaching
The Comet Learning Center, located in the Learning Achievement Center, A409, provides drop-in academic support services in various subject areas for registered WITCC students. No appointment is necessary. Academic coach schedules are posted each semester. Services include tutoring, writing assistance, study groups, and workshops to develop skills for academic success. All services offered via the Comet Learning Center are offered free of charge to enrolled WITCC students. Email at wit.clc@witcc.edu or call at 712-274-8733 x1334

D. TRIO Student Support Services Program
TRIO Student Support Services (SSS) offers a wide array of services to eligible WITCC students who are pursuing an associate's degree and planning to transfer to a four-year college or university. TRIO-SSS is an equal opportunity, federally funded program. Services are available free of charge to participants who are attending classes at the WITCC Sioux City, Denison, or Cherokee campus.
Unique opportunities offered through the TRIO-SSS program are:
• Individualized academic planning
• Individualized transfer planning
• Individualized academic assistance/tutoring
• Campus visits to four-year colleges/universities
• Exposure to cultural events and activities
• Scholarship and financial aid search assistance
• Financial literacy course
• Peer mentoring and leadership opportunities
To find out if you are eligible, contact the TRIO Student Support Services program at WITCC Sioux City campus, ext. 3247; Cherokee campus, ext. 2416; or Denison campus, ext. 2636.

E. Testing and Placement (Sioux City Campus)
Testing Center. Students needing to take make-up tests or online tests should contact the Testing Center (Kiser Building, Room A258) at ext. 6443 to schedule an appointment. All testers must show a photo I.D. before testing.
College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES). CLEP and DANTES are national tests that can be taken to show proficiency in a subject and receive college credit for that topic. (See the 2015-2016 College Catalog.)
CAMPUS BOOKSTORE

Purchase your books in store or online!
Rental books are available.
Wide variety of supplies including uniforms, apparel, pencils, & more.

check it out http://bookstore.witcc.edu

The WITCC Bookstore is located in the Robert H. Kiser Building, right across from the Overlook Cafeteria. The nearest entrance is off parking lot 5, entrance 15. Our friendly and knowledgeable staff is willing to help you with any questions you may have. If you need something you don't find here - JUST ASK US!

CONTACT US
PHONE 712.274.6400 ext. 1498 or 800.352.4649 ext. 1498
EMAIL bookstore@witcc.edu
WEB bookstore.witcc.edu

Campus Bookstore

Monday–Thursday 7:30 a.m. – 6:00 p.m.
Friday 7:30 a.m. – 5:00 p.m.
Saturday Closed

Summer hours are subject to change.
The bookstore stocks all required textbooks for classes offered through Western Iowa Tech. The bookstore stocks many supplies necessary for classes, along with clothing, gift items, and cards.

Payment for bookstore merchandise is due at the time of the purchase. Accepted methods of payment are cash, check, Visa, MasterCard, and Discover. We do not accept personal charges for merchandise. Students sponsored by an agency (JTP, Rehab, Promise Jobs, etc.) must have a written authorization from the agency before charges can be processed. Students receiving federal grants can charge against the balance remaining after tuition and fees. Sponsored students and students with federal grants can begin charging two weeks before the semester begins and up to three weeks after the first day of class.

Students attending classes in Cherokee, Denison, and Le Mars may purchase their books at those locations.

Students can also order their books over the Internet at bookstore.witcc.edu. The books may be purchased with MasterCard, Visa, and Discover credit cards. The books may be sent to the student’s home for a small shipping fee or may be picked up at the Bookstore at the Sioux City main campus.

Book Return Policy

1. You MUST have your receipt for any returns.
2. Fall and Spring Semesters: Textbooks must be returned within two weeks from the start of class for a full refund.
   Summer Semester: Textbooks must be returned within one week from the start of class for a full refund.
   Winter Interim: Textbooks must be returned within one day from the start of class for a full refund.
   Textbooks must be in the same condition as when purchased for full refund.
   Books CANNOT be returned if written in or highlighted.
   Books with shrink wrap CANNOT be returned if removed from wrap.
3. Clothing must be returned within one week of the dated receipt and in new condition. Supplies cannot be returned.
4. Defective products should be returned immediately for refund or exchange.
5. Used book buyback: A “Used Book Buyback” is held everyday during each semester. Dates and times will be posted at all locations. Books are purchased for a “used book” wholesaler. Prices are based on national demands and resale value. Not all books are bought back.
**MyWIT**

https://my.witcc.edu is your web-based student portal to the world of WITCC. You will find campus and class information, student email, message boards, and chat rooms available for your use. Select classes to take, get your assignments, and much more!

Your login and password are a privilege. Do not share your password with others. Any unauthorized use or misuses of your my.witcc.edu account will have consequences. The Computer Conduct Code is found in the Student Rights and Responsibilities Section.

**Frequently Asked Questions:**

1. **How do I Login?**  
   Your WITCC Login ID is **wit** plus your seven-digit student ID number including zeros (example: wit0456789).
   
   Your password is your first initial capitalized and last initial lowercase followed by your eight-digit birth date (mmddyyyy).  
   **Example:**  
   Mary Smith  
   Birthdate: January 15, 1950  
   WIT Student ID Number: 0456789  
   Login ID: wit0456789  
   Password: Ms01151950

2. **What is my email address?**  
   Your student email address is generally your first name.last name@my.witcc.edu.  
   Example: mary.smith@my.witcc.edu

3. **How do I access my email from home?**  
   If you have internet access at home, go to https://my.witcc.edu.

4. **What if I have problems?**  
   If you have problems logging into my.witcc.edu ask your instructor or the Help Desk staff for assistance, extension 1461.

**Student Insurance**

Western Iowa Tech Community College does not have a compulsory insurance plan, but the college recommends that students enroll in a voluntary group accident and/or health insurance plan, available through commercial insurance companies. If students are enrolled as a member of a family health or hospital related plan, students should check to see at what age that coverage ends.

**Student ID’s**

All students are expected to obtain a photo ID and carry it with them while on campus. Photo ID’s are free and can be obtained in the Admissions & Advising Center, Dr. Robert H. Kiser Building, Entrance #1 or the Robert E. Dunker Student Center. Please protect your ID. A Replacement fee will apply.
STRESSED?
LET OUR COUNSELING SERVICES HELP

WHAT'S ON YOUR MIND?
- Stress Management
- Depression & Anxiety
- Relationship Issues
- Life Skills
- Anger Management
- Information & Referral
- Family Issues
- Roommates
- Grief & Loss
- Social Issues

DON'T HESITATE TO CALL
CLINICAL THERAPIST AVAILABLE
CONTACT 712-274-8733, ext. 1293

Student Health

Meningococcal Meningitis affects the brain and spinal cord and can cause high fever, headache and stiff neck; about 10% of cases are fatal. There is a higher risk to individuals who live in a college dorm. Vaccination can help prevent this disease. You can obtain information about this disease and the vaccine from your personal physician, enrollment services and student housing, or the Center for Disease Control and Prevention website. As a new student or a student living in student housing you may be asked to indicate whether or not you have received meningococcal disease and vaccine information and whether or not you have received the vaccination.

Telephones and Telephone Calls

Emergency phones and courtesy phones are available in all of the campus buildings for student use. Only in emergency situations will students be called to the telephone.

Vaccination Policy

The College does not enforce a vaccination policy.

Transfer Agreements/Colleges and Universities

Western Iowa Tech Community College maintains formal transfer agreements that help ensure that associate degree graduates may transfer a maximum number of credits into a baccalaureate program. Final decisions regarding acceptance at the transfer institution rest solely with that institution. For example, a grade of “D” will rarely transfer if it is earned in a student’s major, and in certain cases, a “D” grade will not transfer under any circumstance. It is very important that students who plan to transfer after completing their studies at WITCC, consult the college of their choice as early as possible in their academic program.

In addition to the formal articulation agreements, many four-year institutions articulate courses with WITCC students upon evaluation of the student’s transcript.

A list of current transfer agreements and links to transfer guides is available at www.witcc.edu/onestop/transferring.cfm.
WITCC BankMobile Disbursements Program

Western Iowa Tech has partnered with BankMobile, a division of Customers Bank, to provide a process for all WITCC students to receive refunds. The process is called the WITCC BankMobile Disbursement Program. Students are issued a Refund Selection Kit, which allows students to login to refundselection.com to choose their preferred method for receiving Financial Aid disbursements and/or school refunds. These options include:

- **Same day deposit to a BankMobile Vibe Account**, an FDIC-insured checking account, with no monthly fee and no minimum balance. With the BankMobile Vibe Account, you receive your refunds the same day they're released.
- **Transfer** to an existing bank account.

If you're not sure that Western Iowa Tech has your current mailing address, please take a moment to:

- Log in to my.witcc.edu and click on Address/Phone Change.
- Visit student services staff at any campus to update your address.

For more information about WITCC BankMobile Disbursements Program, visit bankmobilevibe.com

*All previous BankMobile users will need to update their address with bankmobilevibe.com.

**Financial Aid Checklist FAQs**

1. **Why would I have a Financial Aid Checklist?**
   If you have completed a FAFSA the Financial Aid Office may require additional documentation in order to award federal financial aid funds.

2. **What is My Financial Aid Checklist?**
   My Financial Aid Checklist is a personalized list of required financial aid items and the current status of those items.

3. **What is my responsibility for items on the Financial Aid Checklist?**
   If you want to receive Federal financial aid funds all items on the Financial Aid Checklist must be completed.

4. **How can I see what is on my Financial Aid Checklist?**
   The Financial Aid Checklist link is located in the upper right hand corner of your MyWIT.

5. **How do I know if there are items on my checklist?**
   You will receive an email to your MyWIT email account from the Financial Aid Office informing you to view your checklist or you can click on the Financial Aid Checklist link on your MyWIT.

6. **How do I know what item(s) need attention on my checklist?**
   Under the “Status” column, items marked “Not Received” need to be completed and those items marked “Received” have been submitted to the Financial Aid Office.

7. **How do I know what action I need to take on the items marked “Not Received”?**
   Click on the link under the “Action” column and follow the directions to complete the required step(s).

8. **When all items are marked “Received” how will I know if my financial aid was awarded?**
   Once all items have been received please allow 7-14 processing days for your award notification. The Financial Aid Office will send you an electronic award notification to your MyWIT email account.
Student Activities
The Student Activities Office plans and coordinates a variety of activities that promotes student involvement around campus. These activities provide entertainment, leadership building opportunities, and community connections. Adventurous trips, include professional development both on and off campus. All events are coordinated by Student Activities.

Club Sports
At Western Iowa Tech the athletic emphasis is on student participation and fun. There are intramural league sports, including intramural basketball, indoor and outdoor volleyball, and flag football. Tournaments are frequently scheduled, along with a regular season sports schedules.

Student Organizations and Clubs
Students are encouraged to participate in one of the several student organizations. Many are associated with particular programs such as Police Science, Dental Assisting, Motorcycle/Powersports and Nursing Clubs. Hobby interest clubs are also available depending on student interest such as the Anime Club. Each group must have a faculty advisor, minimum of five students, and must be charter by the Student Senate.

Phi Theta Kappa National Honors Society
WITCC students can earn scholastic recognition through membership in Phi Theta Kappa (PTK), the honors society for two-year colleges. The College chapter, Beta Zeta Mu, provides opportunities for campus such as community service, leadership development, and scholarships. Students who qualify for membership and maintains eligibility, may wear the PTK gold stole at graduation and have the PTK gold seal affixed to their diplomas. This honor recognition will also be recognized by designating Phi Theta Kappa in writing on the transcripts of eligible PTK members.

The PTK member becomes part of the national and international organization that offers scholarships, a study abroad program, and opportunities for honors study.

To be eligible for membership, a WITCC student must be in an associate degree program, have earned 12 credit hours or more at Western Iowa Tech Community College with a GPA of 3.5 or higher. For further information on how to join Phi Theta Kappa, phone the contact advisor at (712) 274-8733, x1419.

Intramural Sports
Basketball
Bowling
Cheer Squad
Dance Squad
Dodgeball
Flag Football
Soccer (men's & women's)
Softball
Volleyball
Disc Golf
Rugby

Student Clubs
Accounting Club
Audio Engineering Club
Anime Club

Business Club
Cinema Club
Cherokee Gardening Club
Cyber Security Club
Dental Assisting
Diabetic Support Group
Disc Golf Club
Education Club
International Multi
Cultural Club
Knowledge Bank
Legal Assistant Club
Military/Veterans Club
Motorcycle/Powersports
Nursing Club
Photography Club
Police Science Club
Round Table

Shakespeare Club
Spanish Club
Spectrum Club
Student Senate
TRIO Student Support Services
TRIO Upward Bound
Webmasters Consortium
WITCC Debate Club
Young Democrats
Young Republicans

Academic Clubs
Phi Theta Kappa
WIABA
WITCC CISCO Regional Networking
WIT Masters Toastmasters

PLEASE NOTE: Some clubs may not be active every semester.
For more information, check out www.witcc.edu/student_activities or call the Student Activities Coordinator at x1201.

**Student Senate**

Student Senate is a campus wide student-run organization composed of students working together to promote cooperation and communication among the administration, the faculty, and student body. Student Senate is responsible for all recreation, social, and entertainment events that occur. They plan and coordinate activities on- and off-campus such as movie nights, WITSTOCK, karaoke days, ping pong tournaments and much more. All students are welcome to apply. They also work towards the following areas: Activities, Communications, and Intramurals. The Student Senate also addresses issues and current events by participating with lobby trips to Des Moines, IA.

Student Senate office is located in the Dr. Robert E. Dunker Student Center, Room W103. The Dr. Robert E. Dunker Student Center is available for students and staff to use. Student I.D. required.

For more information contact Mike Brown, x1201.

**Dr. Robert E. Dunker Student Center**

All Western Iowa Tech Community College students who are currently enrolled in a credit program or HSED program may use the Center facilities and equipment at no charge. Members of the community and non-credit students who wish to use the Center facilities and equipment may purchase a Dunker Access Pass for $99.00. See below for more information.

Students and Dunker Access Pass holders may also purchase a Comet Pass which allows access to any and all Comet fitness courses* offered in the Student Center for six months at a time. This will be indicated by a sticker located on the WITCC IDs of participants. *All fitness courses subject to change.

**Student Center Rules and Regulations:**

- Must be 15+ years or taking a WITCC credit course to use the Student Center.
- Must scan in with your WITCC I.D.
- No food or drink allowed beyond the front desk with the exception of water in a closed container.
- Jeans or other studded clothing are not permitted.
- Wipe down your exercise equipment when finished.
- Bring proper athletic shoes. Boots, dress shoes, slippers and heels are not permitted.

**Dunker Access Pass** (non-refundable)

- Available to the community
- Cost: $99.00 for 6 months

The Dunker Access Pass allows Siouxland community members to gain access to the Dr. Robert E. Dunker Student Center for 6 months for a cost of $99. Register for an Access Pass in Enrollment Services, entrance 1.

**Comet Pass** (non-refundable)

- Available to current faculty, staff, students and Dunker Access Pass holders.
- Cost: $25.00 for 6 months

The Comet Pass allows access to unlimited Comet fitness courses for the 6 month time frame of the pass. Comet fitness courses include but are not limited to zumba, spin, yoga, circuit training, and self defense. Course times and availability are scheduled per semester and are subject to change. Upon signing up for the Comet Pass, recipients are issue a sticker to place on their WITCC I.D. to indicate pass validation and pass duration. There are no refunds after the first session of fitness courses of each semester.

**Comet Day Pass** (non-refundable)

- Available to any faculty, staff, students, or community member.
- Cost: $5.00 per day

The Comet Day Pass allows one day access to the Dr. Robert E. Dunker Student Center including all of it's facilities and Comet fitness courses that are scheduled for that day. Day passes are available at the front desk in the student center. A photo ID is required upon admittance to the Student Center. The day pass provides an opportunity for community members to experience the student center facilities and try out fitness courses. Faculty, staff and students may purchase the day pass to try out fitness courses they might be interested in.

**Frequently Asked Questions**

- Which students may use the Center?
  Any student who is registered for an active credit or noncredit class.
- Is there a charge for students to use the Center?
  There is no charge for students currently enrolled in an active class.
- What if I want to use the Center but am not registered in an active class?
  Students not currently enrolled in an active class may register for the 6 month Dunker Access Pass with a cost of $99 (non-refundable).
- What are the hours of operation for the Student Center?
Fall/Spring Hours
Monday–Friday  6 a.m. – 9 p.m.
Saturday     12 noon. – 9 p.m.
Sunday      12 noon. – 5 p.m.

Summer Hours
Monday–Thursday  8 a.m. – 8 p.m.
Friday        8 a.m. – 5 p.m.
Saturday     8 a.m. – 12 noon
Sunday      1 – 5 p.m.

• Do I need an ID to access the Center?
Yes. Anyone using the facility and/or attending fitness courses is required to have a valid WITCC ID and scan in at the front desk upon entering with the exception of Comet Day Pass users. Students in an active, qualifying class and Dunker Access Pass holders may obtain their WITCC ID in Enrollment Services. Those who use a day pass are required to bring a photo ID to be admitted to the Center.
Consumer Reporting Disclosures
Institutional Research

Diversity of Student Body
(Source: Spring 2017 Managerial Enrollment Report, Institutional Research)

Gender:
- Male: 42.8%
- Female: 57.2%

Race/Ethnicity:
87.3% of the Spring 2017 student population was of known race, with the following distribution:
- Hispanic/Latino: 14.7%
- American Indian or Alaska Native: 1.4%
- Asian: 2.5%
- Black or African American: 3.6%
- Native Hawaiian or Pacific Islander: 0.2%
- White: 62.6%
- Two or more races: 2.2%
- Total: 100%
- Race and ethnicity unknown: 12.8%

Average Age: 23.02

Full-time Undergraduates Graduation, Retention and Transfer-out Rates
(Source: 2016-17 IPEDS)
- Graduation Rate: 21% (4 year average)
- Retention Rate: 60%
- Transfer-out Rate: 17% (4 year average)
Withdrawal Policy

Withdrawal is defined as dropping all classes and having no credit hours for a given semester.

A student officially withdraws from school when:

- The student submits a written notice of total withdrawal to a Registration Center. (A signed official withdrawal form or other written notice, such as an email to the registrar, with the student’s signature constitutes a written notice.) OR
- The student calls a Registration Center at any of the WITCC campuses and declares his/her intent to withdraw from all courses. The student must supply all information requested by the registration clerk or the withdrawal will not be considered official or completed. OR
- The student withdraws online from all classes using my.witcc.edu (only during the refund period).

The date of official withdrawal will be the date the written notice is received in the Registration Center, or the date the student’s phone call is received, or online notice is processed.

A student will be considered to have unofficially withdrawn when:
- The student does not complete the official withdrawal process.

AND
- All of the student’s instructors report that the student is no longer attending classes.
- Or, the student has received an “F” grade in all classes.

The date of unofficial withdrawal will be the mid-point of the semester.

If the student wishes to document his/her last date of attendance, it is the student’s responsibility to have his/her instructors send an e-mail to the registration center stating the last date the student participated in an academically related activity which was part of the course of instruction.

Enrollment Tips

Note the start and end date for classes
Not all classes start and end at the same time.

Adding a class
Students may add a class through the day of the first scheduled class session. After the first day of class, instructor approval will be required. Instructors can approve adding you to their class by e-mail to registration, registering you via the faculty registration system, or by signing an Add/Drop Form presented by you. The Add/Drop Form is available in Admissions and Advising.

Dropping or withdrawing from a class
The last day to drop a course or withdraw from a class is seven (7) calendar days before the last scheduled class session.

Dropping a class does not automatically mean a refund will be issued. See Refund Policies below. Students with financial aid should contact the Financial Aid Office to determine the impact on aid eligibility.

You may drop in the following ways:
- Online at my.witcc.edu using “Student Planning” (during refund period only)
- By telephone: 712-274-6404
- In person in Admissions and Advising

Institutional Refund Policy

A student must withdraw from class. Students who stop attending and who fail to officially withdraw will NOT receive a refund of tuition and fees and will be charged for the class.

A schedule for refunding of tuition and/or fees is published each semester in the Schedule of Classes. Copies are available in the Admissions and Advising Center, Room A300, or online at my.witcc.edu.

Western Iowa Tech Community College utilizes BankMobile, a division of Customers Bank, to offer students a choice in how they receive refunds. Additional information about the WITCC BankMobile Disbursements program is available at bankmobilevibe.com.

Military Refund Policy

Western Iowa Tech Community College is supportive of a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to National Guard duty or federal active duty. Upon verification of orders requiring active duty, you may select from several tuition credit options. Additional information regarding tuition credit may be obtained by contacting the Registrar’s office.

Options available to qualified students: Upon meeting with the Registrar to verify orders, the college will work with you to determine the best plan for your circumstances. The college has three options to review and consider with you:

1. Withdraw from the student’s entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student’s instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student’s registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student’s instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those
courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Fees and Expenses
Tuition and fee charges are determined annually by the WITCC Board of Directors and are published in the Credit Class Schedule book.

Course Fees: Material and lab fees may be assessed on a course by course basis. A list of course fees is published in the Schedule of Classes and maintained in the Student Accounts Office.

Books and Supplies: Students may purchase books and supplies through the WITCC Bookstore. Students attending classes in Cherokee, Denison, and Le Mars may purchase their books at those campus centers. Students may also purchase books online; go to http://bookstore.witcc.edu/.

Other: Depending on the program, the student may be required to purchase uniforms, tools, instruments or other equipment (examples of such programs or courses are art, science, health occupations programs, auto tech programs, construction trades, etc.). For an estimate of costs, see the program advisor.

Payment of Accounts
Charges incurred each semester for tuition, fees, and other expenses (books and supplies) are the responsibility of the student. Payment or arrangement for payment is due on the first day of class. Failure to make payment or payment arrangements may result in disenrollment of all classes.

No student shall be permitted to register for a new semester or attend classes until all prior accounts are settled. Students will not be granted a degree, diploma, certificate, final grade report, or official transcript until all outstanding accounts with the College have been paid in full.

1. Payment in Full – you may pay your tuition and fees in person, by phone, or online at my.witcc.edu. Payment may be made with cash, check, money order, debit card, Visa, Mastercard, Discover, or American Express.
2. Payment by Financial Aid – approved financial aid will be applied to the student’s charges.
3. Payment by Third Party – if sponsored by an agency (JTP, DVRS, etc.), please sign the invoice and return to Student Accounts.
4. FACTS Tuition Payment Plan – Western Iowa Tech Community College has a tuition payment plan option to accommodate the financial needs of students. Students using the FACTS payment plan may apply online at any computer with online access by using https://my.witcc.edu. Additional information regarding online application is provided by the Student Accounts Office at WITCC (phone: 712-274-8733, extension 1210).

Returned Checks. A service charge is assessed for returned checks.

The Higher Education Opportunity Act (HEOA) Intellectual Property Rights
This message is delivered to all students that attend Western Iowa Tech Community College (WITCC) to provide information about the lawful use of copyrighted materials on WITCC’s computing networks and in WITCC facilities, as well as to provide information about the consequences of illegally uploading, downloading, and sharing music and movies.

This message is not intended to be a comprehensive treatment of the copyright laws; it is intended to provide you with basic information to help you understand the differences between legal and illegal file sharing. You are urged to read this message carefully and ask for assistance if needed to understand the contents.

Over the past few years, many students from institutions of higher learning have ignored the consequences of illegal file sharing and as a result, have been sued and have paid substantial amounts in financial settlements for infringing on the copyrights of music and movie companies.

Risks of Illegal File Sharing
U.S. Federal law treats the unauthorized uploading, downloading or sharing of copyrighted material as a serious offense that carries serious consequences. Any WITCC computer account holder who infringes copyright laws risks a lawsuit by the copyright holder, loss of access to the WITCC computer system and disciplinary action by WITCC.

In recent years, copyright holders and their trade associations - especially the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) have aggressively pursued copyright holders’ rights and have been increasingly focused on college students. In some cases, the cost of settlement has ranged from approximately $3,000 to $8,000 or more for the initial offense, which may have been no more than the download of a single song. Subsequent offenses have brought more severe amounts. You also risk a possible criminal record by participating in infringing behavior.

The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008. The proposed regulations for implementing the act were issued by the Department of Education on August 21, 2009, and final regulations were issued on October 29, 2009. Enforcement of the HEOA provisions formally began July 1, 2010.

WITCC prohibits any infringement of intellectual property rights by any member of the WITCC community. It is

Western Iowa Tech Community College 2017-2018 Handbook  800.352.4649 or www.witcc.edu
Understanding Copyright Infringement

WITCC is committed to the education of its students. Over the past few years, WITCC has increased its efforts to make students aware of the policies that govern the use of its computing facilities and systems and to encourage the responsible use of WITCC computing resources. These efforts include providing information about copyright laws, particularly with regard to file sharing.

In an effort to protect you and the college from legal actions, we want to help you better understand the acts that constitute violations of federal copyright law, especially with regard to peer-to-peer (P2P) networks.

If you use WITCC’s network to access, download, upload or otherwise share copyrighted materials without permission, without making a fair use, or without falling under another exception under copyright law, you are likely infringing copyright laws.

In general, copyright infringement occurs whenever someone makes a copy of any copyrighted work such as songs, videos, software, cartoons, photographs, stories or novels without permission (i.e., a license) from the copyright owner and without falling within the specific exceptions provided for under the copyright laws. These exceptions include, without limitation, “fair use,” which is briefly described below and provisions of the Audio Home Recording Act, which allow for noncommercial copying of lawfully, acquired music onto recordable compact discs or other electronic media storage.

P2P File Sharing and Copyright Infringement

Peer-to-peer (P2P) computing is a powerful technology that has many uses. P2P networks can be used to share and exchange music, movies, software, and other electronic materials. The use of P2P networks to upload, download or share copyrighted material such as movies, music and software can violate the right of copyright owners.

In the P2P file-sharing context, infringement may occur, for example, when one person purchases an authorized copy and then uploads it to a P2P network. When one person purchases a CD, creates an MP3 or other digital copy and then uses a P2P network to share that digital copy with others, both the individual who makes the file available and those making copies may be found to have infringed the rights of the copyright owner(s) and may be violating Federal copyright law.

Although some artists and smaller labels release music under “generous” licenses, such as Creative Commons licenses, all of the major labels consider sharing MP3 files of their music over P2P networks as copyright infringement.

WITCC advises all computer account holders to use extreme caution when installing P2P software on personally owned computers and to read all user agreements carefully beforehand. Make sure that you read all available documentation from the P2P software provider and understand how the P2P software is configured and operates. You are forbidden by the WITCC Computer Conduct Agreement to install P2P software on any WITCC computer.

Some P2P programs have default settings that index the files on your computer and make music or film files that you have legitimately acquired available to other users of the P2P network without your being aware of the activity. In such cases, you may unwittingly participate in copyright infringement. In this context, not being aware that your computer is making files available to other users will not be a defense to copyright infringement.

You are responsible for all activity that transpires through your computing account and the devices that are registered to you.

Infringing conduct exposes the infringer to the risk of serious legal penalties, both civil and criminal. Civil penalties may include actual damages and profits or statutory damages (ranging in the thousands of dollars per work that is infringed). Moreover, the court can also award reasonable attorney’s fees and costs and increase the damages in the case of a willful infringement. Criminal penalties can include fines and imprisonment.

Organizations such as the RIAA and the MPAA monitor P2P networks, obtaining “snapshots” of users Internet protocol (TCP/IP) addresses, the files that users are downloading or uploading from their P2P directories, the time that downloading or uploading occurs, and the Internet service provider (ISP) through which the files travel.

Copyright owners have been known to target both those who upload music over the P2P network and those who download from the network. In addition to monitoring networks and obtaining TCP/IP address “snapshots,” copyright owners have been known to use P2P networks themselves, uploading copyrighted content while keeping a legal record of the downloading actions of other users.

Once a TCP/IP address and other information have been obtained, the RIAA, MPAA and other copyright owners and their representatives can file a “John Doe” lawsuit and issue a subpoena to the ISP demanding the identity of the user connected to that IP address.

Copyright Infringement Notification

As an ISP for its students, faculty and staff, WITCC receives notices from the Iowa Communications Network and Long Lines, LLC., identifying the TCP/IP address being sought by the RIAA and MPAA of WITCC account holders believed to be sharing copies of copyrighted music and videos without authorization. WITCC will revoke the identified individual’s access to the WITCC computer system. In serious situations,
further disciplinary sanctions may also be appropriate. The RIAA or MPAA has often presented an option for the alleged illegal file sharer to settle the lawsuit out of court for some amount of money. If the user is determined to have infringed copyrights, whether through P2P networks or other means and has not settled, he or she may also be subject to sanctions such as monetary damages and the required destruction of all unauthorized copies. In certain circumstances, federal authorities can criminally prosecute copyright infringement. By participating in illegal file sharing, you may be subject to a lawsuit even after you have destroyed any illegal copy or copies of copyrighted material that were in your possession.

Fair Use
Copyright law provides no blanket exception from liability for college students based solely upon their status as students. There are limited circumstances where use of copyrighted materials without permission is allowable. One of these circumstances is under the legal doctrine of “fair use,” such as for purposes of news reporting, criticism, commentary, or teaching. Whether use of copyrighted material without permission is “fair use” depends on a very detailed, case-by-case analysis of various factors. For a better understanding of these factors, please visit the U.S. Library of Congress website: www.copyright.gov.

There Is an Alternative: Legal Downloading
When you buy music or movies online or buy a CD or DVD, it is important to understand the answers to the following questions:
1. What permissions come with the product? These range from very broad Creative Commons permissions that allow for redistribution under certain conditions to very restrictive requirements that allow play on only one machine or allow only streaming, etc. It is incumbent upon you to understand these permissions.

2. What digital restrictions, if any, are used with the product? Many services use digital rights management (DRM) technology to control the use of the music or other digital works they sell. DRM usually reflects the permissions and can range from allowing unlimited burns to CD to preventing any copying at all. DRM models can also limit what kind of devices you can play the music on. DRM with a subscription-based model may render the music unplayable if the subscription is not maintained. Some services do not use DRM.

In conclusion, you need to be aware that sharing music, videos, software and other copyrighted material may be a violation of law and can expose you and those with whom you share materials to civil and criminal penalties. Please be responsible in your use of copyrighted materials.
## GRADES

### Unit of Credit

Each course carries academic credit based on the total contact hours and the method of instruction. Units of credit are used in determining student grade point averages.

### Grading System

Students enrolled in credit courses will be graded by the following letter-grade and point system. These represent various levels of accomplishment and grade points earned.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per cr. value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent achievement.</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>Above average achievement.</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>Average achievement.</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>Below average achievement.</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>Failing. Course requirements have not been met.</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. Work acceptable but incomplete.</td>
<td>Not computed</td>
</tr>
<tr>
<td>P</td>
<td>Pass. Acceptable quality work. All factors considered, but no grade point.</td>
<td>Not computed</td>
</tr>
<tr>
<td>NP</td>
<td>Not Passing. No grade point given.</td>
<td>Not computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal.</td>
<td>Not computed</td>
</tr>
<tr>
<td>N</td>
<td>Audit.</td>
<td>Not computed</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal.</td>
<td>Not computed</td>
</tr>
<tr>
<td>O</td>
<td>Academic Renewal.</td>
<td>Not computed</td>
</tr>
<tr>
<td>T</td>
<td>Credit granted by testing.</td>
<td>Not computed</td>
</tr>
<tr>
<td>L</td>
<td>Credit granted for prior learning.</td>
<td>Not computed</td>
</tr>
<tr>
<td>X</td>
<td>Course repeated.</td>
<td>Not computed</td>
</tr>
</tbody>
</table>

### Grade Point Average

The cumulative grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credits in those courses taken at Western Iowa Tech Community College. When a course is repeated for credit, the latest grade will be used in computing the cumulative grade point average. Grades that do not carry points are not included in the grade point average.

The semester cumulative grade point average is determined by dividing the total number of grade points earned in a semester by the total number of credits in those courses.

### Grade Reports

The student may access grades via my.witcc.edu. Contact your instructor for grades in currently enrolled classes.

### Resolving Failing Grades

800.352.4649 or www.witcc.edu Western Iowa Tech Community College 2017–2018 Handbook 29
The options for resolving a failing grade in a course are the following:
1. Repeat the course at WITCC.
2. Transfer an equivalent course offered by another institution.

Repeating a Course
Students may wish to repeat a previously taken course in which they received a D or an F. Both courses and their grades will be shown on the permanent transcript. Only the latest grade will be computed into the cumulative grade point average. It is recommended that the student verify with Enrollment Services that their grade is recalculated upon completion of the repeated course.

Veterans should consult with the Veteran’s Advisor in the Admissions Office before repeating any course.

Academic Renewal
Academic renewal permits the removal of credit hours and grades for one or two semesters from a student’s grade point average to allow for improvement of the student’s cumulative GPA.

A student may be granted academic renewal only one time. A student must have completed 12 semester credit hours with a minimum grade point average of 3.00, or 24 semester credit hours with a minimum grade point average of 2.50 following the term(s) for which renewal is sought.

Courses and grades, which are granted academic renewal, will remain on the student’s official transcript, but will be marked with an “O.” These hours and grades will not count toward graduation or be included in calculating the student’s cumulative GPA. Courses, which have been considered in granting a previous graduation award, are not eligible for Academic Renewal.

Students who are granted academic renewal may be required to pay back some or all benefits received for those courses and terms for which veteran’s benefits or financial aid was received.

Auditing a Course
A student who audits a class is required to pay tuition and other required fees. To audit a class, a student must complete the Audit Permit form within the first ten days of the start of class. Students who audit a class will receive a grade of “N” but will receive no credit.

Incomplete Grades
To receive an Incomplete (“I”) grade, students must contact their instructor prior to the end of the semester requesting a grade of incomplete. The instructor must complete an Incomplete Grade Contract form. Instructors may assign incomplete grade (“I”) only when a student who is doing ACCEPTABLE course work is unable to complete the course because of an illness or other extenuating circumstances, i.e., military service, hardship, or death in the immediate family.

A student shall have until the end of the next regular semester following receipt of the “I” to meet the conditions of the Contract. If the student fails to do so, the “I” will be changed to an “F” grade.

Attendance
Students are expected to attend all sessions of classes for which they are enrolled. Absences do not excuse the student from meeting the course requirements. The student must take the initiative in making up any missed work. Each instructor will provide policies concerning course attendance.

Classroom Etiquette
Students are to come to class prepared for the activities of the day. Children, guests, and pets are distractions and therefore are not acceptable in a classroom environment.

Academic Progress Standards
Students who fail to achieve a 2.0 cumulative grade point average (GPA) for 12 or more graded credit hours will be placed on academic probation.

The Director of Records and Registration and the Dean of Instruction will review students’ academic records each semester and will notify students in writing of their probationary status. All students placed on academic probation will remain on academic probation until their cumulative GPA is raised to 2.00. Probationary students who fail to raise their GPA may be suspended. If a student is suspended, he/she has the right to appeal and should contact the Enrollment Services Office to initiate the appeal process. If a student receives financial aid, there are additional criteria to meet for satisfactory academic progress as in the college catalog. Contact the Financial Aid Office for additional details.

Students who are placed on academic probation will be directed to their academic advisor and the Comet Learning Center for assistance.

COMET LEARNING CENTER (CLC)

ACADEMIC COACHING
• Provides drop-in academic coaching services in various subject areas
• No appointment is necessary.
• Free of charge to enrolled WITCC students.

FOR MORE INFORMATION
my.witcc.edu under Student Resources
(712) 274-8733, x1334
Located in the Learning Achievement Center
Scholastic Recognition
Scholastic recognition is available to students who have completed 12 or more graded semester credits during the fall, spring, or summer semesters. Students are eligible for the following academic honors.

1. President’s List GPA = 4.0000
2. WITCC Scholar List GPA = 3.5000-3.9999

This scholastic recognition is announced early in the following semester.

Students with a cumulative GPA of 3.5 or higher will be given special recognition during graduation ceremonies for their outstanding achievements. Honors are also noted on the student’s official transcript.

Graduation
Application for Graduation
Students who plan to receive a degree, diploma, or certificate must file an Application for Graduation form with the Admissions and Advising Center by the filing deadline published in the College Calendar. Application may be done online at https://my.witcc.edu.

Requirements for Graduation
All degrees, diplomas, and certificates earned at WITCC are based upon the successful completion of a specific prescribed program of study. Refer to the appropriate section in the College catalog for the requirements of each program. All students graduating with an associate degree will be required to take an outcomes assessment as a condition of graduation.

It is the student’s responsibility to check the transcript prior to the last semester of study and finalize any transfer of credit to ensure that all the requirements for graduation are met. Students should request a degree audit prior to enrolling in the semester in which they expect to graduate.

Graduation Ceremony
Students are encouraged to participate in the formal commencement ceremony upon completion of their requirements for degree, diploma, or certificate. Dates of the graduation ceremony are included in the College Calendar. More information is available in Enrollment Services, ext. 1289.

Complaint Process
If a student is unhappy with a classroom issue, the student should first bring concerns to the faculty member. If the issue is not resolved at the department level, the student should contact the Executive Dean of Instruction office for further direction.
Students living on campus enter into an agreement based upon freedom and responsibility. They are accorded freedom of inquiry, freedom of expression, and freedom of action. By the same token, they assume the obligations of membership in a free community. It is expected of all residents that they will exhibit responsible social conduct at all times, consistent with the law and the rules of the College.

It is the responsibility of the resident to be informed of all the policies and directives in the Occupancy & Dining Agreement, the Student Handbook, and the periodic additions or changes that may be posted by the Department of Campus Housing.

These regulations and policies have been developed to promote an environment conducive to successful academic, personal, and social achievement within the totality of college life. The intent is not to limit personal freedom, but is necessary to provide students with opportunities for academic and social success within a community living environment.

1. Campus Housing Regulations

1.1 Refunds

The $20 application fee is non-refundable. Information regarding housing deposits ($250.00) may be found in the Occupancy & Dining Agreement. Full refund of the deposit is ONLY given when the agreement has expired, the resident checks out properly with Campus Housing staff, and no damages to the unit. Before a refund is issued, the resident's deposit will be applied to any outstanding balance with the College. Please refer to the Occupancy & Dining Agreement for more specific details.

1.2 Eligibility, Termination of Occupancy Agreement

a. To be eligible to live in the Residence Hall or Apartments, the resident shall, during the term of this agreement, be enrolled and attending Western Iowa Tech Community College and be a student in good standing. A student living in summer housing must be enrolled in a summer term class.

b. Loss of student status at any time during the agreement period will result in termination of the Occupancy & Dining Agreement and eviction from the Residence Halls within 72 hours of that loss of status. Loss of student status can occur due to, but is not limited to, the following circumstances:

   1. Failure to pay the balance on your student account.
   2. Failure to register or remain registered for classes.
   3. Reductions in financial aid caused by withdrawing from classes or failing to earn grades required by financial aid conditions.

   If the resident fails to fully comply in all respects with or breaches any of the terms and conditions of the Occupancy & Dining Agreement, the College may immediately terminate this agreement. Prior to termination of this agreement, the College will serve a written Notice of Termination of Occupancy upon the resident. The Notice will contain a brief explanation of the reason(s) for termination. Within twenty-four (24) hours after receipt of the Notice, the resident may appeal the termination to the Dean of Students, or designee. The appeal must be made in writing. The Dean of Students, or designee, will make a decision regarding termination within twenty-four (24) hours following receipt of the resident's appeal. If the decision of the Dean of Students, or designee, is to terminate the occupancy of the resident, the resident shall immediately remove herself/himself and all of her/his personal belongings from the unit.

   Charges and refunds following a termination of the Occupancy Agreement follow the guidelines found in provision 6 of the agreement. If the resident fails to immediately remove herself/himself and all of her/his personal belongings from the unit, the College will immediately remove the resident and her/his belongings by whatever means deemed appropriate. WITCC will store the resident's belongings for 30 days after termination of the Occupancy Agreement, then dispose of them. In addition to termination of occupancy, the College may pursue any other remedies available to it under law, including, but not limited to, injunctive relief and money damages.

1.3 Occupancy

a. The College Administration reserves the right to make all decisions on room assignments, the right to refuse assignments, or to terminate the occupancy of any resident as outlined in these regulations and permitted by Iowa law. The
Campus Housing facilities are co-educational, while suites and apartments are single gender units.

b. Room changes of residents will only be made with the approval of the Department of Campus Housing. If an occupant vacates a unit or changes rooms, the remaining occupants will accept another roommate as assigned or move into another unit if requested to do so.

c. Units or rooms within the unit may not be sublet at any time; this will result in the termination of the resident’s Occupancy & Dining Agreement.

1.4 DAMAGE TO THE UNIT

a. Residents must immediately report to Campus Housing Staff any loss of, damage to, or malfunction of furniture, appliances, or equipment in the unit, building, or premises. Failure to do so may result in fines assessed to the residents of the unit or building if the responsible person is not identified.

b. The residents agree not to permit the Residence Halls to be maliciously damaged or depreciated in value by any intentional act or acts of negligence. All residents in a unit shall be equally responsible if the responsible person is not identified for such damage to the unit, premises, or furnishings in the unit.

c. Furniture is not to be taken out of the housing unit or removed from common areas at any time. Kitchen appliances (i.e., stove and refrigerator) and the laundry machines in the buildings shall not be moved or removed from its location at any time. Proper disciplinary action and/or fines will be assessed against the residents who are responsible for the removal, loss, or damage to furniture, appliances, and/or equipment in the unit or building. If the person responsible is not identified, the occupants of the unit or residents of the building will be assessed.

d. The College is not responsible for lost, stolen, or otherwise damaged personal property. Residents are encouraged to keep all doors locked at all times. It is recommended residents purchase renter’s insurance prior to moving on campus.

e. Students are responsible for completing a Room Condition Report within one business day of moving into Campus Housing. The Room Condition Report allows for students to document any damages already present in their bedroom and throughout their housing unit when they move in. When students leaving Campus Housing they may be held responsible for any damage found in their housing unit that is not documented on the Room Condition Report.

1.5 MAINTENANCE AND KEYS

a. Residents are responsible for notifying the Department of Campus Housing immediately if there is a problem or concern with regard to maintenance in their unit. Work order requests can be emailed to housing@witcc.edu. Please be sure to include a detailed description of the request, your name, and your contact information in case there are any questions regarding your request.

b. No alterations of any type shall be made by the resident to the unit, housing premises, furniture, appliances, or equipment. Disciplinary action will occur if college property is found to be altered in any way.

c. Window screens shall be removed by maintenance personnel only. There will be a $25 charge for each screen removed or damaged and may result in further disciplinary action to the resident(s) involved.

d. Locks are not to be changed by the resident at any time; furthermore keys are not to be duplicated by the resident for any reason. If a key is lost by the resident, a lock change will be ordered by the Department of Campus Housing and the resident responsible will be assessed a fee for the new lock, keys, and installation by maintenance personnel. The same procedure applies to the loss of mailbox keys.

e. Students will be provided with a keypad code to enter their housing unit. This code should not be shared with anyone for any circumstance. Sharing this code with anyone who does not reside in the housing unit is a code of conduct violation and may result in fine, mandated room change, and/or possible eviction from Campus Housing. If a student believes that one of their roommates has shared the code with someone else, the student should inform a member of Campus Housing Staff so that the code can be changed.

f. Students will be provided with a bundled set of keys which should remain under the control and possession of the assigned Campus Housing resident at all times. The locked bundle should not be altered or damaged. Lost keys should be reported to Campus Housing Staff so that necessary changes to the locks can be made and/or replacement keys can be provided. Students will be charged $150 for lost or damaged keys and/or key bundles.

1.6 UNIT INSPECTIONS

a. Each resident is responsible for maintaining the cleanliness of their unit.

b. Each housing unit will be inspected monthly by a representative of Campus Housing, Maintenance and/or Campus Security for cleanliness and maintenance issues. A pest control technician will treat the area during the inspection. Inspections will occur the first Monday of every month in Bur Oak Suites and Prairie Place. Sun Ridge Court inspections will occur on the third Monday of the month. Notice of room inspections will not be issued unless the date is rescheduled. Notification will occur via college email.

c. If a unit is at any time deemed unsanitary, a written notice will be given to the residents and another inspection will be made within 24 hours of the initial inspection. If a unit still does not meet appropriate standards during the
second inspection, a charge will be assessed against each resident of the unit with access to the unsanitary area. In addition to the charge assessed students may be charged for, and provided with, cleaning supplies to ensure cleanliness standards can be met. Excessive violations may be grounds for termination of the Occupancy & Dining Agreement.

2. CAMPUS HOUSING POLICIES AND REGULATIONS

Western Iowa Tech Community College strongly emphasizes the responsibility that each resident must assume for their housing unit. Each resident is responsible for any activity or violation that occurs in his/her unit. In addition, any resident visiting another unit where a policy violation occurs will share responsibility for the infraction.

Campus Housing Staff along with College Administration are responsible for documenting and sanctioning for violations that occur on their unit. It is important to note that residents may assume for their housing unit. Each resident is responsible with College Personnel during and following disciplinary documentations. It is in the resident’s best interest to cooperate for any activity or violation that occurs in his/her unit. In addition, any resident visiting another unit where a policy violation occurs will share responsibility for the infraction.

One role of the Campus Housing Staff is to promote and encourage individual and group responsibility through positive community development and self-discipline. At times, this requires Campus Housing Staff and Campus Security to confront individuals and/or groups regarding inappropriate behavior. Individuals found in violation of College policy will be confronted and the situation will be documented. It is in the resident’s best interest to cooperate with College Personnel during and following disciplinary documentations. It is important to note that residents may be documented and sanctioned for violations that occur in their unit even if they are not present during the initial confrontation.

2.1 ALCOHOL

a. The Drug-Free Schools and Communities Act Amendment of 1989 regulates drug and alcohol use on college campuses that receive federal funds. These regulations require the college to develop policies and procedures applicable to all staff and students. The policies of Western Iowa Tech Community College prohibit the possession, distribution, or use of mood-altering substances on the college premises. Mood-altering substances are referred to in these policies as defined by Federal and Iowa statutes; including alcoholic liquor and beer. Residence Halls are part of the college premises; therefore, alcohol will not be allowed in the units or on the premises at any time.

b. The possession and/or consumption of alcoholic beverages are prohibited in the Residence Halls by residents or guests. The possession of intoxicants is prohibited in all areas, including parking lots and anywhere on Western Iowa Tech Community College grounds. Possession of alcoholic beverage containers (including cans, bottles, kegs, boxes, etc.) is not permitted for any purpose.

c. Residents shall obey the laws of the State of Iowa and the regulations set forth by the College concerning the use or possession of intoxicants. Any person possessing alcoholic beverages in their unit, on Campus Housing premises, or on Western Iowa Tech Community College grounds will be subject to disciplinary action.

d. The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform parents of drug and alcohol policy violations committed by students. Western Iowa Tech Community College understands that parents and/or guardians are partners in responding to issues of substance abuse. Thus, a resident’s parent or guardian may be contacted if the violation warrants such action.

2.2 CHEWING TOBACCO

Chewing tobacco is NOT PERMITTED in the Residence Halls.

2.3 DRUGS & DRUG PARAPHERNALIA

Possession, distribution, use and/or trafficking of illegal drugs (according to Federal and Iowa State Laws) are not allowed on campus. Furthermore, any other controlled substance or agent having the potential for abuse or possessing paraphernalia for drug use is also prohibited. Violating this policy may result in disciplinary action and termination of the resident’s Occupancy & Dining Agreement. Violators of this policy will be required to meet with a college counselor and undergo a chemical dependency evaluation at their own expense with an agency of WITCC’s choosing.

2.4 FIRE EXTINGUISHERS & SMOKE DETECTORS

Any person tampering with or misusing fire extinguishers or smoke alarms is subject to disciplinary action and/or prosecution under the appropriate Iowa Statutes. Disconnecting the smoke alarm in the unit is not allowed under any circumstance.

2.5 FIREARMS & WEAPONS

Firearms, fireworks, explosives and/or other items capable of inflicting injury and/or harm to others and/ or self are not allowed. These include, but are not limited to: pellet guns, BB guns, air guns, paintball guns, bows and arrows, swords, and other types of potentially dangerous weapons and/or equipment. If one of these items is found, it will be confiscated by Campus Security and disciplinary action will be taken.

2.6 GUEST POLICY AND GUEST REGISTRATION

Overnight non-resident guests are only permitted on weekends, Friday night to Saturday morning and Saturday night to Sunday morning. Guests present on College property between 11:00 PM and 8:00 AM are considered “overnight guests” for the purpose of this policy.

Overnight guests (and their vehicle) must be registered with the Department of Campus Housing. The resident must, prior to having an overnight guest on campus, send an email to the Housing Manager or Supervisor detailing the complete name of the overnight guest and any vehicle belonging to the guest. In addition, all roommates must send an email granting permission for a guest to stay overnight. All messages must be received no later and 6:00 p.m. the night of the planned stay.

The resident is responsible for his/her guest(s) at all times and shall be responsible for any damages to the premises or policy violations caused by that
2.9 PARKING & VEHICLE REGISTRATION

a. All residents who will be parking their vehicle in the Campus Housing parking lots are required to register their vehicle and appropriately display the parking permit given to them. Parking permits are provided free of charge by Campus Housing. Only one vehicle per resident is permitted to be registered at any one time. Temporary Parking Permits are available through the Campus Housing or Campus Security free of charge.

b. Parking is permitted in designated areas only. Parking is not permitted in the walkway in front of Bur Oak Suites or Prairie Place. Parking is not permitted on sidewalks, on grass, or in driveway areas. All vehicles not following this policy will be issued a ticket from Campus Security. The citation will be documented on the resident's parking record with the College.

c. All WITCC campus traffic regulations will be enforced on the Residence Hall premises. The speed limit in the driveway and parking lots is 10 mph.

d. All vehicles parked in the Campus Housing parking lots must be licensed and operational. Inoperable vehicles will be considered abandoned and towed at the owner's expense.

e. All visitors' vehicles must be temporarily registered with Campus Housing or Campus Security.

f. Snow Removal Procedure: During and after a snow storm, the WITCC Grounds Department and Snow Crew will be removing snow from the parking lots and sidewalks. Clearing the driveway through the Campus Housing parking lots will be first priority. Residents are expected to move their vehicles to cleared sections of the parking lot as soon as possible. Residents are responsible for clearing snow next to their vehicles. Shovels will be provided at each Residence Hall entrance and the Community Room in Sun Ridge Court. Details on vehicles moves will be issued by Campus Housing via email. Failure to move vehicles may result in a parking citation from Campus Security.

2.10 PETS

Fish are the only pets allowed in the Residence Halls. The tank capacity may not exceed five (5) gallons and must be maintained by the resident. For reasons of health and sanitation, pets and/or animals of any kind, except fish, are not permitted in the units at any time. Pets or animals found in the unit may be cause for disciplinary action.

2.11 PHYSICAL VIOLENCE

Disciplinary action will result from any physical violence and/or threat of physical violence to fellow residents, Campus Housing Staff, Campus Security, or any College Personnel.

2.12 QUIET HOURS

a. Courtesy Hours are in effect twenty-four (24) hours a day, seven (7) days a week. Residents are to recognize that their behavior and actions do affect other residents living in the Campus Housing community. Excessive noise and disturbance in the Residence Halls is a matter of significant importance as it interferes with the rights of others. It shall be the responsibility of the Campus Housing Staff and Campus Security to determine what constitutes excessive noise and disturbance. However, if another resident is disturbed by the actions of a fellow resident and asks them to quiet down, it is expected for the resident to comply with this request. Failure to do so may result in disciplinary action.

b. Mandatory Quiet Hours are in effect every day of the week, from 10:00 p.m.–8:00 a.m. Noise should be kept to a minimum during these times. Failure to comply may result in disciplinary action, including changes to room assignments.

2.13 ROOM DECORATION

The resident may hang pictures, posters, and other reasonable decoration (in moderation) with thumb
YOU CAN BE THE DIFFERENCE
PROTECT YOURSELF AND YOUR PROPERTY
PREVENT THEFT BY TAKING ACTION

- Park in well-lit areas.
- Do not leave personal belongings unattended. Be sure to not leave textbooks, electronics, and other valuables visible in your vehicle.
- Lock your vehicle.
- Mark your textbooks and belongings with something that distinguishes it uniquely as yours.
- Rent a locker for safekeeping of your belongings.

CAMPUS SECURITY 712-274-6414

- Tacks or small nails. Screws, large nails, or bolts are not allowed. Painting or repair of any significant damage(s) will be assessed to the resident(s) of the unit and may result in the loss of their housing deposit. Roommates will agree upon common area decorations and furnishings. Furniture brought into a suite/apartment must have appropriate padding along the back and base to prevent scratches to the walls and floor. Objects placed in common areas must be used in accordance with the guidelines found in the Roommate Agreement.

2.14 SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT

Smoking and the use of tobacco products is prohibited in all College facilities and on all College property, including buildings, grounds, and parking lots and in any private or College vehicle located on College property and grounds. Smoking and the use of tobacco products is prohibited in vehicles which are owned, leased, or provided by the College. This restriction applies at all times and to all employees, students, customers, clients, vendors, and visitors.

The right of a resident to the privacy of her/his unit is recognized and protected by the College. However, entry and/or search of a unit is permissible without advance notice, in the following circumstances:

- Maintenance is being performed at the request of a resident(s), College personnel, and/or maintenance performed upon institutional initiative.
- Routine inspections of the unit for cleanliness and maintenance issues in the unit for general upkeep purposes.
- There is perceived imminent risk to the safety and health of resident(s).
- There is sufficient reason to believe that serious breach of the Occupancy & Dining Agreement is occurring or has occurred.

It is a reasonable and lawful request for Campus Housing Staff and Campus Security to ask residents to open or close apartment doors and to enter or exit their unit in situations which warrant it, such as emergencies, safety issues, severe weather, etc. Failure to comply with the request from College personnel is a policy violation and may be subject to disciplinary action.

2.15 SOLICITATION

No one, at any time, may solicit on the Housing premises (i.e. passing out any type of flyers, promotional ads, etc.). The Campus Housing Staff requests that residents contact them or Campus Security if an individual or group comes to their door selling or soliciting anything. Furthermore, the resident(s) shall use the unit(s) for residence purposes only; holding sales parties is not allowed.

2.16 THEFT & DESTRUCTION OF PROPERTY

a. Western Iowa Tech Community College is not responsible for personal property which has been lost, stolen, or damaged. If a theft occurs, residents are encouraged to report it to Campus Housing and Campus Security.

b. Anyone found attempting, or actually in the act of thievery, breaking and entering, possession of stolen property, or vandalism will be subject to disciplinary action. This may include termination of the resident’s Occupancy & Dining Agreement.

c. Willful destruction on or in any Residence Hall room, public area, or premises is not allowed at any time and will be subject to disciplinary action and fees associated with the damage done.

2.17 UNIT ENTRY & SEARCH

The right of a resident to the privacy of her/his unit is recognized and protected by the College. However, entry and/or search of a unit is permissible without advance notice, in the following circumstances:

- Maintenance is being performed at the request of a resident(s), College personnel, and/or maintenance performed upon institutional initiative.
- Routine inspections of the unit for cleanliness and maintenance issues in the unit for general upkeep purposes.
- There is perceived imminent risk to the safety and health of resident(s).
- There is sufficient reason to believe that serious breach of the Occupancy & Dining Agreement is occurring or has occurred.

Any student who commits, attempts to commit, or incites/aides others in committing conduct which threatens or endangers the health/safety of any person on the campus or at any college authorized function will be subject to disciplinary procedures by the College. These acts include those which result in harm to self or others. The student may be asked to temporarily vacate his or her housing unit until it is deemed appropriate and healthy for the student to return. These behaviors include, but are not limited to, physical abuse, the threat of physical abuse, the threat of suicide, sexual assault, and assault.
3. POLICY VIOLATION FINES & SANCTIONS

Below is an itemized list of fines and sanctions for specific violations of the Campus Housing Policies. It is important to note that College Administration reserves the right to sanction the student(s) involved in an incident on a case by case basis depending on the severity of the infraction. This includes termination of the Occupancy & Dining Agreement on a first offense, additional charges being assessed to cover damage, repairs, and cleaning, and/or increasing the fine amount according to the number of offenses the resident has. Furthermore, new items may be added at the discretion of the Department of Campus Housing and/or College Administration.

### ALCOHOL

Possession of Alcohol in Unit and/or Premises

- **1st Offense:** Up to $100 and/or Termination of Occupancy & Dining Agreement
- **2nd Offense:** Up to $200 and/or Termination of Occupancy & Dining Agreement

#### Possession of Empty Alcohol Containers:

- Up to $50 per Container

### SMOKING

- Up to $100 first offense
- Up to $200 second offense
  (Including shampoo and steam cleaning and painting costs)

### DRUGS

- **Possession of Illegal Drugs:** $100 and up to Termination of Occupancy & Dining Agreement
- **Possession of Illegal Drug Paraphernalia:** $100 and up to Termination of Occupancy & Dining Agreement

### MISCELLANEOUS

- **Burning Candles and/or Incense:** $20
- **Closet Doors Removed:** $20
- **Dirty Unit:** $20 per resident
- **Disorderly Conduct:** $75
- **Excessive Cleaning:** $25/hour
- **Failure to Report Inappropriate Conduct:** $75
- **Holes in Doors, Walls, or Ceilings (minimum):** $20 and repair cost
- **Improper Check-out:** $25/day, up to five (5) days, then deposit is retained
- **Lock Change for Unit:** $50 per lock
- **Lock Change for Mailbox:** $10
- **Lost or Damaged Key Bundle:** $150
- **Possession of Fireworks:** Up to $100 and/or Termination of Housing Contract
- **Possession of Weapon(s):** Up to $100 and/or Termination of Housing Contract
- **Storage of Excessive Amounts of Empty Beverage Containers:** $10 per resident
- **Unauthorized Animals Kept:** Up to $100 and cleaning cost
- **Unauthorized Guest:** $50

#### Unauthorized Unit Alterations:

- Up to $100 per person and repair cost

4. MISSING PERSON PROTOCOL

As part of the Higher Education Act of 2008, Western Iowa Tech Community College is required to advise students living on-campus of its missing person policy and protocol. All students living on-campus will be provided with the opportunity to identify an individual to be contacted in the event that the student is determined to be missing. This information is optional for students who have attained the age of majority. Juvenile students who are not emancipated and are living on-campus will be required to provide the contact information for their parent or legal guardian. The Department of Campus Housing will ask for this information upon acceptance of the Occupancy & Dining Agreement. Students who have reached the age of majority, who decide not to provide third party contact information will be asked to note their choice on the missing person protocol form. This form will be placed in the student’s housing file. If the student does provide contact information, it will be the student’s responsibility to ensure that the information remains current. All contact information will be considered confidential.

Any missing person report will be immediately forwarded to Campus Security and Campus Housing for investigation. Upon determining that the student is missing, Campus Security will be responsible for notifying the individual identified as the student’s contact. In addition, Campus Security will notify the Sioux City Police Department and the Dean of Students of the missing student. These notifications will take place no later than 24 hours after the time that the student has been determined to be missing and has not returned to campus.

5. FIRE SAFETY PROTOCOL AND FIRE INCIDENT LOG

As part of the Higher Education Act of 2008, Western Iowa Tech Community College is required to advise the college community of annual fire safety reports for Campus Housing. At Western Iowa Tech Community College, there are three housing complexes, Bur Oak Suites, Prairie Place and Sun Ridge Court. Bur Oak Suites and Prairie Place are suite-style Residence Halls. They are equipped with a sprinkler system, internal fire alarm system including CO2 monitor and smoke detectors in the common areas. In addition, there is a standalone smoke detector in each suite. Fire extinguishers are placed throughout the common areas of these buildings. The alarm system is also connected to the main college alarm system. Fire drills are conducted four times a year on the main campus. These drills would also include Bur Oak Suites and Prairie Place.

Sun Ridge Court is apartment-style living that consists of 10 buildings. Each apartment has standalone smoke detectors and fire extinguishers located in the kitchen pantries. Due to the apartment style living and separate buildings in Sun Ridge Court, there is no fire alarm system in the complex and fire drills are not conducted.
APPLIANCES

The capacity of the electrical system in each Campus Housing unit is limited. Overloading these systems can present fire and safety hazards. Therefore, certain appliances are not permitted in the Residence Halls such as, but not limited to:

- Mini-Dishwashers
- Hotplates
- Gas or Charcoal Grills
- Toaster Ovens
- Mini-Laundry Machines

Mini-refrigerators not exceeding 5.5 cubic feet are permitted, unless the unit is equipped with a college-provided refrigerator.

Chest freezers or mini-deep freezers are not permitted.

There are several appliances that are permitted in the Residence Halls; they are as follows, but not limited to:

- Electric Grills/Griddles
- Toasters
- Microwave Ovens
- Coffee Pots

Other appliances not listed must have prior approval by the Department of Campus Housing in order to avoid disciplinary action.

CANDLES, SMOKING, AND FIRE SAFETY

Candles, when burned, are a fire hazard and are not allowed in the Residence Halls. However, they are allowed as decoration and can be used with a candle warmer.

Western Iowa Tech Community College is a smoke free/tobacco free campus. Smoking is not permitted on the college grounds or in vehicles on the campus.

At the beginning of each semester, Campus Housing Staff will cover the procedures for evacuation with their residents. In addition, posters with directions for fire evacuation are posted on the inside of each apartment or suite door.

Western Iowa Tech Community College has created a training video, which is college specific, on procedures to follow in the event of a fire alarm. This video is posted on the my.witcc.edu homepage and is accessible to all students, staff, and faculty. Fire extinguisher training is provided to employees of the College periodically. In addition, fire alarm procedures are listed in the College Emergency Action Plan which is available to staff and faculty through the my.witcc.edu website.

Western Iowa Tech Community College has created a training video, which is college specific, on procedures to follow in the event of a fire alarm. This video is posted on the my.witcc.edu homepage and is accessible to all students, staff, and faculty. Fire extinguisher training is provided to employees of the College periodically.
WITCC is committed to providing an atmosphere that encourages scholarship, the robust exchange of ideas and interaction with others in a safe environment.

WITCC reserves the right to deny admission or place conditions on admission or the enrollment of any applicant, student, or former student if WITCC determines that such person presents an unreasonable risk to the safe and orderly campus environment.

WITCC also reserves the right to deny a student’s application for residence hall housing, or remove a student from a residence hall, if WITCC determines that the student presents an unreasonable risk of harm to others in the residence hall.

Disability Services

It is Western Iowa Tech Community College’s policy not to discriminate against individuals with disabilities and to provide reasonable accommodation(s) to qualified applicants and students. Although this policy primarily describes accommodations that allow persons with disabilities to apply for admission and participate in education programs, courses, services and activities, the policy also applies to accommodations that would allow applicants or students with disabilities to enjoy equal benefits and privileges of education as enjoyed by other applicants or students.

Scope of Potential Reasonable Accommodations

A. Upon request, and with appropriate documentation, Western Iowa Tech Community College is prepared to modify or adjust the admissions process or the educational environment to make “reasonable accommodation” to qualified applicants and students with disabilities.

B. Reasonable accommodations may include but are not limited to: a) making existing academic facilities used by students and the public readily accessible to and usable by individuals with disabilities; b) altering when and how academic or technical requirements are met or performed; c) adjusting or modifying admission and performance tests, educational materials, or policies; d) allowing readmission upon review and evaluation; e) providing or arranging counseling services; f) providing readers, interpreters, tutors, written materials in alternative formats, and other auxiliary aids and services; g) adapting or modifying the manner and method of instruction and testing; h) allowing applicants or students to make use of equipment or devices that the College is not required to provide; and i) other similar accommodations. The College does not assume coordination or financial responsibilities for attendant care services.

C. Each request will be evaluated on a case-by-case basis. An accommodation is not considered “reasonable” when: a) the accommodation would fundamentally alter the nature of the program, course, service, and/or activity; b) the individual is not otherwise qualified to meet the academic and technical standards required for admission or participation in an education program, course, service and/or activity; c) the accommodation would cause an undue financial or administrative burden on the College; or d) the individual would still pose a direct threat to the health or safety of himself, herself, or others.

D. Reasonable accommodation does not negate requirements for successful completion of a program, course, service, and/or activity, adherence to generally
Request for Reasonable Accommodation

A. If an accommodation would result in any expense to the College, the applicant or student must submit a formal request to the Disability Services Coordinator or his/her designee requesting reasonable accommodation and describing the nature of the requested accommodation. The applicant or student should indicate the nature of the disability and identify specific needs or limitations. The applicant or student may be responsible for providing documentation of the disability to the Disability Services Coordinator or his/her designee.

B. The applicant or student shall identify any specific accommodations that have been successful in the past and any equipment, aids, or services that the applicant or student is willing to provide and utilize.

C. An individual may not file a grievance for failure to provide reasonable accommodation unless a formal request for accommodation has been made with the Disability Services Coordinator.

Applicants or Students Who Refuse Reasonable Accommodation

Applicants and/or students with disabilities have the right to refuse an offer of an accommodation. If the refusal of an offer of accommodation results in the individual’s inability to perform or meet the admission or participation standards for a program, course, service, or other activity, then that individual will not be considered a qualified individual with a disability and may be denied admission or participation accordingly, as deemed appropriate by the College.

Appeals

A student who disagrees with the College's decision to refuse a requested accommodation may appeal the decision to the Vice President of Western Iowa Tech Community College. An Appeals Review Committee (consisting of a student representative, faculty representative, and others as appointed by the Vice President) will review the appeal and make a recommendation to the Vice President. The decision of the Vice President will be final.

A complete copy of the Policy of Nondiscrimination can be obtained from the Dean of Students.

Discrimination, Sexual Harassment, Americans With Disabilities Act Compliance

WITCC complies with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, amended act 2008, as well as other applicable federal, state, and local laws.

The person charged with monitoring and coordinating Equal Opportunity and Affirmative Action matters, as well as compliance with the aforementioned laws is Brenda S. Bradley, Equal Employment Opportunity Administrator/ADA Coordinator. She is located in the Kiser Building, Room A242 or may be contacted by phone at (712) 274-8733, Ext. 1220.

Sexual and Gender Harassment

WITCC is pledged to maintain an environment conducive to work and study for staff and students. That environment must be free of sexual and gender harassment and all forms of sexual intimidation and exploitation. Such behavior, including (1) suggestions that academic reprisals or rewards will follow refusal or granting of sexual favors or (2) behavior which creates an intimidating or hostile academic environment constitutes gross misconduct and will not be tolerated.

Complaints regarding sexual and gender harassment can be directed to Brenda S. Bradley, the Executive Director of Human Resources, who is the designated Sexual Harassment Conciliator. She is located in the Kiser Building, Room A242 or may be contacted by phone at (712) 274-8733, Ext. 1220.

Annual Security and Fire Safety Report

Western Iowa Tech Community College is providing this information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Clery Act and its updates, direct institutions of higher education to provide specific information on College policies, crime statistics, fire statistics, emergency phone numbers and an overview of some of the safety programs offered by the College. The campus Security Department under the direction of the Safety and Security Supervisor is responsible for compiling the information in this report. The annual statistics are prepared by collecting crime data from Security Department records, designated Campus Security Authorities and requests from local law enforcement agencies regarding crime statistics for defined locations at all of the WITCC campuses. Once the crime statistics are compiled, they are included in this Annual Security and Fire Safety Report. These crime statistics are also submitted to the federal Department of Education on an annual basis.
CAMPUS

The main campus of Western Iowa Tech Community College is located at 4647 Stone Avenue, Sioux City IA. The phone number is 712-274-6400. In addition to the main campus WITCC has branch campuses in the following locations:

- **Beltway Center**, 712-274-6449
  3415 Hwy. 75 North, Sioux City, IA
- **Cherokee Campus**, 712-255-0238
  200 Victory Drive, Cherokee IA
- **Denison Campus**, 712-263-3419
  11 N. 35th Street, Denison, IA
- **LeMars Campus**, 712-274-8733, ext. 6473 2 5 5th Ave. NW, LeMars, IA

In addition to the branch campuses, WITCC also has a learning center in the following location:

- **Mapleton Learning Center**, 712-882-2401
  38491 Hwy. 175 North, 175 North, Mapleton, IA

For the purposes of this Annual Security Report, the branch campuses will be included under the College safety procedures and site specific information, such as crime charts, will be noted for each location.

WITCC has student housing facilities located only at the main campus in Sioux City.

**Authority of Campus Security**

Western Iowa Tech Community College has a non-sworn security department based at the main campus in Sioux City. Campus security officers are on-duty on a 24 hour basis and provide a variety of assistance and support functions to students and employees on all WITCC campuses. The department's objectives are life safety, property protection, crime prevention and enforcement of College policies. Campus security jurisdiction consists of the main campus, branch campuses and Mapleton learning center at above addresses.

To assist with these objectives, WITCC Security has the authority to issue campus citations for traffic and parking offenses. They have the authority to initiate vehicle and pedestrian stops on campus property for observed violations and investigatory purposes. They are responsible for the preliminary investigation of criminal actions which occur on campus and may contact local law enforcement at their discretion. Evidence of underage drinking may be reported to law enforcement. They have the authority to direct the actions of others on campus and the right to detain subjects for further investigation. They have the authority to conduct searches of student housing apartments, vehicles, book bags, or containers of any type and computers on campus property when there is reasonable suspicion of criminal activity or violations of WITCC rules and regulations. They will report student code of conduct and behavioral violations, including refusal to cooperate with lawful requests, to the Dean of Students or designee for disciplinary actions.

The WITCC Security Department adopts the definitions of traffic violations as found in the Iowa motor vehicle law handbook (Chapter 321 and 321A-L) and the ordinances of Sioux City as they apply to the violations listed on the WITCC traffic/parking citation.

**Campus Security Authorities**

Campus security authorities are individuals or offices whose functions involve building relationships with students and or has significant responsibility for student and campus activities or access monitor any institution owned or controlled facility or event. Example: faculty or staff advisors to student organizations, victim advocates, campus security etc.

**Procedures for Reporting Crimes**

If you observe criminal activity or are the victim of a crime on campus, you are strongly urged to contact WITCC security officers by calling 712-274-6414 or a preferred Campus Security Authority such the Dean of students located in the Robert H. Kiser building room A517 or by calling 712-274-6400 ext. 1336 or Title IX Coordinator located in the Robert H. Kiser building room A239 or by calling 712-274-6400 ext. 1220 soon as possible. You may also call 911 for emergency law enforcement assistance at any of our campus locations.

On campus phones may be used to contact security by dialing 6414 or 1316, which is for campus emergency use. These numbers are posted on the black courtesy phones around the Sioux City campus and in each housing unit.

Blue phones located in Student Housing may also be used to summon security assistance. These phones are in Lot 1 of Sun Ridge Court and are also located by the front door and on the ground floor patio of Bur Oak Suites and Prairie Place. The Robert H. Kiser building in Sioux City also has a blue phone located near Entrance 11.

The alleged victim of a crime of violence or non-forcible sex offense may make a written request for the results of any College disciplinary proceeding against a student who is the alleged perpetrator of such crime of offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin shall be treated as the alleged victim for this purpose and may make the written request.

**Confidential and Anonymous Reporting**

Persons wishing to report an on-campus crime confidentially may file a statement with the security department. An internal report will then be generated for statistical purposes. These reports will assist with providing timely documentation of incidents and information. They will also allow the College to address future or on-going safety concerns. Currently there is no policy that encourages pastoral counselors or professional counselors to inform clients of crime reporting procedures on a voluntary, confidential basis.
for inclusion in the annual disclosure of crime statistics.
In certain circumstances, such as incidents of sexual abuse, individuals may wish to file an anonymous report with the College. These statements will be taken by the security department or any other person designated as a campus security authority, who will then forward the information to the security department. A report will be generated for statistical purposes. Depending on the wishes of the person involved, College services and support can be offered. Should the victim of a crime wish to file an anonymous report and decline security or law enforcement intervention, their decision will be respected and no investigation will be conducted.

**Relationship with Local Law Enforcement**

While there are no formal written agreements with local law enforcement agencies in Sioux City, Le Mars, Cherokee, Mapleton and Denison, Western Iowa Tech Community College will support and cooperate with those agencies regarding the investigation of criminal offenses committed on all campus property. Students, staff and faculty are encouraged to report emergencies, suspicious behavior or criminal activity immediately to either the Security Department at extension 6414 or the local law enforcement agency by dialing 911.

**Student Criminal Activity Off-Campus**

Western Iowa Tech Community College does not have any officially recognized off campus student organizations. Any off campus criminal activity involving WITCC students would be addressed by law enforcement agencies with jurisdiction for that area. Notification to the College by law enforcement is not required. In addition to law enforcement, these crimes should also be reported to Campus Security for statistical purposes and so proper notifications and disciplinary action, if applicable, can be made.

**Safety Escorts**

The Security Department will provide escort services to those who request them on the Sioux City campus. This can be especially important during the evening hours or if there is a concern of harm. Anyone may request an escort from any building or housing facility on campus. Please contact Security at 712-274-6414 or extension 6414 to meet a security officer for an escort.

**Crime Prevention**

To enhance safety on all campuses, lighting, both inside and outside is regularly maintained and upgraded as needed to ensure visibility. Landscaping is designed to prevent concealment. Video surveillance is used to monitor buildings and property on the Sioux City, Beltway Center, LeMars, Cherokee and Denison campuses. Although not continuously observed, the camera system does allow for recorded video to be used for investigatory purposes. In addition, campus security officers conduct regular patrols of the Sioux City campus and housing buildings, grounds and nature trail.

**Safety Procedures**

**Security and Access to Campus Facilities**

WITCC students, staff, and visitors have access to most campus buildings beginning at 7 a.m. until 10 p.m., Monday through Thursday and 7 a.m. until 5 p.m. on Fridays. On Saturdays, Admissions, the front lobby area and the Library on the Sioux City campus are open from 8 a.m. until noon. On Sundays and holidays the College is open for scheduled events only. Security is responsible for locking and unlocking designated buildings either by electronic access devices or physical locks. Security officers conduct regular patrols of the campus grounds, buildings, and housing complexes. Students are responsible for securing their vehicles. Housing residents are responsible for security for their individual units at WITCC Student Housing. Non-resident guests must be accompanied by a resident when in campus housing facilities. Security officers should be contacted at 274-6414 or 1-800-352-4649, extension 6414, to provide security services or assistance to students, staff, and campus visitors.

**Maintenance of Campus Facilities**

The Physical Plant is responsible for maintenance and upkeep of all College buildings and property. While on patrol, security officers are tasked with reporting any repair issues. In addition, a form titled “Report a Building or Grounds Concern” is available on the myWIT website under the security tab which can be used by any student or employee to report anything that they feel may require repair. All persons on campus are encouraged to report any deficiencies to the Physical Plant using either this form or a phone call to extension 1427.

**Residence Facilities**

Safety and security is paramount and is the responsibility of not only College staff, but Housing residents as well. Residents are responsible for locking their individual
rooms and suite or apartment doors and assisting with maintaining a secure building.

The exterior doors of Bur Oak Suites and Prairie Place are locked at 10PM each evening. Apartment doors in Sun Ridge Court are locked at all times. Exterior doors in all three housing facilities are accessed through electronic locks. During locked hours, a phone is available in the Bur Oak vestibule for guest use. Non-residents must be accompanied by the resident they are visiting.

Residents are not to give their identification cards and room keys to non-residents at any time. Should a resident be approached by a guest of another resident requesting admittance to housing facilities, that request must be denied for the safety and security of everyone in the building.

Residents who jeopardize the security of housing facilities, such as propping doors open, may face disciplinary action. Residents are responsible for any access cards and room keys issued to them and may be assessed a fee for replacement.

Children on Campus
Western Iowa Tech Community College is an institution of higher education.

Minor children are not allowed to attend classes with their parents, be in College work areas with their parents or be on campus unattended. These are safety and insurance issues for the College.

Children may accompany their parents or guardians who are on WITCC campuses to register for classes, to pick up and drop off class materials, and/or to seek College information and services.

If any student has a concern in this area, please contact the Dean of Students in the Administrative offices or at extension 1336. If any employee has a concern in this area, please contact the Dean of Quality and Human Resources at extension 1220.

Safety Programming
Safety procedures and an introduction to the College safety videos occur during College Experience classes for new students. Members of the campus security department are available for safety related presentations to student and employee groups. Please contact the Safety and Security Supervisor at extension 3210 for scheduling a presentation.

Safety Education
ALICE-The College has introduced the ALICE method of response to violent events on campus, such as a school shooting incident. The security department provides ALICE training to all new students during their College Experience class each semester. Employees have received training during staff meetings and refresher training occurs as needed or requested. This response method helps those involved increase their chances of survival through better information flow, which enhances their ability to make sound decisions. It also includes techniques that can be used should a person be confronted and have to actively engage the shooter.

Self Defense-The Student Activities Director provides a women's self-defense course once a week taught by a Self-Defense instructor, who is a 6th degree black belt in Tae Kwon Do, he teaches simple techniques designed to allow women to be able to break contact and create distance so they can escape from an aggressor.

Campus Safety Videos-WITCC has produced several videos that are accessible to all students and employees regarding safety on campus. There are six self-produced safety videos:

1. Introduction-This video introduces the College Emergency Action Guide, emergency phone call process and the emergency posters located in each classroom and workspace.
2. Fire Safety-This video provides instruction on the fire alarm system and the proper method of evacuating a building should the alarm be activated.
3. Tornado-This video familiarizes the college community with the procedures for sheltering in place during severe weather incidents.
4. Secure Your Area 1-This video describes the College lockdown procedure for classroom and workspace locations during a violent event on campus.
5. Secure Your Area 2-This video gives students and employees suggestions regarding shelter and evacuation should they be located in an open area of a building during a violent incident, such as a school shooter, on campus.
6. Notification-This video is a compilation of the various alarms that are used at the College to notify students and employees of unusual situations.

In addition, the College has purchased additional safety videos from 360StaySafe. These videos address topics that can affect college students such as recognizing controlling behavior in a relationship, stalking, preventing sexual assault, identity theft and protecting your possessions, safety tips and basic self-defense techniques. All safety related videos are located on the MyWIT homepage under the “Security” tab and are available for viewing at any time. In addition to the videos, the College also provides the following safety related programming through the Counseling Department:

WITCC offered programming of Dating and Relationship Series in the Fall of 2016; discussing issues related to dating, sexual safety and domestic violence. CAASA and CSADV came to all College Experience classes and multiple Staff Development day session to educate on domestic violence and sexual safety required for Title IX.

Jackson Recovery presented to the majority of College Experience classes on alcohol and drug awareness/
use and abuse. Multiple workshops were hosted in the Comet Learning Center and in all College Experience classes on anxiety and depression and how it impacts learning, also a workshop on learning styles and time management.

Each of these programs are presented at least once a semester on the Sioux City Campus and by appointment at the Cherokee, Denison and LeMars campuses and the Mapleton and LeMars learning centers. They are open to all WITCC students, staff and faculty. The Counseling and Security departments are always willing to address any group on campus regarding safety related topics. To schedule an appointment please contact the Safety and Security Supervisor at ext. 3210 or the College Counselor at ext. 1293.

**Weapons on Campus**

WITCC does not permit firearms on campus. The exceptions to this are:

1. Certified law enforcement officers in their jurisdiction.
2. Non-certified officers attending the ILEA satellite training academy on the Sioux City campus may bring firearms only for related classes.
3. Firearms owned by the College for use in the Police Science program.
4. Firearm training courses hosted by the College for members of the public.

Individuals who violate this policy will be referred to law enforcement for arrest and prosecution.

**Policy for Drug and Alcohol Free College Community**

The College shall endeavor to provide a healthy, safe, and secure educational environment. It is the policy of the Board that, within the powers of the College, reasonable measures shall be taken to establish and maintain a drug-free community as required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools & Communities Act/Amdendment of 1988 (PL101-226), and applicable Iowa statutes. (WITCC Board Policy 506.6)

### I. Policies Applicable to All

A. The unlawful manufacture, distribution, dispensation, possession, or use of a mood-altering substance on College premises, or while conducting College business or attending any College function by employees or students is absolutely prohibited. Violation of this policy may result in disciplinary action up to and including termination of employment or expulsion from the College.

B. All students and employees are expected to report for their assignments unimpaired by the use of a mood-altering substance.

C. The use of any prescription drug or medication with intent to induce mood alteration in a manner or amount not prescribed by an attending physician is prohibited while on College premises or while attending College functions.

D. The ingestion of any nonprescription chemical on College premises with intent to induce mood alteration is prohibited.

E. Any promotional material used for or in conjunction with College activities shall not include advertisement of alcoholic beverages.

F. Mood-altering substances as used in this Policy include, but are not limited to, controlled substances as defined in federal and Iowa criminal statutes, and alcoholic liquor and beer.

### II. Sanctions

#### A. Legal – Applicable to All

**Federal** For the possession, manufacture, distribution, or dispensing of a controlled substance, the maximum penalty is life imprisonment, a $20 million fine, or both and forfeiture of conveyances including vehicles. 21USCS 841, 844, and 881.

**Iowa** For the manufacture, delivery, or possession of a controlled substance or conspiring to do so, the maximum penalty is 50 years imprisonment, a $1,000,000 fine, or both. 204.401 Iowa Code, 1989.

**Sioux City** For the use or consumption of alcoholic liquor, wine, or beer upon public streets and alcoholic liquor anyplace except premises covered by a liquor control license, the maximum penalty is 30 days imprisonment, a $500 fine. 8.16.010 Municipal Code Sioux City.

#### B. College – Applicable to Students

1. Violation of this policy may result in imposition of one or more of the following sanctions.
   a. Recommendation that the student seeks an assessment at an accredited substance abuse agency and follows all subsequent recommendations.
   b. Mandatory participation in a substance abuse program at an accredited treatment agency.
c. Required chemical dependency assessment within ten (10 days) of imposition of sanctions at an accredited substance abuse agency and adherence to subsequent recommendations.

d. Suspension from school pending completion of an assessment at an accredited substance abuse treatment agency and adherence to all subsequent recommendations.

e. Dismissal, with a verbal recommendation that the student seeks an assessment at an accredited substance abuse treatment agency and follows all subsequent recommendations.

2. In addition to or in lieu of any of the penalties for an act of misconduct under the Student Code of Conduct section in the Student Handbook, when alcohol or drug abuse appears to be a factor, sanctions listed herein may be applied.

III. Miscellaneous

A. When employees or students suspect another individual is having alcohol or other drug related difficulties, including difficulties with family or friends, they are encouraged to intervene by sharing their concerns with the individual, or they may contact the Dean of Students for confidential assistance on how best to help the person.

B. When a student witnesses possession of alcohol or other drugs by another student or staff member, it is strongly suggested that he/she report the incidence to WITCC Security.

C. When a staff member witnesses possession of alcohol or illicit drugs by a student, the following must be applied:

1. The Security Department must be notified immediately.

2. All persons believed to be in possession of illicit drugs must be reported to the local law enforcement agency.

3. All persons of minority age believed to be in possession of alcohol must be reported to the local law enforcement agency.

4. Following due process procedures, the Dean of Students or designee, the Residence Life Manager or designee, after consultation the Security Department may apply one of the sanctions listed herein.

Students Convicted of Possession or Sale of Drugs

A federal or state drug conviction can disqualify a student for Financial Aid funds.

<table>
<thead>
<tr>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
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</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1st offense</td>
</tr>
<tr>
<td>1 year from date of conviction</td>
<td>2 years</td>
</tr>
</tbody>
</table>

| 2nd offense                 | 2nd offense           |
| 2 years from date of conviction | Indefinite period     |

<table>
<thead>
<tr>
<th>3+ offenses</th>
<th>3+ offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indefinite period</td>
<td>Indefinite period</td>
</tr>
</tbody>
</table>

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. Documentation of the date of conviction or successful completion of a qualified rehabilitation program may be requested by the Financial Aid Office.

Further drug convictions will make him/her ineligible again.

Drug and Alcohol Services at WITCC

Counseling services are available on the Sioux City campus weekdays, except on Friday. While the college counselor is not involved in long term therapy, she will work with students and can make a referral to a community resource agency for longer term care. This would include Siouxland Mental Health Center and Jackson Recovery. The counselor is also a resource for the other college campuses and learning centers and is available for consultation by phone at 712-274-8733, ext. 1293; and can make referrals to agencies in those local communities.

While there is no formal employee assistance plan for employees of the College, the insurance program does provide benefits for mental health counseling and addiction services. Questions on these benefits can be...
Emergency calls are immediately forwarded to Campus Security at 712-274-6414 or extension 6414. Students and staff are highly encouraged to sign up for the texting service, which can be found at wittcc.edu/alerts. This is an opt-in system. Simply follow the prompts and select the type of text alerts you would like to receive. To report an emergency situation, call 911 or call the campus emergency extension which is 1316 or Campus Security at 712-274-6414 or extension 6414. Emergency calls are immediately forwarded to Campus Security for resolution. The Security Department is responsible for compiling the annual statistical disclosure.

**Timely Warning Procedure**

WITCC is concerned about the safety of students and employees. Should an incident occur, on any of the WITCC campuses or learning center or at an off campus location, that in the judgment of the Safety and Security Supervisor or designee presents a continuing threat to the safety of the campus community, a timely warning notification will be issued. The Safety and Security Supervisor will develop a timely warning notice which will notify members of the college community about serious crimes against people that occur on campus, should it be determined that an ongoing threat may exist. The trigger for a timely warning notice is whether a continuing threat to the safety of the campus community exists based on the facts of the case and information known by the security department. Major crimes such as murder, manslaughter, arson and robbery will generally be the subject of a timely warning notice. Crimes such as aggravated and sexual assault are considered on a case by case basis, with factors such as when and where the incident occurred, when it was reported and whether an arrest has been made being considered. Because the timely warning notice is a method of keeping the college community informed, it may be used for other crimes as determined by the Safety and Security Supervisor or designee. In addition, from time to time, safety related information and articles may be sent out in general e-mail form.

Should an incident occur in which timely warning notification is to be sent, an all student/all employee e-mail will be used as the primary notification method. This message will reach every student and every employee on all campuses, should the incident be campus specific, that information will be noted in the timely warning notice. The notice will generally be written by the Safety and Security Supervisor or designee, and will be distributed following approval of the Vice President of Finance and Administrative Service and/or the Dean of Students. Depending on the incident, the college’s mass notification system, which will send text messages to cellular telephones and e-mails to campus accounts, may also be used. In some cases, runners, posted notices, or a public address system may be used to make the notification. Any follow up information resulting from a timely warning notification will be sent through an all student/all employee e-mail. Timely warnings shall be provided in a manner that is timely, and that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Students and staff are highly encouraged to sign up for the texting service, which can be found at wittcc.edu/alerts. This is an opt-in system. Simply follow the prompts and select the type of text alerts you would like to receive. To report an emergency situation, call the campus emergency extension which is 1316 or Campus Security at 712-274-6414 or extension 6414. Emergency calls are immediately forwarded to Campus Security for resolution. The Security Department is responsible for compiling the annual statistical disclosure.

**Emergency Response and Evacuation**

Should an incident be reported on campus which involves an immediate threat to the health or safety of students, staff and faculty, WITCC security and physical plant staff will attempt to immediately confirm the incident and its location if the incident is on the Sioux City campus. For the campuses in Cherokee, Denison, LeMars and the learning center in Mapleton, staff at those locations will attempt to confirm the incident. This may be done by physically responding or telephonically. On the Sioux City, Beltway Center, LeMars, Denison and Cherokee, campuses video cameras may also be viewed to confirm the emergency. Upon confirmation, the College, through the incident coordinator in charge will without delay, and taking into account the safety of the college community determine the content of the notification and initiate the notification system, unless the notification will in the professional judgment of the responsible authorities, compromise efforts to assist victims or contain, respond to or otherwise mitigate the emergency. The incident coordinator in charge will generally determine the extent of the notification and evacuation. On the Sioux City campus this can consist of Student Housing only, or the entire campus. Bur Oak Suites and Prairie Place Suites are equipped with internal public address systems and Sun Ridge Apartments has an external speaker, all connected to the campus public address system. Incidents on all other campuses will result in a full campus notification. Should an incident occur which is obviously an immediate threat which requires securing the building in lockdown, administrative support staff in Sioux City, Cherokee and Denison have the authority to immediately notify the college community through pre-recorded messages. Notification of a full building evacuation, shelter in place or lockdown will be made over the public address system. This announcement will advise building occupants of actions that should be taken. Pre-recorded announcements that cover weather related emergencies and physical violence will be utilized. Other situations will involve customized messages over the public address system which will be approved by the college community through pre-recorded messages. Notification of a full building evacuation, shelter in place or lockdown will be made over the public address system. This announcement will advise building occupants of actions that should be taken. Pre-recorded announcements that cover weather related emergencies and physical violence will be utilized. Other situations will involve customized messages over the public address system which will be approved by the college community through pre-recorded messages. Notification of a full building evacuation, shelter in place or lockdown will be made over the public address system. This announcement will advise building occupants of actions that should be taken. Pre-recorded announcements that cover weather related emergencies and physical violence will be utilized.

The primary incident coordinators for WITCC are the Safety and Security Supervisor, Director...
of Physical Plant and College Safety, Vice President of Finance and Administrative Services and the Dean of Information Technologies.

WITCC has produced videos regarding actions that can be taken by students, staff and faculty in these situations. These videos have been posted on MyWIT homepage under the “Security” tab and may be viewed at any time by students and employees. An Emergency Response Guide along with Tornado, Fire and Secure Your Area posters have been placed in each classroom and work space area which list specific precautions that should be taken. These procedures are also available to employees and students in the campus Emergency Action Plan, which is available under the “Security” tab on MyWIT. Publicizing emergency response and evacuation procedures takes place in College Experience classes which are required for all incoming freshmen each semester. In addition, an e-mail notification regarding the content and location of the instructional videos and Emergency Action Plan will be sent to all students, staff and faculty prior to the first test of the academic year.

Emergency response and evacuation procedures are tested on at least an annual basis on all WITCC campuses. Tests consist of activating the fire alarm system for full building evacuations as well as activating messages over the public address systems to test severe weather and campus secure your area procedures. After each drill there is a debriefing with involved parties who oversee the drill to address procedural issues which are documented. In addition, an e-mail is sent to staff and faculty with a request to contact the Information Technologies department concerning any problems with the emergency notification systems. Because emergencies can happen at any time, these tests are conducted at different times of the day and are unannounced.

### Emergency Drills Performed

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<td>6/14/2016</td>
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### Student Housing Missing Person Protocol

As part of the Higher Education Act of 2008, Western Iowa Tech Community College is required to advise the college community of annual fire safety reports for student housing. At Western Iowa Tech Community College, there are three housing complexes, Bur Oak Suites, Prairie Place Suites and Sun Ridge Court. Bur Oak Suites and Prairie Place Suites are dormitory style living. They are equipped with a sprinkler system, internal fire alarm system including CO2 monitor and smoke detectors in the common areas. In addition, there is a stand-alone smoke detector in suite. Fire extinguishers are placed throughout the common areas of the building. The alarm system is also connected to the main college alarm system. Fire drills are conducted four times a year on the main campus. These drills would also include both Bur Oak Suites and Prairie Place Suites.

Sun Ridge Court consists of 10 apartment buildings. Each apartment has stand-alone smoke detectors and fire extinguishers located in the kitchen pantries. Due to the apartment style living and separate buildings in Sun Ridge Court, there are no fire alarm systems in the complex and fire drills are not conducted. No plans are in place for improvements for the three residential housing areas on campus and are within the requirements of compliance HEA 2008 as well as local and state codes.

Certain appliances are **not permitted** in the Student Housing units in Sun Ridge Court; they are as follows, but not limited to: Mini-Refrigerators, Mini-Dishwashers, Mini-Deep Freezers, Gas or Charcoal Grills, Mini-Laundry Machines, portable electric appliances, smoking, and open flames.

Other appliances not listed above must have prior approval by the Student Housing Management in order to avoid disciplinary action. There are several appliances that are permitted in the Student Housing...
units in either Bur Oak Suites, Prairie Place Suites or Sun Ridge Court, they are as follows, but not limited to: Electric Grills/Griddles, Toasters, Microwave Ovens, and Coffee Pots.

Candles, when burned, are a fire hazard and are not allowed in Student Housing units. However, they are allowed as decoration and can be used with a candle warmer.

Western Iowa Tech Community College is a smoke free/tobacco free campus. Smoking is not permitted on the college grounds or in vehicles on the campus.

At the beginning of each semester, Housing staff at each complex covers the procedures for evacuation with their residents. In addition, posters with directions for fire evacuation are posted on the inside of each apartment or suite door. All incidents of a fire occurring or having occurred should be reported to WITCC campus security officers by calling 712-274-6414 or occurring fires to the jurisdictional fire departments through 911.

Western Iowa Tech Community College has created a training video, which is college specific, on procedures to follow in the event of a fire alarm. This video is posted on the MyWIT homepage under the “Security” tab and is accessible to all students, staff and faculty. Fire extinguisher training is provided to employees of the College periodically. In addition, fire alarm procedures are listed in the College Emergency Action Plan which is available to staff and faculty through the MyWIT website.

Statistical information listing the number of fires, causes, number of injuries and deaths and property damage amounts are shown in the chart above.

### Procedures and Penalties for Alcohol and Illegal Drug Use

**Alcohol Prohibited**

The possession of alcohol is prohibited in all areas of the College, including all areas of the residence halls. This prohibition includes complex grounds, common areas, and parking lots. Possession of empty alcoholic containers is not permitted for any purpose. Violations of the policy will result in disciplinary action through the College and possible referral to law enforcement.

An alcohol violation is defined as follows: Direct observation of alcohol consumption or possession of alcoholic beverages or the inability of a student to function in a safe manner due to consumption of alcohol (public intoxication) on College property. Residents will be held accountable for their guests, including their possession of alcohol on College property. Anyone present in a suite or apartment where alcohol is found will be deemed in violation of the alcohol policy.

**Sanctions:**

**1st violation**

A student in violation of the College alcohol policy will be issued a citation to appear before the Student Justice Hearing Officer within 3 business days. A fine of $100 will be charged to the student’s College account. The student will also be required to complete an online alcohol education course. Guests of students will be issued a “no trespass” order from College property for a period of no less than 15 days.

**2nd violation**

A student in violation of the College alcohol policy will be issued a citation to appear before the Student Justice Hearing Officer within 3 business days. A fine of $200 will be charged to the student’s College account. The student will be required to complete five hours of community service. The student will also be required to meet with the College counselor and
follow the counselor’s recommendations, including an alcohol assessment at Jackson Recovery performed at the student’s expense, if ordered. The student must complete the follow up recommendations and sign a release of information for the Dean of Students and the College counselor to receive results and completion confirmation. Guests of students will be issued a “no trespass” order from College property for a period of no less than 30 days.

3rd violation
The student will be required to meet with Student Justice Hearing Officer. Under most circumstances, a student will be required to move out of campus housing within one week of a determination of responsibility. The housing deposit will be retained, and any housing refund will be issued according to the occupancy fee refund schedule.

Students who have been removed from campus housing because of repeated alcohol violations will be permitted to reapply for campus housing after a full semester has passed. Decisions to grant or deny reapplication will be at the discretion of Dean of Students. Decisions will be based on the likelihood that the student will incur future code of conduct violations and the level of cooperation on the part of the student during past code of conduct violations. All students readmitted into campus housing will be placed on written probation.

Drug and Alcohol Search by Law Enforcement
Periodically local police departments may be invited to conduct an unannounced drug search with a canine unit. Should the dog indicate that an illegal substance is present in a unit, Campus Security or a professional housing staff member will search the area. Disciplinary action will be taken and the police may initiate, at their discretion, criminal charges against the residents of the unit.

Illegal Drugs Prohibited
Possession, distribution, manufacture and use of illegal drugs are not allowed in campus housing, including common areas, the grounds, or parking areas. The trafficking of drugs or use of prescription drugs in a manner inconsistent with its labeling is prohibited. Any controlled substance or agent having the potential for abuse and/or possession of paraphernalia for drug use is also prohibited. Students present at the discovery of illegal drugs will be held in violation of this policy.

Sanctions:
1st Violation Marijuana / Prescription Drug Abuse
A student found to be in possession of Marijuana, to possess related paraphernalia, or a student found to be abusing prescription drugs will be required to meet with the Student Justice Hearing Officer for a code of student conduct meeting. The student will also be required to meet with the College counselor. Upon recommendation of the counselor, the student will be required to have a drug assessment from Jackson Recovery performed at the student’s expense within one week of the receiving the recommendation. The student must complete the follow up recommendations and sign a release of information for the Dean of Students and the College counselor to receive results and completion confirmation.

In addition, the student will be responsible for completing ten hours of community service and will pay a $100 fine. The student will have two weeks to complete the community service requirement and must follow the decided upon schedule for completing the hours. The fine will be posted to the student’s college account and must be paid within 30 days of the posting date. Failure to follow any of these measures will result in dismissal from campus housing.

The Dean of Students may decide, depending on the severity of the infraction or lack of cooperation on the part of the student, to impose a sanction of immediate dismissal from campus housing and to impose other disciplinary actions on the student.

2nd violation of Marijuana / prescription drug abuse
A student found in violation of the College drug guidelines for a second time will be dismissed from campus housing and may be subject to other disciplinary actions.

Other Illicit Drugs / Controlled Substances / Illegal Enterprises
A student who possesses or uses other types of illegal drugs will be subject to dismissal from campus housing on the 1st violation or occurrence. Any student involved in drug dealing, trafficking, or distribution of any type of drug will be subject to dismissal from campus housing on the 1st violation or occurrence.

Crime Statistics
WITCC Security maintains records of all incidents they investigate or that are reported anonymously. Annual crime statistics are compiled, published and distributed in compliance with the Higher Education Amendments Act of 1998. These statistics include the following: murder, negligent or non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson. Certain crimes that show evidence of bias must also be reported. These include the crimes listed above, along with theft, simple assault, intimidation and damage to property if the crime was committed due to a person’s race, gender, religion, disability, sexual orientation, gender identity, ethnicity or national origin. Additionally, arrests and campus disciplinary referrals for liquor law violations, drug law violations and weapons law violations are reported. Pursuant to the Pursuant to the Violence against Women Reauthorization Act of 2013, the College will also be reporting incidents of dating violence, domestic violence and stalking in the annual crime chart. Copies of these reports are maintained in the WITCC Security Office. Crime charts will be provided for each separate campus within the College. Statistics for the Mapleton Learning Center will be included with
the Denison Campus.

On occasion, law enforcement will investigate a report of crime that occurs on a campus which meets the requirements for inclusion in the annual crime statistics. In the event their investigation shows the report to be false or baseless, the College may list the crime as unfounded and not include it in the campus crime chart. Only sworn law enforcement officers may declare a reported crime to be unfounded. Because the campus security department is non-sworn and does not have law enforcement authority, they cannot list a reported crime as unfounded. Unfounded crimes, if any, will be shown on the crime statistics chart for the affected campus.

The WITCC Security Department also maintains a crime log listing information on all crimes reported to the department. This log is kept current and is available for viewing in the Security office. Caveat: The 2016 statistics below are based off of the 2016 Clery requirements.
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**HATE CRIME REPORTING:**

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<td>There were no hate crimes report for 2014, 2015, or 2016</td>
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Le Mars
**Sexual Assault, Domestic Violence, Dating Violence, Stalking**

Western Iowa Tech Community College prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking.

Western Iowa Tech Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Western Iowa Tech Community College issues this statement of policy informs the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college community.

The following are Western Iowa Tech Community College’s policies governing sexual misconduct:

**BOARD POLICY**

**WESTERN IOWA TECH COMMUNITY COLLEGE**

**Series Number 506.7**

**Title Health and Safety Regulations and Procedures**

**Sexual Abuse**

Western Iowa Tech Community College is pledged to maintain an environment conducive to work and study for all persons. Accurate and prompt reporting of incidents of sexual abuse will be facilitated through the dissemination and discussion of materials covering the rights and responsibilities of students and employees and of policies governing appropriate conduct. Such dissemination and discussion will take place during student orientation and registration and at other times as deemed necessary.

Information will be provided to all students about counseling services and campus security. Educational programs related to the means of preventing sexual abuse, of protection from sexual abuse, and of the rights and duties of students and employees will be provided on a periodic basis.

Sexual abuse shall be as defined in Iowa Code Section 709.1.

**BOARD POLICY**

**WESTERN IOWA TECH COMMUNITY COLLEGE**

**Series Number 400.10**

**Title All Personnel**

**Harassment**

Harassment of employees and students will not be tolerated. This includes incidents within college facilities, college premises, and on other property if the employee or student is at any college sponsored or related activity or function, such as field trips where students are involved in a college-supervised activity or where the employee is engaged in college business.

Harassment includes, but is not limited to, race, creed, color, gender, national origin, religion, age, disability, sexual orientation, other protected basis as defined in Iowa or federal law as amended from time to time, and sexual harassment. Harassment by Board members, administrators, employees, parents, vendors, and others doing business with the College is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the President or Board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment shall report such matters to one of the designated harassment conciliators.

Upon receiving a complaint, the conciliator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the conciliator to promptly and reasonably investigate claims of harassment and to pass the findings on to the President who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an
investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because the student or employee has filed a harassment complaint; assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge; or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the Board members, administrators, employees, students, and others having business or other contact with the College to act appropriately under this policy. It shall be the responsibility of the President to inform and educate employees or students and others involved with the College about harassment and the College’s policy prohibiting harassment.

This policy and accompanying regulations shall only apply when an employee is the victim of an alleged harasser, or an employee is the alleged harasser. It shall be the responsibility of the President, in conjunction with the conciliators, to develop administrative procedures regarding this policy.

The College has designated a group of employees to participate in Civil Rights Investigator training. This team consists of members from Campus Security, Judicial Affairs, Human Resources, the Title IX Coordinator, Dean of Students office and Campus Housing. The investigators meet periodically throughout the year to review, develop and revise protocols, policies and procedures for addressing domestic violence, dating violence, sexual assault and stalking on campus.

I. Definitions

There are numerous terms used by this college in our policy and procedures.

Consent: is not defined in the Iowa State Code. For the purposes of this policy, the college will use the definition of consent given by the Merriam-Webster dictionary as: to give assent or approval, AGREE. Consent can be given either verbally or through physical action. In all cases, consent must be knowing, voluntary and without ambiguity. Silence or failure to say “No” is not considered to be consent.

Sexual Assault: means an offense classified as rape, fondling, incest or statutory rape under the uniform crime reporting system of the Federal Bureau of Investigation — Appendix A of 334CFR Part 668.

Iowa Chapter 709.1: Sexual Abuse Defined.

Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:

A. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats or violence toward any person, or if the act is done while the other is under the influence of a drug-inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.

B. Such other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual abuse.

Such other participant is a child. A child is a person aged fourteen or younger. NOTE: The term sex act or sexual activity means any sexual contact between two or more persons, by penetration of the penis into the vagina or anus, by contact between the mouth and genitalia or anus of another person, or by the use of artificial sexual organs, or substitutes therefore in contact with the genitalia or anus.

- Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Iowa Chapter 236: Domestic Abuse Defined

“Domestic abuse” means committing assault as defined in section 708.1 under any of the following circumstances:

A. The assault is between family or household members who reside together at the time of the
assault.

B. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.

C. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.

D. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.

E. (1) The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether the person are or have been in intimate relationship, the court may consider:
   a. The duration of the relationship
   b. The frequency of interaction
   c. Whether the relationship has been terminated
   d. The nature of the relationship, characterized by either party’s expectation of sexual romantic involvement.

(2) A person may be involved in intimate relationship with more than one person at a time.

**Dating Violence:** Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

A. The length of the relationship.

B. The type of relationship.

C. The frequency of interaction between the persons involved in the relationship.

**Stalking:** Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress. For the purposes of this definition:

A. **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

B. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

C. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Iowa Chapter 708.11: Stalking Defined**

Purposefully engages in course of conduct that would cause reasonable person to fear bodily injury or death to himself or immediate family; perpetrator knows or should have known that person would be fearful and course of conduct actually induces fear.

**II. Education and Prevention Programs**

The College has developed educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

A. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

B. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

C. Defines what behavior and actions constitute consent to sexual activity in the State of Iowa;

D. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;

E. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

WITCC engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The College offered the following primary prevention and awareness programs for all incoming students in 2016:
SCHEDULE OF WELLNESS WORKSHOPS CALENDAR 2016:

**Dating Relationship Series:** Dates and times vary 7 sessions: 9/28, 10/1, 12, 26, 11/2, 9, 16.
Discussing issues related to dating, sexual safety and domestic violence. One hour each day.

**CAASA and CSADV:** Dates and times vary
Centers Against Abuse and Sexual Assault and Council on Sexual Assault and Domestic Violence came to all College Experience Orientation classes discussing awareness, Bystander Intervention and available resources and contact information.

**Title IX Staff Development:** 10/19/2016 1pm-2pm
Centers Against Abuse and Sexual Assault and Council on Sexual Assault and Domestic Violence came to multiple Staff Development day sessions to educate on domestic violence and sexual safety required for Title IX. The sessions discussed Bystander Intervention and available resources, overview of Title IX.

**Teen Outreach Program:** Dates and times vary
Special Needs Students-Dating, Relationships, Goal Setting, Self-Worth was a nine month program meeting once a week for an hour a day.
Discussing issues related to dating, sexual safety and domestic violence.

**Health Fair:** 9/21/16
Substance abuse, STD’s, Self-Defense, Relationship Dynamics. A table was setup Promoting awareness education on domestic violence and sexual safety to staff and students.

**Mental Health Summit:** 11/14/2016
To promote awareness and educate/discuss Mental Health Issues in Siouxland.

**Jackson Recovery:** Dates and times vary
Session presented to the majority of College Experience Orientation classes on alcohol and drug awareness/use and abuse, as well as awareness of resources available.

**Anxiety and Depression:** Dates and times vary
Multiple workshops were hosted in the Comet Learning Center and in all College Experience Orientation classes on anxiety and depression and how it impacts learning. There was also a workshop on learning styles and time management.

**The College provided the following awareness training in 2016:**
The College has developed a Title IX brochure that is used during initial student orientation classes and for on-going employee awareness programs. This brochure includes information on the College’s Title IX policy, sexual harassment and sexual violence definitions along with examples and a statement prohibiting such behavior, complaint procedures, bystander intervention tips, privacy statement, contact information for advocacy services and information on how to report a complaint.

### III. Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Brenda Bradley, Director of Human Resources, RHK A242, 712-274-8733 ext. 1220, brenda.bradley@witcc.edu and Campus Security 712-274-6414 or Office Robert H. Kiser bldg. room A231 (If the victim so desires).

After an incident of sexual assault, domestic violence or dating violence, the victim should consider seeking medical attention as soon as possible at the following locations:

**Sioux City and the Beltway Center Campuses-St. Luke’s Regional Medical Center, 712-279-3500. 24 hour emergency medical services and examinations for sexual assault evidence.**

**Cherokee Campus - Cherokee Regional Medical Center, 712-225-5101.24 hour emergency medical services and examinations for sexual assault evidence.**

**Denison Campus - Crawford County Hospital, 712-263-5021. 24 hour emergency medical services and examinations for sexual assault evidence.**

**LeMars Campus - Floyd Valley Hospital, 712-546-7871. 24 hour emergency medical services and examinations for sexual assault evidence.**

In Iowa, evidence may be collected even if you chose not to make a report to law enforcement. You will not be responsible for any bill stemming from a sexual assault, including treatment of any injuries that happened during the assault. The bills will be sent directly to Crime Victims Compensation in Des Moines. Also available under this program is counseling for the victim and any secondary victim (spouse, special friend, etc.)

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted so that evidence necessary for the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic...
evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communication and by keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police.

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The Campus Security Department will assist any victim with notifying local police if they so desire.

Police Department contact information for WITCC campus locations is listed below in the event that a victim would choose to contact them directly:

- **Sioux City and Beltway Center Campuses** - Sioux City Police Department, 712-279-6960 or 911. To report sexual abuse that occurred on campus or in Sioux City. South Sioux City Police Department, 402-494-7555 or 911. To report sexual abuse that occurred on campus or in South Sioux City.

- **Cherokee Campus** - Cherokee Police Department, 712-225-6464/225-6728 or 911. To report sexual abuse that occurred on campus or in Cherokee.

- **Denison Campus** - Denison Police Department, 712-263-3195 or 911. To report sexual abuse that occurred on campus or in Denison.

- **LeMars Campus** - Le Mars Police Department, 712-546-4113 or 911. To report sexual abuse that occurred on campus or in Le Mars.

The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with campus security or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report (see following page.)

IV. **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Iowa, a victim of domestic violence, dating violence, sexual assault or stalking has the right to advocacy and the right to confidentiality. Please refer to Iowa Chapter 915: Victim’s Rights, Sections 915.1-915.100.

Further, Western Iowa Tech Community College complies with Iowa law in recognizing orders of protection. Any person who obtains an order of protection from Iowa, South Dakota or Nebraska should provide a copy to Campus Security and the Office of the Title IX Coordinator. A complainant may then choose to meet with Campus Security and the Dean of Students office to develop a plan to reduce risk of harm while on campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom locations, on-campus living arrangements or allowing a student to complete assignments from home, etc. Protection orders are available through the county Clerk of Courts office.

To the extent of the victim’s cooperation and consent, college offices, including the Dean of Students, Human Resources, Campus Security, Student Housing and Counseling Office will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. These changes and notifications will generally be coordinated through the Dean of Students office. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in Campus Security’s Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a form at the Admissions office. This request is good
<table>
<thead>
<tr>
<th>Incident Being Reported:</th>
<th>Procedure Institution Will Follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
</table>
| **Sexual Assault**       | 1. Depending on when reported (immediate vs. delayed report), College will provide complainant with access to medical care  
2. College will assess immediate safety needs of complainant  
3. College will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department  
4. College will provide complainant with referrals to on and off campus mental health providers  
5. College will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, no contact order between both parties  
6. College will provide a trespass warning to accused party if deemed appropriate  
7. College will provide written instructions on how to apply for Protection Order  
8. College will provide a copy of the Sexual Abuse or Harassment Policy to complainant and inform the complainant regarding any timeframes for inquiry, investigation and resolution  
9. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and the outcome of the hearing  
10. College will enforce anti-retaliation provisions under Board Policy 400.10 and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination | Sexual assault cases are referred to the Title IX Coordinator and are adjudicated using the *preponderance of the evidence* standard. |
| **Stalking**             | 1. College will assess immediate safety needs of complainant  
2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department  
3. College will provide written instructions on how to apply for Protection Order  
4. College will provide information to complainant on how to preserve evidence  
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate  
6. College will provide a trespass warning to accused party if deemed appropriate | Stalking cases are referred to the Title IX Coordinator and are adjudicated using the *preponderance of the evidence* standard. |
| **Dating Violence**      | 1. College will assess immediate safety needs of complainant  
2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department  
3. College will provide written instructions on how to apply for Protective Order  
4. College will provide information to complainant on how to preserve evidence  
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate  
6. College will provide a trespass warning to accused party if deemed appropriate | Dating Violence cases are referred to the Title IX Coordinator and are adjudicated using the *preponderance of the evidence* standard. |
| **Domestic Violence**    | 1. College will assess immediate safety needs of complainant  
2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department  
3. College will provide written instructions on how to apply for Protective Order  
4. College will provide written information to complainant on how to preserve evidence  
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate  
6. College will provide a trespass warning to accused party if deemed appropriate | Domestic Violence cases are referred to the Title IX Coordinator and are adjudicated using the *preponderance of the evidence* standard. |
Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Sioux City Campus and Beltway Center

- WITCC Campus Security, 712-274-6414. RHK room A235. To report sexual abuse that occurred on campus.
- Sioux City Police Department, 712-279-6960 or 911. To report sexual abuse that occurred on campus or in Sioux City.
- Woodbury County Attorney’s Office, 712-279-6516. Criminal prosecution of sexual assault cases. Also, assistance is provided to crime victims regarding the legal process.
- South Sioux City Police Department, 402-494-7555 or 911. To report sexual abuse that occurred on campus or in South Sioux City.
- Dakota County Attorney’s Office, 402-987-2151. Criminal prosecution of sexual assault cases.
- Council on Domestic Violence and Sexual Assault, 712-258-7233. Shelter and counseling referrals in Sioux City.
- Haven House, 402-494-7592. Shelter and counseling referrals in South Sioux City.
- St. Luke’s Regional Medical Center, 712-279-3500. 24-hour emergency medical services and examinations for sexual assault evidence.
- Mercy Medical Center, 712-279-2010. 24-hour emergency medical services and examinations for sexual assault evidence.

Cherokee Campus

- Cherokee Police Department, 712-225-6464 or 225-6728 or 911. To report sexual abuse that occurred on campus or in Cherokee.
- Cherokee Regional Medical Center, 712-225-5101. 24-hour emergency medical services and examinations for sexual assault evidence.
- Cherokee County Public Health, 712-225-6718. Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.

Denison Campus

- WITCC Campus Security, 712-274-6414. To report sexual abuse that occurred on campus.
- Denison Police Department, 712-263-3195 or 911. To report sexual abuse that occurred on campus or in Denison.
- Crawford County Hospital, 712-263-5021. 24-hour emergency medical services and examinations for sexual assault evidence.
- Crawford County Public Health, 712-263-3303. Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.

Mapleton Learning Center

- Mapleton Police Department, 712-881-1306 or 911. To report sexual abuse that occurred at the center or in Mapleton.
- Monona County Public Health, 712-433-1773. Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.

LeMars Campus and Learning Center

- Le Mars Police Department, 712-546-4113 or 911. To report sexual abuse that occurred on campus or in Le Mars.
- Floyd Valley Hospital, 712-546-7871. 24-hour emergency medical services and examinations for sexual assault evidence.
- Plymouth County Public Health, 712-546-3335. Public health services including information regarding sexually transmitted diseases and testing, information on pregnancy testing and referrals.

V. Adjudication of Violations

Whether or not criminal charges are filed, the college or a person may file a complaint under the Sexual Abuse policy, 506.7, or the Harassment policy, 400.10, alleging that a student or employee violated the College’s policy on sexual abuse or harassment. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Security will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The college disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The due process procedure provides that:

A. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board;
B. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing.

C. A student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the college’s Student Code of Conduct?”

D. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and

E. The accuser and the accused each have the right to appeal the outcome of the hearing by giving written notice to the Dean of Students on or before the third (3) class day after the day the decision or action is served on the student or mailed to the student’s last known address by ordinary mail. The notice of appeal shall contain the student’s name, the date of the decision or action, the name of his/her legal counsel, if any, and a simple request for appeal. Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided. Both the accuser and accused will be notified simultaneously in writing of the final outcome after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college’s policy against Harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the due process procedure.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college’s ability to respond to the complaint may be limited.

Confidentiality

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the sexual abuse or harassment policy occurred will lead to the initiation of disciplinary procedures against the accused individual. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Sanctions for students include the possibility of suspension or expulsion from the College. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: changes to academic, living, or working situations, on-campus counseling and referrals, no contact orders and assistance in notifying appropriate local law enforcement and medical services. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible with coordination of the Dean of Student's office. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Western Iowa Tech Community College.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Iowa, convicted sex offenders must register with the Sheriff’s Office in the county of residence. The sex offender registry is maintained by the Iowa Department of Criminal Investigation. You can access this information at the following website: www.iowasexoffender.com

Additionally, the Dru Sjodin National Sex Offender Public Website offers sex offender information on a nation-wide basis and is coordinated by the U.S. Department of Justice. The NSOPR site is a cooperative effort between jurisdictions hosting
Parking and Traffic Fine Schedule

All parking and traffic citations are issued by Western Iowa Tech Security. All fines are recorded and put on the violator's record. Handicapped parking violations are recorded through the state and will be put on the violator’s driving record.

1. Parking Fine Schedule
   - Parking where permit is not valid: $25.00
   - Failure to register or display valid permit: $25.00
   - Blocking a sidewalk: $25.00
   - No Parking zone: $25.00
   - Unauthorized parking: $25.00
   - Yellow curb: $25.00
   - Loading zone: $25.00
   - Reserved parking stall: $25.00
   - Unattended vehicle on street: $25.00
   - Visitor’s parking only: $25.00
   - Parking on grass: $50.00
   - Fire lane/red curb: $50.00
   - Driveway: $50.00
   - Other violations: $25.00-$50.00
   - Handicapped (State Citation): $100.00

2. Moving Violation Fine Schedule
   - Failure to display valid student ID/driver's license: $25.00
   - Improper lane change: $25.00
   - Speeding 1-10 mph over the speed limit: $25.00
   - Speeding 11+ mph over the speed limit: Add $2 for each mile over 10 mph
   - Reckless/careless driving: $50.00
   - Failure to stop for pedestrian at/in crosswalk: $50.00
   - Failure to have control of vehicle: $50.00
   - Wrong way on a one-way street: $50.00
   - Failure to stop at a stop sign: $50.00

NOTE: All fines double after the third offense.

Pursuant to the Iowa Smokefree Air Act and policy revisions, Western Iowa Tech Community College is a smoke-free, tobacco free campus. Tobacco use of any kind is prohibited while on College property. This includes personal vehicles parked on College property and Student Housing. The College has also included the use of electronic cigarettes under this policy. College employees are encouraged to verbally address violations that they may observe. The Security Department has enforcement authority on campus for this state law and may issue citations as necessary. Under the law, students, staff and faculty who wish to smoke must leave campus.

Smoking and the use of tobacco products is prohibited in all College facilities and on all College property, including buildings, grounds, and parking lots and in any private or College vehicle located on College property and grounds. Smoking and the use of tobacco products is prohibited in vehicles which are owned, leased, or provided by the College. This restriction applies at all times and to all employees, students, customers, clients, vendors, and visitors.

The use of electronic e-cigarettes is also prohibited. Smoking is defined as the burning or inhaling of tobacco or other matter that can be smoked or inhaled, or the inhaling of smoke or vapor from an electronic smoking device.

Persons failing to abide by this policy shall be required to extinguish and/or dispose of their expended tobacco product or leave the restricted College premises immediately and shall be subject to sanctions and penalties as outlined in the Iowa Smoke-Free Air Act.

The Federal Family Educational Rights and Privacy Act (FERPA)

Western Iowa Tech Community College complies with the provisions of the Federal Family educational Rights and Privacy Act of 1974, as amended (“FERPA”). Under the Act, each student has the right to inspect and review their student records and request the amendment of inaccurate or misleading student records or request the amendment of student records to ensure they are not otherwise in violation of the student’s privacy or other rights.

FERPA also covers other information about student records that the College maintains, including, but not limited to, who has access to them, and for what purposes access is granted. Generally, FERPA allows the College to release personally identifiable information contained in student records with the student’s consent and without the student’s consent in some circumstances. FERPA also permits the College to release “directory information” without
the student’s consent. Directory information consists of: Student name, student address and telephone number, date and place of birth, major/field of study, level of education, dates of attendance, degrees and honors earned and dates, and the most recent educational agency or institution attended prior to enrollment at the College.

Students who wish to restrict access to their records may do so in the Admissions Office. This same office can provide WITCC policy statements and guidelines for access or restricting of access to student records.

If a student feels the College has failed to comply with any provision of FERPA or its regulations, the student may file a complaint with the:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202

Reauthorization of Higher Education Act of 1998 includes the following requirements:

1. Campus Security is required to create and maintain a log of criminal incidents that are reported and make that log open to the public.

2. The outcome of any campus disciplinary proceeding in which students have been accused of a crime of violence or a non-forcible sex offense may be released to the public.

3. The College may disclose to parents or legal guardian of a student, information regarding a violation of any federal, state or local law, or of any rule or policy of the institution governing the use or possession of alcohol or uncontrolled substance. This applies to any student under the age of 21 that the institution determines has committed a disciplinary violation with respect to such use or possession.
Western Iowa Tech Community College students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and the right to petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

The College expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent. There are two basic standards of behavior required by all students: a) They shall not violate any board policy, municipal, state, or federal law; b) nor interfere with or disrupt the orderly educational processes of the College. Students are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

Western Iowa Tech Community College is an institution dedicated to helping students identify and achieve realistic goals through excellent educational opportunities. The administration and staff of the College promote responsible participation and high achievement as the goal for our students. In working toward this goal, the College acknowledges the rights of students. As a WITCC student you should be aware of and accept responsibility as an active, contributing member of the College.

This handbook is a document that explains policies and procedures identifying students’ rights and responsibilities. WITCC believes that all students have responsibilities in the areas of governance, curriculum, services, and conduct.

**Student Government**

Students are expected to know the lines of authority and communication in the college, division, and program or course in which they are enrolled.

Students can also participate in Student Senate and clubs by attending meetings, sharing views, reporting back to constituents, gathering data and developing rationales for positions taken and requests presented. When representing the student senate, the student is responsible to the total student constituency rather than only themselves or a small interest group.

Students shall maintain confidentiality when appropriate and indicated.

The student should assume responsibility for his/her own thoughts, verbal and nonverbal communications, writings, and behavior.

**Student Academic Responsibilities**

Students are responsible for their own learning and development. They have a responsibility to be an active learner by attending class, completing class and laboratory assignments, and preparing in advance of the scheduled class session.

Students should participate through sharing learning experiences with peers, broadening their general education base, and transferring previous learning. Students should assume responsibility for fostering effective relationships with instructors and peers.

Students are expected to understand and maintain high standards of academic honesty. Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the situation. If the instructor concludes that the student has committed academic dishonesty and can resolve the matter with the student through punitive grading, the case may be considered closed.

Examples of punitive grading include giving a lowered or failing grade for the assignment, having the student repeat the assignment or complete an additional assignment, or assessing a lower or failing grade for the course. The Academic Review Procedure offers recourse to a student who feels his/her grade has been reduced unfairly. Examples of academic dishonesty include, but are not limited to, the following:

1. Cheating. A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise including, but not limited to, the following:
   a. Substituting on an exam or course for another student.
b. Submitting a paper written by another person.
c. Copying with or without the other person’s knowledge during an exam.
d. Turning in a paper that has been obtained from a commercial research firm or internet site.
e. Using unauthorized notes during an exam.
f. Padding items on a bibliography.
g. Accessing and/or altering exams or grade records.

2. Plagiarism. A student must not use the words and/or ideas of another, representing them as his/her own, without proper credit to the author or source.

3. Fabrication. A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

4. Dual Submission. A student is expected to submit work solely for a single course unless prior written permission of the instructor is obtained that addresses the nature of the changes required in that work before submission to a second course.

5. Facilitating Academic Dishonesty. A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

**Responsible Use of Services**

Students are responsible for appropriate use of services provided by the College. This includes the following:

1. Knowledge of student, social and professional activities;
2. Participation in student, social and professional activities;
3. Seeking assistance when facing problems that interfere with educational success; and
4. Meeting financial obligations to WITCC and those incurred through student loan programs.

**Discipline**

Students are to maintain orderly conduct that is consistent with an educational environment. An instructor may remove a student from class for disciplinary reasons. The violation is then reported to the Dean of Students for review and action. Discipline is the responsibility of the Dean of Students, who has the authority to act on any violation and take whatever action is deemed appropriate. The Dean of Students will review all complaints and may dismiss the allegations, make an administrative disposition, or conduct a formal hearing. Possible disciplinary actions, as well as procedures for disciplinary due process, can be found on pages 59-64 of this handbook.

**Student Code of Conduct**

Western Iowa Tech Community College students are responsible to conduct themselves in a manner that maintains an educational environment conducive to learning. Students at WITCC are expected to conduct themselves as good citizens in the College community by respecting the rights and property of others.

All rules and regulations are in effect 24 hours a day at all WITCC facilities, including WITCC Student Housing. Regulations also apply for college-sponsored activities which are held off-campus.

The College reserves the right to change the rules regulating student conduct with appropriate notice to the student body through the Student Senate and the College newsletter.

Any person who commits, attempts to commit, or incites/aid others in committing any of the following acts of misconduct shall be subject to disciplinary procedures by the College:

1. Obstruction/disruption of teaching, administrative processes, disciplinary procedures, or any college authorized function/activity.
2. Unauthorized occupation/use of (or unauthorized entry into) any college facility.
3. Conduct which threatens or endangers the health/safety of any person on the campus or at any college authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual abuse, and assault. This includes harm to self and others.
4. Theft, defacement, or damage to property belonging to the College or to any agency/person on the campus.
5. Interference with any lawful right of any person on the campus including the right of access to college facilities.
6. Setting a fire on campus without proper authorization.
7. Unlawful use or possession of alcohol or alcoholic beverages, non-prescription drugs; use or possession of firearms, ammunition; dangerous weapons, substances, or materials (except as expressly authorized by the College); or bombs, explosives, or explosive, incendiary devices prohibited by law.
8. Off-campus conduct which directly, seriously, and/or adversely disrupts or interferes with the educational or other function of the College.
9. Verbal abuse, humiliating treatment, or harassment of any person on the campus. (Also see Sexual and Gender Harassment Policy.)
10. Dishonesty in any form. This includes cheating, plagiarism, forgery, falsification of records, misrepresentation, and lying.
11. Unauthorized use of property belonging to the college or any agency/person on campus.
12. Smoking on Western Iowa Tech Community College property.
13. Violation of any local, state, or federal law as evidenced by conviction.
14. Gambling without specific authorization by the administration.
15. Failure to comply with directions of college personnel acting in the performance of their duties. This rule includes failure to identify oneself at the request of a college employee.
16. Disorderly, lewd, indecent, or obscene conduct.
17. Violation of college policies or regulations such as parking and guidelines for student events.
18. Failure to appear at a disciplinary hearing.

**Computer Conduct**

College computer systems are provided by WITCC for use by students, faculty, and staff for the purpose of furthering the educational mission of the College. This includes course work, college-related educational endeavors, and business operations. Each user is expected to follow established computer conduct policies and not to interfere with or disrupt the orderly processes of WITCC resources. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.

Acts of misconduct which will be the cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action:

1. Unauthorized copying of anything that is licensed or protected by a copyright. This includes, but is not limited to, any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.

2. “Computer hacking” (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.

3. Knowingly introducing a “computer virus” to a computer or network (i.e. a program – either harmless or damaging – which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).

4. Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code, or data. Attempting to gain network privileges to which you are not entitled.

5. Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or attempting to do so. Downloading and/or installing software, or attempting to do so.

6. Introducing or using profanity/obscenities on the network, including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.

7. Using the network to conduct business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.

8. Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person’s login or attempting to do so. Unauthorized use of a generic login outside of the context for which that login was created. Each student/employee will be responsible for all activities under his/her assigned login.

9. Inappropriate or misuse of e-mail. This involves sending unsolicited e-mail (including junk mail, jokes, or chain letters) to users of the College’s e-mail system that is of a non-business nature.

10. Installing unauthorized personal hardware or software to any computer or network.

Respectful Exchange of Ideas and Information

Computer systems and networks allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking, and research. While the constitutional right of free speech applies to communication in all forms, we encourage civil and respectful discourse. College policy and local, state, and federal law do prohibit some forms of communication, to include:

- obscenity, 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 other protected status
- anonymous or repeated messages designed to annoy, abuse, or torment
Personal Responsibility
Each individual who is given a computer and/or e-mail account, or uses the computers and network resources made available by Western Iowa Tech Community College, must understand that you are accountable for the policies set forth in this document. In addition, users assume responsibility for:
• protection of your password
• reporting any breach of system security
• reporting unauthorized use of your account
• changing your password on a regular basis
• frequently making backup copies of your work to ensure against loss
• clearly label works and opinions as your own before they are widely distributed

Authority
The Information Technology department may access other’s files for the maintenance of networks, computers, and storage systems. Data, information, and files stored in electronic form on college-owned equipment and/or transmitted across college-owned networks is the property of Western Iowa Tech, and no right to privacy can be assumed. Office 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 of policy or law occur. If necessary, staff may monitor the activities and files of specific users on the college computers and networks. Any staff member who believes such monitoring is necessary should discuss the problem and strategy for investigation with the executive director, Information Technology.

Any student who violates the policies set forth in this document is subject to disciplinary action as defined in the Students’ Rights and Responsibilities section of the Student Handbook. Faculty and staff who violate these policies are subject to disciplinary action as defined in the Employee Handbook. All violators may be subject to arrest according to local, state, and federal law.

Academic Review Procedure
A student who questions a final grade for a particular course is encouraged to meet with the faculty member involved to discuss the issue. Every effort should be made to resolve the concern. If the issue is not resolved, an academic review procedure is provided for students to resolve concerns. A student may exercise the following procedures in sequence. Written requests and written responses shall be provided at all review steps. The academic review procedure needs to be initiated by the student no later than one semester following the original concern.

Step 1: Student will present concern in writing to the faculty member involved. The faculty member shall have five class days to respond.

Step 2: If the concern is not resolved at Step 1, the student may appeal in writing to the appropriate department chair. The division chair shall respond within five class days.

Step 3: If the concern is not resolved at Step 2, the student may request for the Dean of Instruction/Chief Academic Officer to convene the Academic Appeal Committee. The Academic Appeal Committee will review the appeal and make a recommendation to the Dean of Instruction/Chief Academic Officer. The committee has no authority to impose sanctions but rather makes recommendations to the Dean of Instruction/Chief Academic Officer for the appropriate resolution of this appeal. The decision of the Dean of Instruction/Chief Academic Officer will be final. The Dean of Instruction/Chief Academic Officer shall have 10 class days to respond.

Due Process Procedure
I. Statement of General Expectations and Definitions
A. Expectations: All students are expected and required to obey college policies, rules and regulations and not violate municipal, county, state or federal law. 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 processes of the College.

B. Definition: In these procedures, unless the context otherwise requires:
1. “Authorized College Official” means an officer of the college who, by assigned responsibility, has authority to act in a particular situation. Frequently, but not exclusively, it will be the President, Vice President of Instruction and Student Services, Dean of Students, Associate Dean, Chair, or a person designated by them.
2. “Board” means the WITCC Board of Directors.
3. “Class day” means one day on which classes are in session (M-F). Registration, test, and orientation days are included. If a complaint is filed within three (3) days of the last day of the semester, then the procedure that will be followed is Formal Hearing (II-C).
4. “College property” or “college facilities” means property, real or personal, owned, leased, controlled, or managed by the College.
5. “Complaint” is a written statement which identifies an alleged violation and which sets forth the facts which constitute the violation.
6. “Dean of Students” means the Dean of
Students, his/her designee, representative, or agent.

7. “Student” means any person enrolled at the college, whether on a part-time or full-time basis, and includes a person accepted for admission to the College.

8. “President” means the Chief Executive Officer of the College.

9. “Violation” means any conduct, act, or omission to act, which violates a regulation, policy or administrative rule of the College or of the Board.

10. “Administrative disposition” refers to disciplinary action taken by the Dean of Students or his/her designee, representative, or agent.

11. “Administrative Complainant” refers to the WITCC official who investigates the complaint and presents evidence of the violation at the hearing.

C. Immediate Suspension: The authorized college official may take immediate interim disciplinary action by suspending the student from classes or from the campus, or otherwise alter the status of a student. Causes for immediate suspension include, but are not limited to, the following:

1. ignoring a summons for a hearing.
2. an attempt of bodily harm to anyone on campus.
3. possession, use, sale, or purchase of illegal drugs on campus.
4. destruction or theft of college property or another person's personal property.
5. possession of intoxicating beverages on campus.
6. any activities causing a major disruption or disturbance.
7. a violation of the student code of conduct which the administrator considers a major violation.

Prior to deciding whether to suspend a student, the authorized college official will give the student oral notice of the alleged violation and an opportunity to provide an immediate response to the allegation. Normally, within three (3) class days of the action of temporary suspension, the student will be summoned by the Dean of Students. However, the Dean of Students, at his or her discretion, may postpone this meeting for as much as three (3) additional class days. The Dean of Students will give the student written notice of the alleged violation and an opportunity to provide an immediate response to the allegation. And the Dean of Students will:

1. dismiss the allegation; or
2. make an administrative disposition; or
3. proceed with a formal hearing.

If the suspended student received a favorable administrative disposition or favorable hearing, the student shall be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the disciplinary process.

D. Disciplinary Removal From Class: An instructor may remove a student from class for disciplinary reasons. Prior to deciding whether to remove a student from class, the instructor will give the student oral notice of the alleged violation and an opportunity to provide an immediate response to the allegation. The alleged violation must be reported in writing to the Dean of Students within 24 hours to review the allegation and to initiate disciplinary actions.

II. Disciplinary Proceeding

A. Initial Response: Upon notification of an alleged violation, the Dean of Students will review the complaint within three class days and will:

1. Dismiss the allegation as being unfounded or irrelevant.
2. Summon the student for a conference and, after giving the student written notice of the alleged violation and an opportunity to provide an immediate response, then a) dismiss the allegation; b) make an administrative disposition; or c) proceed with a formal hearing.

B. Administrative Disposition: After reviewing the complaint, the Dean of Students may administratively decide that the alleged violation did occur and impose a penalty as described in Section III. The student may accept the administrative disposition or may request a formal hearing. The request for a formal hearing must be made to the Dean of Students within three days of the disposition.

C. Formal Hearing

1. The Dean of Students shall have written notice served upon the student and the complainant, which notice shall set forth the date, time, and place for the hearing, as well as the nature of the alleged violation. Notice may be hand delivered to the student. In the student’s absence from the campus, notice mailed to the student’s last known address by ordinary mail shall be deemed adequate. Notice by mail will be deemed given on the date of mailing.
2. For good cause, the Dean of Students may
postpone the hearing for as much as three (3) class days.

3. The notice shall direct the student to appear before the Dean of Students on the date and at the time specified, and shall advise the student that she/he has a right to each of the following:
   a. To have a private hearing.
   b. To have, at the student’s expense, the presence and assistance of legal counsel.
   c. To confront and cross-examine witnesses against him/her who appear at the hearing.
   d. To cause the Dean of Students to order witnesses to appear on his/her behalf. Only college students and employees are subject to being ordered to appear to testify. The college is not responsible for witnesses who fail to appear or who refuse to testify, and the failure of a witness to appear or to testify will not affect the hearing.
   e. To allow the student to examine documents presented in evidence against the student.
   f. To have, at the student’s expense, a privately-paid stenographer present at the hearing and/or to record the hearing by electronic means.
   g. To remain silent during the hearing.

D. Preliminary Matters

1. Alleged violations arising out of the same occurrence, or out of the same series of occurrences against more than one student, may be heard together. Either at the option of the Dean of Students or upon request by one of the students or the complainant, separate hearings shall be held.

2. Alleged violations by one student arising out of the same transaction or occurrence or out of the same series of transactions or occurrences shall be heard together. Alleged violations by one student arising out of unrelated transactions or occurrences may be heard together with the written consent of the student.

3. At least three (3) class days before the hearing date, the student shall in writing furnish the Dean of Students with:
   a. The name of each witness she/he wants ordered to appear.
   b. Any objection that, if sustained, would postpone the hearing.
   c. The name of legal counsel, if any, who is to appear with him or her.
   d. A request for a private or separate hearing and the ground for such request.
   e. A request to exercise any of the student’s other rights stated in the notice.

4. When the hearing is held by consent of the student less than five (5) days after service of notice or for other good cause shown, the student may submit the information described in paragraph “b” immediately above at any time before the hearing terminates.

5. If, after notice has been provided to the student as required by these procedures, the student fails to appear, the hearing will proceed as scheduled.

E. Procedure

1. The hearing shall be closed to the public unless otherwise requested by the student.

2. The hearing shall proceed generally as follows:
   a. The Dean of Students shall read the complaint.
   b. The Dean of Students shall inform the student of his/her rights, as stated in the notice of hearing.
   c. The administrative complainant shall present evidence in support of the alleged violation.
   d. The student may present his/her defense.
   e. At the request of the student or the administrative complainant, witnesses shall not be present before time they are called to testify.
   f. The administrative complainant and the student may present rebuttal evidence, and shall have the right to make argument. The administrative complainant shall have the right to make the first opening and the final closing arguments.
   g. The Dean of Students shall state in writing each finding of a violation and the penalty determined. The Dean of Students shall include in the statement reasons for the finding and the penalty.
   h. These findings shall be forwarded to the President and appropriate academic department chair no more than three (3) class days after conclusion of the hearing.
   i. The Dean of Students shall inform the student of the findings and impose the penalty, if any. This action shall occur no more than five (5) class days after
F. Evidence

1. Rules of evidence shall not apply to administrative hearings, and the Dean of Students may admit and give effect to evidence that possesses probative value and is commonly accepted in the conduct of a reasonable person. Privileged communications between a student and a member of the professional staff where such communications were made in the course of performances of official duties and when the matters discussed were understood by the staff member and the student to be confidential, as well as those communications which are privileged by law shall not be introduced as evidence before the Dean of Students without the written permission of the student.

2. A student is presumed innocent until the administrative complainant has proved a violation.

3. All evidence offered during the hearing shall be made a part of the hearing record. Documentary evidence may be included in the form of copies, extracts or abstracts, or by specific reference. Real evidence may be photographed or described.

G. Record

1. Right To Appeal
   a. The student may appeal the decision of the Dean of Students to the President. Appeals must be made by giving written notice to the Dean of Students on or before the third (3) class day after the day the decision or action is served on the student or mailed to the student’s last known address by ordinary mail. The notice of appeal shall contain the student’s name, the date of the decision or action, the name of his/her legal counsel, if any, and a simple request for appeal.
   b. Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided. However, a notice of appeal does not affect an immediate suspension imposed under Section I (C) of these procedures. An immediate suspension will continue in effect until an appeal is finally decided.
   c. After reviewing the evidence and the appeal, the President may take any action consistent with the Board policy.
   d. The action of the President is final.

III. Penalties: The Dean of Students may impose one or more of the following penalties for a violation:

A. Warning – a written reprimand to the student to whom it is addressed.

B. Disciplinary Probation – a warning indicating that further violations may result in suspension. Disciplinary probation may be imposed for a period of up to two (2) semesters. At the completion of the period of probation, the student must meet with the Dean of Students who will determine whether the student will be removed from probation or whether the probationary period will be continued, and if so, for what period of time.

C. Restitution – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

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

E. Suspension of Eligibility for Official Extra-Curricular Activities: prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization, taking part in a registered student organization’s activities, or attending its meetings or functions, and from participating in an official extra-curricular activity.

F. Community Service: A student may be required to perform service to the College or the community in lieu of another penalty.

G. Suspension from the College for less than the remainder of the term prohibits, during the period of suspension, the student on whom it is imposed from entering College property except in response to a request of the College and from registering, either for credit or non-credit work, at the College.

H. Dismissal from the College for a period to be determined by the Dean of Students which shall not be less than the remainder of the term and shall not exceed one (1) calendar year. Such dismissal may be appealed to the President of WITCC within three (3) days of an adverse ruling.

   1. Before returning to the College, student will be required to put, in writing, a request to return and schedule a hearing with College Authorities. Final determination will rest with the decision of the College.

I. Permanent dismissal from the College. This includes credit classes, non-credit classes, seminars, workshops, and other such activities. Such dismissal may be appealed to the President of WITCC within three (3) days of an adverse ruling.

IV. Information for crime victims about the outcomes of disciplinary hearings can be obtained through the Office of the Dean of Students and is available upon written request.
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