

# 2016-17 RESIDENCE LIFE HANDBOOK



**INDIAN HILLS**  
COMMUNITY COLLEGE

*Life. Changing.*



*Life. Changing.*

*Welcome to the Ottumwa Campus of Indian Hills Community College. You are now a member of the Residence Hall community. Residence Hall living has many exciting facets, the most significant of which may be your personal growth and experiences. The people you meet here and the relationships you build while in the residence hall will become an important part of your life.*

*The guidelines in this handbook have been established to insure the rights and privileges of each member of the residence hall community. Those mutual considerations that must be made when living in a residence hall will help to promote a healthy and comfortable environment for everyone.*

*If you have any questions relating to this handbook or the living conditions in the halls, please feel free to discuss the situation with your Resident Assistant or Residence Hall Supervisor. If they cannot answer your questions, contact Jennifer Sabourin, the Director of Student Services, Housing, and Retention.*

*This handbook will serve as your guide to the services, facilities, policies, and procedures of the halls. It is important that you read it and become familiar with its contents. Keep it in your room for future reference.*



## TABLE OF CONTENTS

<b>Staff and Personnel.....</b>	<b>4</b>
<b>Services .....</b>	<b>4</b>
<b>Facilities .....</b>	<b>7</b>
<b>Policies and Procedures.....</b>	<b>9</b>
<b>Service &amp; Therapy Animal Policy .....</b>	<b>18</b>
<b>Sexual Misconduct Policy.....</b>	<b>22</b>
<b>Student Conduct Code .....</b>	<b>30</b>
<b>Fire Safety Report.....</b>	<b>56</b>
<b>Emergency Evacuations .....</b>	<b>57</b>
<b>Residence Hall Calendar .....</b>	<b>80</b>
<b>Residence Hall Parking Map .....</b>	<b>81</b>

*Every effort has been made to ensure the accuracy of the information contained in this handbook. However, due to the dynamic nature of community colleges, it is to be understood that any item in this publication is subject to change by proper administrative procedure.*

## STAFF AND PERSONNEL

**HOUSEKEEPING/MAINTENANCE STAFF:** The residence hall common and guest bathrooms, hallways, lounges, and public areas are cleaned regularly by the housekeeping staff. They put forth a continuous effort to maintain the cleanliness of the residence hall. **Your cooperation** in helping keep these areas clean will be greatly appreciated. If you notice an area in need of maintenance repairs, please notify one of the residence hall staff members so they can inform the maintenance staff. Remember, it's **your residence hall**.

**RESIDENCE HALL STAFF:** The five Residence Hall Supervisors and the 23 student Resident Assistants (RAs) comprise the residence hall staff. The Residence Hall Supervisor is responsible for the overall operation of the residence hall and is assisted by the RAs. Their roles include advising students, answering questions about college and residence hall policies, and helping students who may have academic difficulties or may be experiencing personal problems. The RA duty schedule is posted near the RA office located in each residence hall.

**SECURITY STAFF:** A security officer is on hand each night and on weekends to assist students in emergency situations, enforce laws and regulations, and provide a safe environment for you. To reach security on this campus call the **SECURITY CELL PHONE NUMBER – 683-5300 or EXT. 5300 IF YOU ARE CALLING FROM YOUR RESIDENCE HALL PHONE.**

(Area Code 641 for those calling from out of town.)

## SERVICES

**FOODSERVICES:** Meal plans are required with each residence hall contract. Students on the Ottumwa campus may choose from 3 meal plans designed to provide a wide variety of dining options. They are:

Dining Options	Cost per Term
Gold Plan	\$1525.00
Maroon Plan	\$1100.00
Warrior Plan	\$850.00
Warrior Bucks**	\$350.00

*\*\*Warrior Bucks (meal plan reduction) available to those enrolled in a clinical, internship, or preceptor. Contact the Housing Office for details.*

Meals are provided by a meals per week system, meals per week run

Monday-Sunday. Meals do not carry over each week and remaining meals are forfeited at the end of each term.

Meal plan locations and serving hours are:

**IHCC DINER**

Breakfast	Monday through Thursday	6:15 a.m. – 8:30 a.m.
Lunch	Served Monday through Thursday	11:00 a.m. – 1:00 p.m.
Lunch	Served Friday through Sunday	11:30 a.m. – 1:00 p.m.
Dinner	Served Monday through Thursday	5:00 p.m. – 6:30 p.m.
Dinner	Served Friday through Sunday	5:00 p.m. – 6:00 p.m.

**AIRPORT CAFÉ**

Breakfast	Served Monday through Thursday	6:15 a.m. – 8:30 a.m.
Lunch	Served Monday through Thursday	11:00 a.m. – 1:00 p.m.
Hours of Operation: 6:15 a.m. – 2:30 p.m. – Monday through Thursday		

**ATC CAFÉ**

Breakfast	Served Monday through Thursday	6:15 a.m. – 8:30 a.m.
Lunch	Served Monday through Thursday	11:00 a.m. – 1:00 p.m.
Hours of Operation: 6:15 a.m. – 2:30 p.m. – Monday through Thursday		

**THE COFFEE SHOP**

Hours of Operation: 7:00 a.m. – 7:00 p.m. – Monday through Thursday

Current student IDs must be presented at each meal. Students will be expected to pay for their meals if they do not show their ID card. Contact the Housing Office in case of a lost or stolen ID card. New ID cards are available at the Learning Resource Center at a cost of \$10.00 per ID card.

A meal plan change can be made within *8 days of the beginning of each term* and must be made in writing with the Housing Office. No changes will be accepted beyond the following dates for each term:

<b>Term</b>	<b>Meal Plan Change Deadline</b>
Fall 2016	September 6, 2016
Winter 2016	December 1, 2016
Spring 2017	March 7, 2017
Summer 2017	June 12, 2017

A resident leaving the residence halls within the first 8 days of the term will have the remainder of their meal monies pro-rated and refunded to their student account, if they so choose.

For additional information on dining at IHCC to change meal plan, or to add a plan, contact the Housing Office in Trustee Hall either in person or by phone at 1-800-726-2585, ext. 5152.

**LOST AND FOUND:** A lost and found service is maintained by the Learning Resource Center. We request that you turn in all found articles and

notify the Housing office of any articles you may have lost.

**MAIL:** All residents receive an individual mailbox with a key lock. Mail will be distributed to your box Monday through Thursday and you will be informed about the arrival of packages by a note in your box. You may obtain the package by contacting the RA on duty. Please have your mail addressed to you in the following manner:

**Appanoose Hall**

Your Name  
Appanoose Hall Room #  
525 Grandview Ave.  
Ottumwa, IA 52501

**Keokuk/Mahaska Hall**

Your Name  
Keokuk/Mahaska Hall Room #  
525 Grandview Ave.  
Ottumwa, IA 52501

**Trustee Hall**

Your Name  
Trustee Hall Room  
#525 Grandview Ave.  
Ottumwa, IA 52501

**Wapello Hall**

Your Name  
Wapello Hall Room #  
525 Grandview Ave.  
Ottumwa, IA 52501

**Oak Hall**

Your Name  
Oak Hall Room # 525  
Grandview Ave.  
Ottumwa, IA 52501

A lost mailbox key will result in a \$20 replacement fee.

Upon leaving the residence halls you will be requested to leave a forwarding address with the Student Services office. Only first-class mail can be forwarded. Mail will be forwarded for **one term only** following a resident's departure.

**STUDENT HEALTH SERVICES:** Indian Hills Community College Student Health Services will provide campus based health services to currently enrolled students. The clinic will serve as an outreach for health promotion and disease prevention, as well as care for students in need of acute care of minor illnesses and injuries. Student Health Services will stabilize and/or arrange transportation for emergency medical care during clinic operation hours.

Student Health Services is located in Trustee Hall, first floor. Clinic hours of operation are Monday through Thursday, 7:15 a.m. – 4:45 p.m. Indian Hills Student Health Services is staffed by a receptionist and an advanced registered nurse practitioner who practices under medical protocols approved by a community physician.

Health service is provided on a first-come, first-serve basis; however, if the waiting period is inconvenient, an appointment will be set up for a more convenient time. Emergencies or urgent problems will take first priority.

All medical records are strictly confidential and no individuals other than the

health center personnel will have access to them. The health center will be happy to supply any other physician with medical information about a student, providing a written consent has been obtained from that student.

In certain circumstances the Student Health Services nurse practitioner may find it necessary to refer a student to one of the local physicians or specialists. **Responsibility for payment will belong to the student.** IHCC Student Health Services will assist students in obtaining consistent health care while on campus and will help students stay well in order to achieve their academic and vocational goals.

**Personal Hygiene:** Students need to maintain a proper level of personal hygiene. Resident's personal hygiene and room must be kept at an *appropriate* level at all times. Staff members make periodic inspections of rooms to insure sanitary conditions. In order to avoid unnecessary pest problems, students are required to tend to all personal trash in a timely manner. All personal trash is to be taken to the appropriate designated disposal site. Trash and left over food must not be left in the rooms, hallways, bathrooms, or lobbies. Bed should be made; clothes stored; lavatory, mirror, and faucet cleaned; floor and the rest of room neat. Failure to comply with cleanliness standards may result in disciplinary action. Residents are prohibited from acts of misconduct that endanger the health, hygiene, or safety of other residents or students. This includes proper disposal of bodily fluids (i.e. spit, urine, vomit, feces, etc.).

## FACILITIES

**LAUNDRY:** Washer and dryers are provided in each residence hall.

The machines are easy to operate and may be used at your convenience between the hours of 10:00 a.m. and 10:00 p.m. If a machine fails to operate, place an out of order sign on it and notify the Residence Hall Staff. It will be repaired as soon as possible.

Please remove your clothes from the washers and dryers as soon as they are finished. No dyes are to be used in the machines. The college is not responsible for unclaimed laundry.

**LOUNGES:** The residence hall lounges have been furnished as common areas for all resident students. This furniture may not be removed. *If a resident is found with lounge furniture in their room they will be charged \$50.00 plus \$20.00 a day until the furniture is returned to the lounge.*

**PARKING:** Residence Hall students will have designated parking lots. This arrangement is necessary to avoid parking congestion and help with



snow removal in the winter. Parking permits are required and must be purchased at the IHCC Bookstore. Wapello Hall residents must purchase a red parking sticker and park on the Grandview side of the residence hall.

Residence Hall residents **MUST** park in the assigned lots.

Vehicles parked in “no parking” areas or in lots other than designated residence hall lots will be towed at owner’s expense.+

**STUDENT ROOMS: Your room is your home at IHCC.** You are encouraged to make use of it, decorate it, and furnish it within the limits of college policies/regulations. You are responsible for keeping your own room clean. Fines may be assessed. The college furnishes each resident with an extra-long twin bed and mattress, chair, mirror, bulletin board, and wardrobe. Apartment-style rooms are additionally provided with a small dinette set, loveseat, chairs, and refrigerator(s). These items are not to be removed from the residence hall rooms and, in addition, may not be taken apart. **Lofts are not allowed, except where provided by the college.** We request that furnishings attached to the structure of the building also not be removed. It is costly and difficult to reattach them and will only constitute an additional expense for you. Desks may not be stacked or flipped on end and bed frames may not be flipped or turned on the side.

**WINDOWS:** We ask your cooperation in keeping the residence hall windows in peak condition. Do not remove the window screens for any reason. When you leave your room please close and lock your windows. **You should never leave your windows open when you are out of the room for classes or overnight.**

**MICROWAVES AND REFRIGERATORS:** Compact refrigerators are allowed in Oak and Trustee Halls and microwaves are allowed in all dorms. (Refrigerators are provided by the college in the apartment-style rooms.) For safety reasons, grounded surge protectors should be used and the units should be well ventilated, not placed in a closet or confined space. Only portable refrigerators up to 4.5 cu. ft. will be approved. A sign must be posted on your room door at all times indicating “Microwave in Use” if there is a microwave in your room. Signs are available from the residence hall staff. The college reserves the right to ensure compliance with safety and sanitation standards.

**SMALL APPLIANCES:** Hotplates or small appliances with an *exposed heating element are not allowed.* Hot pots and coffee pots are allowed; however, they should not be left plugged in when no one is in the room.

**SPACE HEATERS:** Space heaters are allowed when necessary. Only electric heaters are allowed and must be UL approved and plugged into a

power strip. They should not be left running when no one is in the room. If staff members find one left on and unattended, it will be confiscated.

**DOORS:** Students may mount message boards on the wall outside their room with double stick tape. Pictures and other papers should not be mounted on the outside of the room due to fire codes. Do not write on the doors themselves or a damage assessment will be incurred by the room resident(s).

**RESIDENCE HALL KEYS:** A room key, mailbox key, and security key will be issued to you when you check in. Please make it a habit to carry your key with you at all times. If you should lose your key, report it immediately and a new key will be made for you. However, you will be assessed a \$20.00 fee for each key replacement. An assessment of \$45.00 for a room key, \$20.00 for a mailbox key, and/or \$20.00 for an exterior door key will be applied if key(s) are not turned in upon check out of your room.

**TELEPHONES:** There is a telephone located in every residence hall on each floor. The telephones are not located in the residence hall rooms.

**TELEVISION:** Cable television is provided at no extra cost in all IHCC Residence Halls. It is recommended you bring a small portable television set in order to have space. Some televisions may require a cable box, the housing office will check these out to students at no cost. If a cable box is not returned it is a \$100 fee. If any of the original parts are not returned it will be \$20 for each missing piece.

**AIR CONDITIONING:** Central air conditioning is included with each room at no extra charge. As each person's degree of comfort is different, fans are allowed in the Residence Hall. The central air conditioning is turned on and off as the weather dictates. Windows need to remain closed when the air conditioner is running or may be subject to a fine.

**INTERNET ACCESS:** Wireless internet access is available in all Residence Halls at no extra cost. Residents must bring their own computer systems as they are not provided by the college.

**VENDING MACHINES:** Bottled pop is located in some of the lounges. If a machine fails to operate properly, notify the staff person on duty.

## POLICIES AND PROCEDURES

**ACCIDENT AND ILLNESS:** In case of an accident or illness, the Residence Hall Supervisor should be notified and an accident form should be completed.

Local **Physicians** are listed in the Yellow Pages of the phone book. The telephone number of the local hospital is:

Ottumwa Regional Health Center 682-7511

**ABSENCE:** Please notify the Residence Hall Supervisor of your destination if you are leaving campus for an extended period of time so that you can be reached in case of an emergency.

**VIOLATIONS:** Failure to abide by the rules set forth in this handbook will result in disciplinary action by the Residence Hall Supervisor, the RAs, Residence Life Area Coordinator, the Director of Housing, or the Dean of Student Services. The degree of violation, as well as the extent to which infractions also violate civil and criminal law, will determine the degree of disciplinary action. This may range from fines to immediate suspension from both the resident halls and/or the college. Any resident asked to leave the dormitories forfeits visiting privileges in all of the residence halls for the remainder of the term. Visiting privileges may be restored pending a visit with the Director of Housing.

**WARNINGS:** You will receive only one warning before being fined, except during Quiet Hours (10:00 p.m. - 10:00 a.m.), when there is an automatic fine (no warning).

**FINES:** Failure to abide by the rules of the residence halls will result in ***finest of \$20.00 increments***. Excessive violations of the rules will result in disciplinary action by the Residence Hall Supervisor, Residence Life Area Coordinator, the Director of Housing, or the Dean of Students.

**DAMAGES:** You and your roommates jointly share the responsibility for the condition of your room and its furnishings. Please be as careful as possible so that unnecessary damage charges may be avoided.

Please report damages or needed repairs to the residence hall staff. These maintenance requests will be acted upon as soon as possible.

The use of nails, tape, tacks, glue, and other adhesives is not permitted due to the damage they cause to surfaces. Please use only PlastiTak in attaching posters, etc. to walls. You are responsible for removing the PlastiTak from all surfaces before you check out.

Unless the person causing damage is specifically named, the amount of damages found in your room will be split between you and your roommate(s) and will be billed to each resident in the room. Upon final checkout, damage expense in excess of the \$175 security deposit will be assessed to your bill. Damages occurring in the lounges and common areas or furniture and equipment missing from those areas will be charged to all residents of the hall where the lounge is located. Damages occurring on a specific wing or floor will be assessed to residents of that wing or floor if the person(s) responsible cannot be identified.

Residents are required to keep the window screen locked securely in place at all times. Windows should be locked whenever students leave their rooms for a night, a weekend, or a vacation. Occupants are responsible for the total cost of replacing screens if they are damaged. Residents will be fined whenever a screen is removed from a window. All residents within the room are responsible for open windows or damaged windows.

**CHECK-OUT PROCEDURES:** When you are preparing to check out of the residence hall you should:

- schedule a time with an RA (at least) 24 hours prior to the time you wish to check out, if possible.
- pack your belongings and move them out.
- clean your room, including dusting, vacuuming/mopping, arranging furniture, making sure all drawers and closets are empty, and cleaning sinks, etc.
- close all blinds and close and lock all windows.
- sign paperwork and turn in keys with RA. Failure to turn in keys results in key assessment(s).
- Failure to remove belongings and check out properly in a timely manner will result in an Improper Check-out fee of \$50.00

**STUDENT BELONGINGS:** When a resident leaves the residence halls they are expected to remove all of their belongings at check-out. Any arrangements made for storage of a student's belongings will be made between the Housing Office and the student, but will not exceed 30 days. The college is not responsible for loss or damage to items stored.

**ROOM AND BOARD PAYMENT:** Deposits shall be refunded to students in the term following their departure from the Residence Hall. Deposits will first be applied to any outstanding account balances and the difference will be refunded to the student. Students leaving prior to the end of the contracted year outside of the allotted circumstances will forfeit the deposit. Contact the Housing office for refund dates or changes in address.

**ROOM AND BOARD REFUND POLICIES:** Deposits shall be refunded to

students in the term following their departure from the dorms if a balance is not due to the college. Contact the Housing office for refund dates or changes in address.

**ROOM DEPOSIT FORFEIT:** Deposits shall be refunded to students in the term following their departure from the dorms. Deposits will first be applied to any outstanding account balances and the difference will be refunded to the student. Students leaving prior to the end of the contracted year outside of the allotted circumstances will forfeit the deposit. Contact the Housing office for refund dates or changes in address.

**ROOM DEPOSIT REFUNDS:** Deposits shall be refunded to students in the term following their departure from the dorms, please allow 4-6 weeks for processing. Contact the Housing office for refund dates or changes in address.

**ROOM AND BOARD REFUND POLICIES:** Room and board fees will be pro-rated and refunded to the day of departure if the student leaves the residence hall during the first 8 class days of the term. Residents who leave the dormitories on the ninth class day and beyond are entitled to no refund.

**VISITING HOURS AND GUESTS:** Residents may entertain friends in their rooms during visiting hours of the week in compliance with visiting hours. Those hours are between 10 a.m. and 12 Midnight. Only resident students and registered guests are permitted in the residence hall after 12 Midnight. All other visitors must leave at that time. Only same sex guests are allowed to stay in a resident's room after 12 Midnight.

Permission to have guests in the residence hall between 12 midnight and 10:00 a.m. must be obtained from the Residence Hall Supervisor. The consent of the roommate(s) is also required. If the guest is to use the bed of another student, permission from this student must be obtained and presented to the Residence Hall Supervisor in advance. A resident may host only one guest at a time for a limit of three consecutive nights per term. Longer stays must be approved by the Residence Hall Supervisor and the guest will be charged \$20.00 per night. A resident must obtain permission from the Residence Hall Supervisor if they wish to house more than one overnight guest.

Guests are expected to observe the same college and residence hall policies as the residents. Residents are responsible for the conduct of their guests. Therefore, the fines/damages of the guests will be assessed to you, the residence hall resident.

Residents will be assessed \$20.00 each unregistered guest per night.

**HOUSING:** Student must be enrolled in approved IHCC programs in

order to live in the Residence Hall and carry a minimum of 8 credit hours and be a student in good standing. Those students not meeting the minimum criteria must meet with the Residence Life Area Coordinator to determine continued residency.

**PETS:** Pets and other animals are not permitted in the residence hall. They present sanitation, as well as other problems. Fish in small aquariums are permitted. Please see the Housing Office if you have a Service Animal or Therapy Animal.

**QUIET HOURS:** Certain times during the day and evening have been set aside as “Quiet Hours” to allow for study, sleep, etc. Residents are expected to keep noise to an absolute minimum during these times. The schedule for Quiet Hours is 10:00 p.m. through 10:00 a.m.

The enforcement of Quiet Hours is the responsibility of each resident. If the activities of other residents annoy you, inform them of the problem and request that they moderate their activities. If that does not result in a satisfactory solution, the residence hall staff should be notified so they can be of assistance.

**EXCESSIVE NOISE IS PROHIBITED AT ALL TIMES:** Musical instruments should not be played in rooms. Doors should be closed if stereos, radios, or television sets are in use. The volume should be low enough so as not to interfere with the study or sleep of other residents. If a student does not adhere to this policy, he or she may be asked to remove the device from the room or campus. The residence hall staff may also confiscate the device until the student can take the device off campus.

**RESIDENCE HALL SECURITY:** For security purposes, all exterior doors to the residence halls are locked, with the exception of Trustee Hall. Trustee Hall open door hours are during normal business hours. Your key also serves as your entry key to a designated outside in your hall. Doors should not be propped open and should be shut completely. There will be a \$50.00 fine if a resident is found propping doors.

**USE OF TOBACCO PRODUCTS:** Indian Hills Community College is committed to providing a tobacco-free environment for our staff, students, constituents, and visitors to our campuses. Tobacco and Electronic Cigarette use is prohibited on college property, including in its buildings, college owned vehicles, outdoor areas, or any vehicle located on college grounds. This policy is consistent with the Iowa Smokefree Air Act.

**INCENSE:** The burning of incense is prohibited in all IHCC halls.

**CANDLES:** Candles are not allowed. The residence hall staff will confis-

cate candles that have been burned if found in the room.

**CANDLE WARMERS:** The use of candle warmers are allowed in halls. Fines may be assessed if left on while room is unattended. Student will be responsible for cost of wax damage.

**ROOM CHANGES:** While we hope all new roommates will eventually become good friends, we realize this doesn't always happen. If, after trying to work out differences, you and your roommate still find that you don't like living together, you have the option of putting your name on a waiting list for the Residence Hall you're interested in and wait for a space to become available. You must retain your original room and roommate assignment during the first two weeks of each term. Residents may request one change per year in room assignment at no cost. Additional changes are subject to a \$25 change fee to be collected at the time of request by the housing office. At the end of the initial two weeks and during the remainder of the term students desiring room or roommate changes or hall changes should consult the Housing Office located in Trustee Hall. The college reserves the right to make all final decisions concerning room assignments.

**ROOM CONSOLIDATION:** Multiple occupancy rooms are to be occupied at full capacity. In the case where one of the registered occupants vacates the room, the remaining resident(s) agrees to accept an assigned roommate of move to another room. This consolidation agreement is a part of the housing contract.

**SOLICITING:** Door to door soliciting is prohibited in the halls, except with permission of the Residence Hall Supervisor. This policy is enforced to protect you by preventing the presence of unreliable and illegal peddlers. Please report any solicitors to the Residence Hall Supervisor immediately.

**RESIDENCE HALL CLOSINGS:** Housing at Indian Hills-Ottumwa is available year round. Only residents who make arrangements with the housing office two weeks prior to official college breaks will be allowed to stay during that time. Additional charges will apply for staying during official college breaks. Residents, who do not stay during breaks, may leave their belongings in their residence hall room during breaks; however, the college is not responsible for lost or damaged items.

**THEFT:** Although most lost property is returned, we strongly recommend that you keep your room locked when it is unoccupied. We also discourage the keeping of large sums of money or valuables in your room. IHCC is not responsible for personal property which has been lost, stolen, or damaged. If a theft occurs, report it to the residence hall staff immediately.

**VIOLENCE/THREATS OF VIOLENCE:** Acts of violence, threats, or threat-

ening behavior against employees, students, visitors, guests or other individuals by anyone on college property will not be tolerated. This includes, but is not limited to, intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately. Violations of this policy will result in disciplinary action which may include dismissal, arrest, and/or prosecution. Immediate threats should be reported to Security and your Residence Hall Supervisor.

**WEAPONS:** The possession of weapons, concealed or otherwise, on college property or at any college sponsored activity is prohibited, except when required for an approved college course. "Weapons" are defined as any instrument or weapon that is specifically designed, made, or adopted for the purpose of inflicting serious bodily injury or death, including, but not limited to clubs, firearms, handguns, BB guns, paintball guns, airsoft guns, knives, explosives (e.g. fireworks), crossbows, bows and arrows, throwing stars, and knuckles. This includes object that simulate or replicate weapons. Weapons under the control of law enforcement officials are exempt.

**DRUG AND ALCOHOL POLICIES:** Indian Hills prohibits the possession or use of illegal drugs and alcohol on or around its property at any time, except for those areas licensed under the laws of the state of Iowa. Areas where the use is prohibited include: residence halls, student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered college property.

Any violation of this policy will result in prosecution under Iowa law when applicable, as well as disciplinary action by the college deemed appropriate within the policies of conduct prescribed and approved by the Board of Trustees.

This policy addresses alcohol, drugs and other intoxicants. The purpose of this policy is to clarify the rules regarding possession, consumption and distribution of intoxicants within university owned or operated buildings, property and grounds including administrative, instructional and research facilities; the policy applies to all university employees, students and visitors. This policy supplements Iowa Administrative Code Section 681-13.17(2). In all instances this policy will be construed to comply with federal and state law.



## A. Jurisdiction of the Student Conduct Code

The Student Conduct Code will apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct, including, but not limited to, activities on college partners' premises, that adversely affects the college community and/or the pursuit of its objectives. Each student will be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

## B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following offenses is subject to the full range of disciplinary sanctions outlined in Article IV in the Student Code of Conduct including but not limited to monetary fines, warning, counseling, probation, suspension, or expulsion:

1. Manufacturing, selling, distribution, use, or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law or possession of a device (drug paraphernalia) used to ingest or inhale an illegal drug or narcotic
2. Manufacturing, selling, distribution, use, or possession of alcoholic beverages (except as expressly permitted by college regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

For additional information regarding the definition of above mention disciplinary sanctions and specific processes as outlined in Article IV in the Student Code of Conduct please reference pages 47-53 in this handbook.

**No empty alcohol containers are allowed in the residence halls.**

**Intervention:** Indian Hills Community College has several options available for students and staff members who need to address alcohol and other drug abuse issues. The college works with local community health organizations to provide counseling for students and staff members. In addition, the college has an Employee Assistance Program for all employees with a 24/7 helpline that can be utilized as the employee desires. Any residence hall resident found in violation of the campus alcohol policy is required to complete the online version of MyStudentBody educational course programming which was purchased for the intent of all students and staff to complete and gain knowledge of alcohol, drug, and sexual violence awareness. Additional resources for alcohol and drug abuse are listed in the IHCC Annual Security and Fire Safety Report.

**Education and Awareness:** Indian Hills provides quality educational programs for its students and staff on the subjects of drugs, alcohol, and sexual violence. Guest lectures, video presentations, and seminars are held to provide information to our college community about such areas as peer pressure resistance, health concerns, rehabilitation, and awareness. When applicable, instructors provide educational information concerning drugs and alcohol within the academic environment. These areas may include: health, physical education, human service, and the behavioral science offerings. Indian Hills Community College recognizes that use of illicit drugs and alcohol abuse may lead to severe health risks.

**COMMITMENT TO A DRUG FREE ENVIRONMENT:** Indian Hills Community College is committed to providing a drug free environment for all students. In support of this effort, the college holds membership and affiliation with these organizations: Iowa Safety Council, Will Rogers Institute, President's Drug and Alcohol Free Colleges, and the Department of Education's Drug Free Schools and Campuses (The Drug Free Schools and Communities Act Amendments of 1989 – Public Law 101-226).

**SERVICES FOR STUDENTS WITH DISABILITIES:** Individuals with disabilities who require accommodations or special services should contact the IHCC SUCCESS Center for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment.

Students enrolling in credit programs who are requesting accommodations must document their disability by providing a written statement signed by a school counselor, physician, psychologist or other health care professional. Statements must include: (a) a description of the disability, (b) a statement of how the disability prohibits one or more major life activities and is a barrier to the student's full participation in the program, and (c) a description of the specific accommodations to be provided. (Requested

accommodations must be related to the individual's specific disability).

All requests for accommodations should be made prior to enrollment.

Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa SUCCESS Center by calling (800) 726-2585, ext 5238. Centerville students should contact the SUCCESS Center at (800) 670-3641, ext. 2232. All students may also contact the Associate Dean of Student/Academic Services, (800) 726-2585, ext. 5218.

A Disability Services Handbook is available by contacting the Disability Services offices.

### **Disability Services, Ottumwa**

Location: Pothoven Academic Success Center, Efner Hall

E-mail: [disabilityservices@indianhills.edu](mailto:disabilityservices@indianhills.edu)

Phone: (800)726-2585, ext.5749

## **SERVICE & THERAPY ANIMAL POLICY**

In general animals are not allowed in any buildings on campus. However, Indian Hills Community College is committed to ensuring that all its students have equal access to educational programs and facilities.

### **SERVICE ANIMALS**

A service animal is defined 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. Miniature horses may be considered service animals in some cases. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The work or tasks performed by a service animal must be directly related to the handler's disability.

The student with a disability who requires a service animal in the residence halls or other campus buildings is responsible for formally registering the Service Animal with the Office of Student Disability Services prior to bringing the animal to campus. The student should complete a Service Animal Registration form which will be kept on file in the Office of Student Disability Services.

Please note that registrations for Service Animals do not require docu-

mentation of disability. However, there are questions on the Service Animal Registration form which need to be completed.

Upon receipt of the registration form, the student will be contacted to meet with the Office of Student Disability Services and Housing Office to review the owner's responsibilities and guidelines for having a Service Animal in the residence halls and on campus. After this meeting has taken place, Residence Hall Staff will be notified as appropriate. The student's roommate(s) will be notified (if applicable) and an acknowledgement of their acceptance will be requested. Residential Hall Staff will notify residents of the room where the approved animal will be residing. Campus Security will also be notified. Students are responsible for informing their faculty that they will be bringing a Service Animal to class prior to the first day of this taking place.

Service animals are generally allowed on campus anywhere it is safe for them to be. After consultation with the student, the College may determine if there are any parameters necessary regarding where a service animal is allowed on campus. Consideration will be given to other persons with disabilities, safety, and other factors.

Students with medical conditions that are affected by animals are asked to contact the Office of Student Disability Services if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions.

## **THERAPYANIMAL**

A Therapy Animal is defined as an animal that is necessary for the individual to have an equal opportunity to use and enjoy a dwelling. There must be a relationship, or nexus, between the individual's disability and the assistance the animal provides.

Therapy animals are prescribed to an individual with a disability by a healthcare or mental health professional. Therapy animals are an integral part of a person's treatment process to assist in alleviating the symptoms of an individual's disability.

Therapy Animals are not Service Animals and do not accompany an individual at all times. Therefore, Therapy Animals are only permitted in the individual's assigned residential room and outdoor spaces, if appropriate, under the proper handling. These animals are not permitted in other campus buildings. When the animal is transported outside the private residence area it must be in an animal carrier, on a leash or harness, and controlled at all times.

**To place a request for a Therapy Animal a student must do the following:**

1. Register with the Office of Student Disability Services which includes submitting a completed Disability Needs Assessment Questionnaire and providing documentation of the disability and need for a Therapy Animal.
2. The student must also submit a Petition to the Committee on Accommodative Housing.

Documentation guidelines are listed on the Disability Needs Assessment Questionnaire. Generally documentation for an individual who is requesting a Therapy animal should be dated within the last six months and include:

- Verification of a disability from a physician, or mental health professional.
- Information on how the animal serves as an accommodation and how it relates to the ability of the student to use and enjoy the living arrangements provided through College housing.

The Petition to the Committee on Accommodative Housing will be reviewed by the Accommodative Housing Committee and the student will be notified by the Committee of approval. Should approval be granted, the student will meet with the offices of Residential Education and Living and Student Disability Services to review the owner's responsibilities and guidelines for having a Therapy Animal on campus. The student will also need to complete a Service & Therapy Animal Approval Form which will be kept on file in the Office of Student Disability Services, The Housing Office, and Campus Security.

A Therapy Animal should not be brought to campus until approval has been granted and the meeting with the offices of Housing, and Student Disability Services has taken place.

Please note that the student must petition the Committee on Accommodative Housing each academic year.

Upon approval of a Therapy Animal, Residential Hall Staff will be notified (if applicable) and an acknowledgement of their acceptance will be requested. Residential Hall Staff will notify residents of the room where the approved animal will

be residing.

Students with medical conditions that are affected by animals are asked to contact the Office of Student Disability Services if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions.

**REMOVAL OF APPROVED ANIMAL:**

The College has the right to remove an animal if:

- It poses a direct threat to the health or safety of the owner or others.
- The owner does not comply with the owner's responsibilities outlined in the guidelines for having a Service Animal or Therapy Animal on campus.
- The animal causes uncontrollable disturbances.

**PROTOCOL FOR MEMBERS OF THE COLLEGE COMMUNITY WHICH INCLUDE FACULTY, STAFF, and STUDENTS REGARDING SERVICE ANIMAL and THERAPY ANIMALS:**

- They are to allow Service Animals to accompany its owner at all times and in all places on campus, unless predetermined exclusions have been made by the College.
- They are not to ask for details about the owner's disability, or need for the Service Animal or Therapy Animal. This is confidential and considered a private matter.
- A Service Animal or Therapy Animal is not to be touched or pet unless the owner has given their permission.
- A Service Animal or Therapy Animal is not to be fed by anyone other than its owner.
- The animal is not to be deliberately frightened, startled or intentionally separated from its owner.

**EQUAL OPPORTUNITY POLICY:** It is the policy of Indian Hills Community College to provide equal educational and employment opportunities and not to illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personnel policies. It is the further policy of Indian Hills Community College that no retaliatory action shall be taken against any person exercising their rights as an employee or student irrespective of the outcome of any procedure instituted hereunder.

This college shall provide activities, a curriculum and instructional resources which reflect the racial and cultural diversity present in the United

States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the college's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias. The curricula, programs and services shall foster respect and appreciation for the diverse populations found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this college to recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability.

Harassment of a sexual nature or with demeaning intent made from one employee to another, from an employee to a student or vice versa, or from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Bonnie Campbell, Director of Human Resources/Equity Coordinator, 525 Grandview, Ottumwa, IA 52501, 683-5108; Sheri Heisdorffer, Human Resources Coordinator (staff and faculty), 683-5200; the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

**SAFETY AND SECURITY:** At Indian Hills Community College, having a safe campus is a cooperative effort of students, staff, faculty, visitors and professionals. Indian Hills' security is staffed 24-hours a day, 365 days a year and spearheads the effort to maintain a safe and secure environment. Security works closely with the Ottumwa Police Department to accomplish this mission and with the Ottumwa Fire Department regarding fire protection and safety. The college strives to maintain an open, secure campus that all can enjoy and benefit from. Security personnel assist with problems of any type and can be contacted at (641) 683-5300. Persons can also call the Ottumwa Police Department at (641) 683-0661 or, in the event of an emergency or fire, 911.

## SEXUAL MISCONDUCT POLICY

### I. THE POLICY

This Policy prohibits sexual misconduct in any form, including sexual assault, sexual harassment, sexual exploitation, stalking, domestic violence, dating violence, and retaliation, all as defined in Section II. The College will respond to reports of sexual misconduct in accordance with This Policy.

### II. DEFINITIONS

Sexual harassment can include unwelcomed behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets either of the following criteria:

- A College employee or agent explicitly or implicitly conditions an educational decision or benefit on submission to sexual conduct (e.g., sexual favors for a better grade, more playing time; threatening (explicitly or implicitly) negative consequences if the student rejects sexual advances).  
OR
- The behavior creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive or objectively offensive to substantially interfere with or deny participation in a student's educational activities and benefits or employment opportunities. Examples can include persistent efforts to develop a sexual relationship; bullying/cyber-bullying of a sexual nature or for a sexual purpose; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; verbal abuse of a sexual nature. Behavior could be verbal, non-verbal (e.g., gestures, touching), written or electronic.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

Sexual assault occurs when physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity due to incapacitation.

Consent means words or clear, unambiguous actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity.

- *Consent is voluntary.* It must be given without coercion, force, threats, or intimidation.
- *Consent is affirmative.* Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Silence or the absence of resistance does not equate to consent.
- *Consent is clear.* If confusion or uncertainty on the issue of consent



arises anytime during the sexual interaction, the sexual activity should cease.

- *Consent is revocable.* Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity—every time. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
- Consent cannot be given when a person is incapacitated.

*Incapacitation* means the inability (temporarily or permanently) to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring.

- Being intoxicated by drugs or alcohol oneself does not diminish the responsibility to obtain consent from the other party.
- The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

*Sexual exploitation* involves taking sexual advantage of another person, even though the behavior might not constitute sexual assault. Examples can include, but are not limited to:

- Distribution or publication of sexual or intimate information about another person without consent
- Electronic recording, photographing, or transmitting sexual or intimate utterances, sounds, or images without knowledge and consent of all parties
- Engaging in indecent exposure
- Sexual intimidation, which is an implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act, when no sex act actually occurs
- Voyeurism, which involves both secretive observation of another's sexual activity or secretive observation of another for personal sexual pleasure

*Retaliation.* This Policy prohibits retaliation against a person who reports sexual misconduct, assists someone with a report of sexual misconduct, or participates in any manner in an investigation or resolution of a sexual misconduct report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Stalking means:

- A. purposefully engaging in a course of conduct directed at a specific person ("target") that would cause a reasonable person to fear bodily injury to, or the death of, the target or a member of the target's immediate family;
- B. when the person ("stalker") knows or should know that the target will be placed in reasonable fear of bodily injury to, or the death of, the target or a member of the target's immediate family by the course of conduct; a
- C. the stalker's course of conduct induces fear in the target of bodily injury to, or the death of, the target or a member of the target's immediate family.

*Dating Violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of:

- A. The length of the relationship.
- B. The type of relationship.
- C. The frequency of interaction between the persons involved in the relationship.

*Domestic Violence* means an assault, under any of the following circumstances:

- A. The assault is between family or household members, who resided 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.

Investigators mean the individuals designated by the Executive Dean of Student Services to conduct investigations of alleged sexual misconduct, and to determine whether to grant a hearing, as described in Article VI, B. Formal Resolution, of this Policy.

*Sexual Misconduct Board* means the group of faculty, staff, and administrators appointed by the Executive Dean of Student Services to hear complaints of sexual misconduct, and who are trained to do so. Student includes all persons taking courses at Indian Hills Community College, either full-time or part-time, pursuing degree or non-degree programs including continuing education and distance courses. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College

or who have been notified of their acceptance for admission are also considered "students," although not enrolled in this institution.

### **III. POLICY SCOPE**

#### **A. JURISDICTION**

This Policy applies to all Indian Hills Community College students, as defined in Section II, regardless of sexual orientation, and in particular students who:

- Are victims of any form of sexual misconduct, by any other person (student, employee, or others outside the College community)
- Are accused of engaging in behavior prohibited by this Policy

Any person may file a complaint alleging sexual misconduct against a student. However, with respect to any complaint that is 1) by a person who is not a member of the College community, and 2) relating to non-College conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint bears a sufficient nexus to the educational program or employment relationship of an Indian Hills student/employee or constitutes a sufficient risk to the College community to proceed under this Policy.

#### **B. GEOGRAPHIC LOCATION (ON AND OFF CAMPUS)**

This Policy applies to any allegation of sexual misconduct against an Indian Hills student, regardless of where the alleged sexual misconduct occurred.

### **IV. CONFIDENTIALITY**

Indian Hills Community College is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The College will work to safeguard the identities and privacy of the students who seek help or who report sexual misconduct. However, it is important that students understand the limits on confidentiality of individuals whom they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality.

Under Iowa law, communications with some individuals are confidential. Students who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies when a student seeks services from the following persons:

- Trained and statutorily certified victim's advocate See Section VII.A. Confidential Advocacy and Support.
- Licensed Psychological counselor (including counselors at Student Health and Wellness)
- Licensed Health care provider (including medical professionals at Student Health and Wellness)
- Personal attorney representing the victim

- Religious/spiritual counselor

Any other College employee cannot guarantee complete confidentiality. However, information is disclosed only to select officials who have an essential need to know in order to carry out their job responsibilities. As is the case with any educational institution, the College must balance the needs of the individual student with its obligation to protect the safety and well-being of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a timely warning notice. The notice would not contain any information identifying the student who brought the complaint.

## **V. REPORTING SEXUAL MISCONDUCT, INCLUDING SEXUAL ASSAULT AND SEXUAL HARASSMENT**

Contacting Police or Campus Security does not mean a student must pursue charges. Campus Security and local law enforcement can advise students of their options and can also preserve evidence while the person considers her/his options.

### **A. Reporting to Law Enforcement**

Because sexual misconduct may constitute both a violation of college policy and criminal activity, the college strongly encourages, but does not require, students to report concerns of sexual misconduct to law enforcement as soon as possible after the incident. A student may proceed under this Policy whether or not he or she elects to report to law enforcement as well. For emergencies, contact 9-1-1. To contact law enforcement in non-emergency situations, call the non-emergency number for your local police department.

### **B. Reporting to Indian Hills Community College**

To seek assistance and support, or to report misconduct in non-emergency situations, contact the Campus Security, 641-683-5300, or the Executive Dean of Student Services & Housing Office, Main Floor Trustee Hall, 641-683-5152. Other reporting options include:

- Contact a Title IX Coordinator
  - Chris Bowser, Executive Dean of Student Services, 641-683-5159, [chris.bowser@indianhills.edu](mailto:chris.bowser@indianhills.edu) (for complaints against students)
  - Bonnie Campbell, Director of Human Resources, 641-683-5108, [bonnie.campbell@indianhills.edu](mailto:bonnie.campbell@indianhills.edu) (for complaints against faculty/staff)
- Contacting a Deputy Title IX Coordinator:
  - a. Jennifer Sabourin, Director of Student Services, Housing & Retention, 641-683-5240, [jennifer.sabourin@indianhills.edu](mailto:jennifer.sabourin@indianhills.edu)
  - b. Brett Monaghan, Director of Student Services, Athletics & Student Discipline, 641-683-5207, [brett.mognahan@indianhills.edu](mailto:brett.mognahan@indianhills.edu)

- c. Joe Starcevich, Dean of Centerville Campus. 641-856-2143 ext.2224, joe.starcevich@indianhills.edu
- d. Marcia Seddon, Academic Instructor, Centerville Campus, 641- 856-2143 ext. 2239, marcia.seddon@indianhills.edu

### **C. Amnesty for Complainants and Participants in Investigations**

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a student who reports in good faith an incident of sexual misconduct, or who participates in good faith in an investigation into an incident of sexual misconduct.

### **D. Time Frames for Reporting and Response**

The College strongly encourages prompt reporting of complaints and information. While there is no time limit in invoking this Policy in responding to complaints of alleged sexual misconduct, a complaint should be submitted as soon as possible after the event takes place.

Individuals are encouraged to report sexual misconduct immediately in order to maximize the College's ability to respond promptly and equitably. The College does not, however, limit the time frame for reporting. The College will not be able to pursue disciplinary action against an individual who is no longer affiliated with the College. Under those circumstances, the College will still conduct a Title IX review and offer resources to complainants. In all cases, the College will conduct a prompt and equitable investigation of allegations of sexual misconduct. Generally the College will **attempt** to complete the process within 60 days. However, the time frames set forth in these procedures are meant to provide guidance, and the College may alter or extend time frames, with notice to the parties, as appropriate. The time it takes to complete the resolution of a sexual misconduct complaint may vary based on the complexity of the investigation and the severity and extent of the alleged conduct, as well as on whether there is a parallel criminal investigation, or if school breaks occur during the process.

## **VI. PROCESS FOR RESPONDING TO REPORTS OF SEXUAL MISCONDUCT**

### **A. Initial Steps**

#### **1. Initial Meeting with the Complainant**

Upon receipt of any report of sexual misconduct, the Executive Dean of Student Services or designee will first schedule a meeting with the reporter (referred to as "Complainant" for ease of reference, although a report does not necessarily have to result in a formal complaint) in order to provide the Complainant a general understanding of this Policy and to identify forms of support or immediate interventions available to the Complainant. The intake meeting may also involve a discussion of any accommodations that may be appropriate concerning the Complainant's academic, employment,

or housing arrangements.

If the Complainant would like assistance throughout any College investigation or adjudication process, the Executive Dean of Student Services office will make a student services staff member available to the Complainant. This staff member is not an “advocate” as that term is used below (see Article VII, A, Confidential Advocacy and Support), nor is that staff person a representative who will speak on behalf of the Complainant in any investigatory or adjudication process. Rather, the staff member serves as a point of contact to answer questions and explain processes, to make sure the Complainant’s expressed needs are being addressed, and to join the Complainant in meetings if requested. (The Executive Dean also will provide the same resource to students accused of sexual misconduct.)

At the initial intake meeting with the Complainant, the Executive Dean or designee will seek to determine how the Complainant wishes to proceed. The Complainant may opt for: (1) formal resolution (see section B, below); (2) informal resolution (see section C, below); or (3) not proceeding.

## **2. Notification of the Title IX Coordinator**

The Executive Dean or designee will notify the Title IX Coordinator(s) and the deputy Title IX coordinator(s) of the report (even if the report does not proceed). This is to keep the Title IX Coordinator(s) apprised of any potential patterns of misconduct and/or the need for further training or other prevention measures.

## **B. Formal Resolution**

A Complainant may elect to pursue a formal resolution, which involves a hearing before the Sexual Misconduct Board. Such a hearing is also referred to as “formal resolution,” and is described more specifically in this section.

### **1. Investigation**

When the Complainant indicates a desire to pursue formal resolution, the Executive Dean of Student Services will meet with the Complainant and prepare a written complaint. The Executive Dean will consult with the Title IX coordinator(s) and the deputy Title IX coordinators in appointing a person(s) to serve as investigator(s) of the complaint. The investigator(s) may be a College administrator or someone retained by the College, such as an attorney, mental health professional, or another person trained to conduct investigations of sexual misconduct. The investigators serve as neutral fact-finders, who during the course of the investigation, typically conduct interviews with the Complainant, the accused student(s) and each third-party witness; visit and take photographs at each relevant site; and where applicable, coordinate with law enforcement agencies to collect and preserve relevant evidence.

## **2. Investigative Report**

After conducting the investigation, the investigator(s) will complete an investigative report that includes, among other things:

- Summaries of interviews with the complainant, the accused student and each third-party witness; photographs of relevant sites and related logs; electronic and forensic evidence; and a detailed written analysis of the events in question.
- A recommendation on whether or not there should be a hearing, based on factors including whether there is a substantial dispute in the facts, the availability of witnesses and evidence, etc. The Title IX coordinator will make the ultimate decision on whether a hearing will be held.

The investigative report will be distributed, concurrently, to both of the parties and to the Executive Dean of Student Services and Title IX Coordinator(s). If a hearing is held, the Sexual Misconduct Board will also be provided with a copy of the report.

## **3. Determining Whether to Hold a Hearing**

If the Title IX Coordinator decides, upon consideration of the investigator's recommendation, to hold a hearing, notice of that determination will be delivered, concurrently, to the Executive Dean, the Complainant, and the accused student(s). A student whose request for a hearing is denied by the Title IX Coordinator may appeal that decision to the President or designee, whose decision will be final.

## **4. Complainant Changes Election to Informal Resolution or Accused Student Elects to Accept Responsibility.**

After reviewing the investigative report, the Complainant may decide to elect Informal Resolution instead of formal resolution, by making such a request to the Executive Dean of Student Services prior to the hearing date. At any point prior to the hearing, the accused student may elect to admit responsibility for the alleged sexual misconduct. In such cases, the Executive Dean of Student Services or designee will propose a resolution to the complaint and a sanction. If both the Complainant and the accused student agree to the proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal by either party. If either the complainant or the accused student objects to the proposed sanction, a hearing before the Board will be convened for the sole purpose of determining a sanction, and in these cases, the decision of the Board may be appealed pursuant to paragraph 13, "Appeals," below. For purposes of this sanction hearing, all of the other provisions of this Policy relating to the imposition of a sanction for Sexual Misconduct will apply.

## **5. Advisors**

The Complainant and the Accused Student may have an advisor present to assist them during the pre-hearing, hearing, and appeal stages of the

complaint process. The advisor may be an attorney chosen at the student's expense. However, advisors are not permitted to speak or to participate directly in the process, including at any hearing before a Sexual Misconduct Board. Students should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

## **6. Notice of Hearing and Pre-Hearing Meetings.**

If a hearing is scheduled, the Executive Dean of Student Services will provide written notice to both parties pursuant to Article IV. A. 4 of the Student Conduct Code. In addition, the Executive Dean of Student Services or designee will schedule separate meetings with the Complainant and the accused student to review the hearing procedures and the complaint of sexual misconduct.

## **7. Hearing Procedures**

Unless otherwise stated in this Policy, the pre-hearing and hearing procedures will follow the rules and procedures described in Article IV, of the Student Conduct Code.

## **8. Conduct of the Hearing**

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in these proceedings. During the hearing, the parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the investigative report or in other written materials. Only the Board Chair and Board members may question the parties and other witnesses directly. The parties may pose written questions to the Chair to be asked of the other party or other witnesses consistent with Article IV, A, 10, i, of the Student Conduct Code. All procedural questions, including the decision to accept evidence and/or statements, will be made by the Chair, in his or her sole discretion.

In cases of sexual assault, measures may be taken to avoid contact during the hearing between the complainant and the alleged perpetrator (e.g., videoconferencing).

## **9. Standard of Proof**

The determination of whether or not a violation of this Policy occurred will be made on the basis of whether it is more likely than not that the accused student violated this Policy. This standard is more formally referred to as the "preponderance of evidence" standard. In making its determination, the Board will carefully consider all of the evidence presented and follow the procedures stated in this Policy and the applicable sections of the Student Conduct Code in order to ensure as fair a hearing as possible for all parties.



## **10. Sanction**

The Board is required to consider the suspension or expulsion (permanent suspension) of any student found responsible for sexual assault; however, the Board may impose any sanction that it finds to be fair and proportionate to the violation and in accordance with Article IV, B, of the Student Conduct Code.

## **11. Decision**

The Board Chair will notify the Executive Dean of Student Services of the decision and any sanctions imposed in writing within five (5) business days of completion of the hearing. Within ten (10) business days of completion of the hearing, the Executive Dean of Student Services will notify the Complainant and accused student of the decision and any sanctions imposed.

## **12. Appeals**

Within five (5) business days of delivery of the written decision to them, the Complainant, accused student, or both, may appeal the Board's decision and/or the sanction imposed to the President or designee. Such appeals will be in writing and will be delivered to the Executive Dean of Student Services or his or her designee. The President or designee will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision.

Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the following purposes:

- Determine whether the Sexual Misconduct Board Hearing was conducted in substantial compliance with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- Determine whether substantial evidence supports the Board's findings of fact.
- Determine whether the sanction(s) imposed were appropriate for the violation of this Policy and/or the Student Conduct Code which the student was found to have committed.
- Consider new, material information, which was not brought out in the original hearing, because such information was not known or was not available to the person appealing at the time of the original hearing.

The President of the College or designee may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. The appeal decision of the President or designee is the final decision of the College, and no further appeals are permitted under this Policy.

## **C. INFORMAL RESOLUTION**

A Complainant who does not wish to pursue formal resolution may request a less formal proceeding, known as "Informal Resolution." Although less

formal than formal resolution, Informal Resolution is an appropriate resolution process; it is not mediation.

### **1. Election of Informal Resolution**

The College Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

### **2. Investigation**

Upon determining that informal resolution is appropriate, and in instances when the Complainant makes such a request to the Executive Dean of Student Services, the Title IX Coordinator(s) will assign the informal resolution to an Investigator. The Investigator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator(s) also may put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator(s) or the Investigator will attempt to aid the parties in finding a mutually acceptable resolution.

### **3. Advisors**

The complainant and the accused student each may be assisted by an advisor throughout the Informal Resolution process. Advisors are assigned and subject to the same restrictions set forth for advisors in Formal Resolution (outlined above).

### **4. Informal Resolution Where Accused Student Acknowledges Responsibility**

If during the course of the Informal Resolution, the accused student elects to admit responsibility for the alleged sexual misconduct, the Investigator will propose a resolution to the complaint and a sanction. If both the complainant and the accused student agree to the proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal by either party. If either the complainant or the accused student objects to the proposed sanction, a hearing before the Sexual Misconduct Board will be convened for the sole purpose of determining a sanction, and in these cases, the decision of the board is subject to appeal pursuant to Article VI, B, 12, "Appeals," above. For purposes of this sanction hearing, all of the other provisions of this policy relating to the imposition of a sanction for Sexual Misconduct will apply.

### **5. Election of Formal Resolution**

The college or the complainant may, at any time prior to the conclusion of the informal resolution, elect to end such proceedings and initiate formal resolution instead. In such cases, statements or disclosures made by the

parties in the course of the informal resolution may be considered in the subsequent formal resolution.

## **6. Privacy of Informal Resolution**

In order to promote honest, direct, communication, information disclosed during informal resolution must remain private while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

## **D. COMPLAINANT DOES NOT WISH TO PURSUE RESOLUTION OR REQUESTS CONFIDENTIALITY**

If the Complainant does not wish to pursue formal or informal resolution and/or requests that his or her report remain confidential, the Executive Dean of Student Services or designee will inform the Complainant that the College's ability to respond may be limited. The Executive Dean or designee may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the Complainant's request against the following factors:

- The seriousness of the alleged sexual misconduct,
- Whether there have been other complainants of sexual misconduct against the same accused student, and
- The accused student's right to receive information about the allegations, including the name of the complainant.

The Executive Dean of Student Services or designee will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the accused student because the Complainant insists on confidentiality or that the complaint not be resolved, the College reserves the authority to undertake an appropriate inquiry, issue a "no contact" order, and/or take other reasonably necessary measures, including the Immediate Actions described in VI. E, below, to promote a safe learning environment for the complainant and/or the entire College community.

## **E. IMMEDIATE ACTIONS (INTERIM MEASURES)**

The Executive Dean of Student Services Office and Campus Security may take immediate interim actions to protect the safety of the college community, to enable students with complaints and witnesses to continue studies, and to ensure the integrity of an investigation. These actions may include interim suspension of the accused student or no-contact notices between the individuals involved. The Executive Dean of Student Services Office and Campus Security may also take additional actions, as appropriate, including but not limited to:

- Modifying class or work schedules, or housing arrangements
- Addressing other academic concerns (e.g., absences, assignments, grades, leaves of absence, withdrawal)
- Safety planning

- Education/training

## **VII. RESOURCES AND SERVICES FOR STUDENTS**

There are campus and community services available to students regardless of whether or not a student chooses to report a violation of this Policy to the College or local law enforcement. The College strongly encourages students to seek assistance to care for themselves emotionally and physically through confidential crisis intervention, health care, and counseling. As students tend to their health, they should keep in mind that medical examinations are time-sensitive, and are critical in preserving evidence of sexual assault so that options can be considered at a later time.

### **A. Confidential Advocacy and Support Crisis Intervention Services**

Crisis Intervention Services provides trained advocates to assist victims of sexual assault, providing services for sexual assault, domestic assault, and emergency housing needs. Advocates can assist students with medical and legal advocacy, counseling, and case management. Advocates can speak with students confidentially as they consider their options. Any communication with a Crisis Intervention Services advocate is legally protected under Iowa Code Section 915.20, which allows for confidential communications that cannot be disclosed without the student's permission.

500 High Ave. West

Oskaloosa, IA 52577

641-673-0336

Website: [www.stopdvsa.org](http://www.stopdvsa.org)

The Crisis Intervention Services office is located in on the main floor of Trustee Hall.

### **24 hour Crisis Hotline 800-270-1620**

Serving Appanoose, Davis, Jasper, Jefferson, Mahaska, Marion, Monroe, Lucas, Keokuk, Poweshiek, Wapello, and Wayne counties.

An Advocacy Care Specialist from Crisis Intervention Services is available on the Indian Hills Community College – Ottumwa Campus each week on Mondays and Thursdays from 8:30 a.m.- 4:45 p.m. This campus-based service for crisis counseling, advocacy for legal, medical, and social services systems, and any additional support and resources.

### **Indian Hills Counseling Services**

Students can meet with a counselor during normal business hours, Monday - Thursday. Services are free and confidential.

Website: [www.indianhills.edu/students/behavioralhealth.html](http://www.indianhills.edu/students/behavioralhealth.html)

Trustee Hall  
First Floor  
641-683-5336

In an emergency after hours, students may call the local crisis line at 641-682-8772 to speak with a trained counselor, social worker, nurse or psychologist. If it is preferred to see someone in person after hours, please go to the Emergency Room at the Ottumwa Regional Health Center or the Emergency Room at your local hospital.

### **Southern Iowa Mental Health**

101 E. Main Street  
Ottumwa, IA 52501  
641-682-8772

### **Wapello County Victims Resources**

Charlotte Kovacs, Coordinator  
Wapello County Attorney's Office  
219 N. Court  
Ottumwa, IA 52501  
641-683-0030  
<http://wapellocounty.org/departments/attorney/victim-resources/>

Office Hours:  
Monday - Friday  
8 a.m. - 4:30 p.m.

### **Student Health- On-Campus**

Students can meet confidentially with a health care provider.  
Website: <http://www.indianhills.edu/students/healthservices.html>

Trustee Hall First Floor  
641-683-5336  
Open Mon-Thurs 7:15 a.m. – 4:45 p.m.

## **B. Additional Resources for Students**

### **1. College Title IX Coordinator**

To seek assistance and support, or to report misconduct in non-emergency situations, contact the Campus Security, 641-683-5300, or the Executive Dean of Student Services & Housing Office, Main Floor Trustee Hall, 641-683-5152. Other reporting options include:

- Contact a Title IX Coordinator
  - Chris Bowser, Executive Dean of Student Services, 641-683-5159, [chris.bowser@indianhills.edu](mailto:chris.bowser@indianhills.edu) (for complaints against students)
  - Bonnie Campbell, Director of Human Resources, 641-683-5108, [bonnie.campbell@indianhills.edu](mailto:bonnie.campbell@indianhills.edu) (for complaints against faculty/staff)
  
- Contacting a Deputy Title IX Coordinator:
  - a. Jennifer Sabourin, Director of Student Services, Housing, Retention 641-683-5240, [jennifer.sabourin@indianhills.edu](mailto:jennifer.sabourin@indianhills.edu)
  - b. Brent Monaghan, Director of Student Services, Athletics & Student Discipline, 641-683-5207, [brett.monaghan@indianhills.edu](mailto:brett.monaghan@indianhills.edu)
  - c. Joe Starcevich, Dean of Centerville Campus. 641-856-2143 ext.2224, [joe.starcevich@indianhills.edu](mailto:joe.starcevich@indianhills.edu)
  - d. Marcia Seddon, Academic Instructor, Centerville Campus, 641-856-2143 ext. 2239, [marcia.seddon@indianhills.edu](mailto:marcia.seddon@indianhills.edu)

## **2. Campus Security**

Campus Security provides services 24 hours a day and can respond to reports of emergencies. Campus Security works closely with law enforcement and can assist students understanding their options for reporting incidents and assisting students in contacting local law enforcement to report an incident of sexual misconduct. Contacting Campus Security or law enforcement does not mean a student must pursue criminal charges. Campus Security can also assist students in safety planning and provides escorts to students while on campus.

641-683-5300

[www.indianhills.edu/security](http://www.indianhills.edu/security)

## **3. Executive Dean of Students Office**

Staff can assist a student in filing a report or, if the student is not ready to file a report, the staff can work with him or her to address concerns over housing, class assignments or schedules, leaves of absence, withdrawal or other academic concerns. Staff can also assist the student in notifying Campus Security or local law enforcement, if requested by the student and provides referrals to students to resources such as counseling or a confidential advocate.

Trustee Hall

First Floor

Dean of Students/Housing

641-683-5152

## **C. External Resources**

A Complainant may choose to file a complaint with the state and federal agencies listed below.

### **U.S. Commission on Civil Rights**

## **Central Regional Office**

400 State Avenue, Suite 908  
Kansas City, KS 66101

Melvin L. Jenkins, Director Tel: (913) 551-1400  
Fax: (913) 551-1413  
TDD: (913) 551-1414

*Geographic area(s) served:* Alabama, Arkansas, Iowa, Kansas, Louisiana, Mississippi, Missouri, Nebraska, and Oklahoma  
Web: [www.ed.gov/ocr](http://www.ed.gov/ocr)

## **Equal Employment Opportunity Commission (EEOC)**

Reuss Federal Plaza  
310 W. Wisconsin Avenue, Suite 800  
Milwaukee, WI 53203-2292  
Phone: (800) 669-4000  
Fax: (414) 297-4133  
TTY: (800) 669-6820  
Web: [www.eeoc.gov/](http://www.eeoc.gov/)

## **Iowa Civil Rights Commission (ICRC)**

Grimes State Office Building  
400 E. 14th Street  
Des Moines, IA 50319 Toll free: (800) 457-4416  
Phone: (515) 281-4121  
Fax: (515) 242-5840  
TDD: (877) 521-2172  
Web: <https://icrc.iowa.gov/>

## **VIII. REPORTING REQUIREMENTS**

The College can take action only if the College is made aware of the behavior. Therefore, if a College employee becomes aware of a complaint or other violation of this Policy, the employee must bring the information to the Title IX Coordinator(s) or a Deputy Title IX Coordinator(s) so that concerns are heard and services can be offered to the affected students.

### **IX. Prevention, Training, and Policy Communication**

The College is committed to education, communication and training in order to prevent sexual misconduct and to assure an appropriate response when incidents occur. The College will provide information on the following to students, faculty and staff:

- Preventing sexual misconduct
- Procedures for responding to incidents of sexual misconduct

- Resources available to students in cases of sexual misconduct
- Pertinent contents of relevant policy and law

The College will maintain the above information on a website and will provide information about this Policy to all new students through orientation and to all registered students annually. This Policy is also available for distribution in printed form from the Executive Dean of Student Services Office, Campus Security, and Human Resources and other College personnel involved in prevention and/or response activities.

The College will provide training on the above information to all College personnel involved in providing any part of the college's response to reports of alleged sexual misconduct. All Sexual Misconduct Board members will receive annual training in their responsibilities. This training may include expertise drawn from campus and community resources, professional organizations, and other experts on the topic of sexual misconduct.

- 1 If the alleged perpetrator of sexual harassment or misconduct is an Indian Hills Community College employee, complainants may choose to report the conduct to the Director, Human Resources, instead of or in addition to, other individuals to whom reports may be made under this Policy.
- 2 "Course of Conduct" means repeatedly maintaining a visual or physical proximity to a person without legitimate purpose or repeatedly conveying oral or written threats, threats implied by conduct, or a combination thereof, directed at or toward a person.
- 3 Assault, under Iowa law, means:
  - A. Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
  - B. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act; or
  - C. Intentionally pointing any firearm toward another, or displaying in a threatening manner any dangerous weapon toward another.

**MISSING PERSONS POLICIES:** In the event that a residence hall resident has been reported missing, the following steps and procedures will be followed:

- All available avenues of attempt will be made to locate the resident in questions. Make immediate contact to Campus Security at 641-683-5300.
- Campus Security, Dean of Students, and the Director of Housing will be immediately notified in the event a student is determined missing.
- Indian Hills administrators will notify the appropriate law enforcement



agency immediately.

- Campus security will notify the student's designated emergency contact if the student is determined missing.
- Campus Security is required to notify a custodial parent or guardian of a student under the age of 18, who is not emancipated, no later than 24 hours after the student, is determined missing.
- Campus Security will immediately notify the appropriate law enforcement agency if a student who has been determined missing for more than 24 hours but did not designate an emergency contact or is an emancipated individual under the age of 18.

All residence hall residents were to provide an emergency contact number at the time of application. If none was made at that time or if a resident wishes to change their emergency contact information, please contact the Housing office. All change requests are kept confidential.

- All Indian Hills residence hall residents provided the Housing office with an emergency contact number on their residence hall application.

**SEARCH AND SEIZURE POLICY:** Indian Hills Community College guarantees its students the right of privacy on its campus. However, the college reserves the right to enter rooms without advance notice for the following purposes:

1. To make maintenance repairs.
2. To conduct a safety inspection. A safety inspection may not be conducted for disciplinary purposes.
3. When there is reasonable cause to believe a danger to life, health, safety, or property exists.
4. When there is reasonable suspicion residence hall rules are being violated.

**All residents should note when police conduct a search they have to meet the probable cause standard. However, school officials are held to a lower standard: reasonable suspicion.** Two considerations are relevant in determining the reasonableness of a search. First, the search must be justified initially by reasonable suspicion. Second, the scope and conduct of the search must be reasonably related to the circumstances that give rise to the search, and school officials must take into account the student's age, sex, and the nature of the offense.

## STUDENT CONDUCT CODE

### PREAMBLE

Indian Hills Community College is an academic community built on the principles of mutual respect, integrity, and honesty. The college strives to provide a community wherein individuals have the right to express their opinions and ideas, to assemble peacefully, and to associate freely in a manner that does not interfere with the rights of others and is in the confines of intellectual honesty. In order to thrive as an educational institution, the college has adopted this Student Conduct Code ("Student Code") to promote and preserve its educational mission for the benefit of all who are invited to be a part of the community.

### PURPOSE

It is in the best interest of the college and all those who are students or who may desire to become students at the college that the disciplinary procedure be defined. This document prescribes procedures to be followed in disciplinary cases in order that cases may be handled in a timely manner while serving the interests of the college community and safeguarding the rights of all students. Administrative responsibility for the establishment and enforcement of policies governing non-academic student conduct and disciplinary action has been delegated by the Indian Hills Community College President to the Executive Dean of Student Services. The Executive Dean has, in turn, delegated considerable authority for the establishment of rules and handling of violations to the Student Discipline Administrator and the Director of Housing and other bodies as designated in this policy.

### ARTICLE I: DEFINITIONS

1. The term "Accused Student" means any student accused of violating this Student Code.
2. The term "Business Days" means all days except Fridays, Saturdays, Sundays, and college holidays. When counting days, the day a complaint is received at any point in the procedure shall be considered "day one".
3. The term "college" means Indian Hills Community College.
4. The term "college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
5. The term "college official" includes any person employed by the college or any person performing assigned administrative or professional responsibilities on behalf of the college.
6. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under

this Student Code as are provided to the Complainant, even if another member of the college community submitted the charge itself.

7. The term "faculty member" means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
8. The term "member of the college community" includes any person who is a student, faculty member, college official or any other person employed by the college. A person's status in a particular situation will be determined by the Executive Dean or designee.
9. The term "staff member" means any person employed by the college who is not a faculty member or student employee.
10. The term "student organization" means any number of persons who have complied with the formal requirements for college recognition as a club or organization.
11. The term "policy" means the written regulations of the college as found in, but not limited to, the student conduct code, student handbook, academic program handbook, college catalog, and college website.
12. The term "student" includes all persons taking courses at Indian Hills Community College, either full-time or part-time, pursuing degree or non-degree programs including customized learning and distance courses. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered "students," although not enrolled in this institution.
13. The term "Student Discipline Administrator" means a college official authorized by the Executive Dean of Student Services to determine whether a student has violated the student conduct code and to impose sanctions.
14. The term "Student Conduct Board" means any person or persons selected by the Executive Dean, including but not limited to members of the Student Conduct Committee, to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.
15. The term "Student Conduct Board Chairperson" means an individual selected by the Executive Dean or designee to facilitate a Student Conduct Board.
16. The term "Student Conduct Committee" means the college committee appointed by the Executive Dean of Student Services to serve as participants on the Student Conduct Committee.

## **ARTICLE II: STUDENT CODE AUTHORITY**

1. The Executive Dean of Student Services along with the Student Discipline Administrator will determine the composition of Student Conduct Boards and will determine which Student Conduct Board will be authorized to

hear each matter.

2. The Executive Dean of Student Services will develop policies for the administration of the student conduct system and procedural rules for the administration of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
3. Decisions made by a Student Conduct Board and/or Student Discipline Administrator are final, pending the normal appeal process.

## **ARTICLE III: PROHIBITED CONDUCT**

### **A. Jurisdiction of the Student Conduct Code**

The Student Conduct Code will apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct, including, but not limited to, activities on college partners' premises, that adversely affects the college community and/or the pursuit of its objectives. Each student will be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

### **B. Conduct—Rules and Regulations**

Any student found to have committed or to have attempted to commit the following offenses is subject to the full range of disciplinary sanctions outlined in Article IV including warning, probation, suspension, or expulsion:

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any college official, faculty member, or office.
  - b. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Violation of the Sexual Misconduct Policy, which prohibits sexual misconduct in any form and which includes any unwelcome behavior of a sexual nature that is committed without consent, by force, intimidation, coercion, or manipulation.
5. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or

- public property, on or off campus.
6. Hazing, defined as an act which, intentionally or recklessly, endangers the physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, any organization operating in connection to the college.
  7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
  8. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
  9. Violation of any federal, state or local law.
  10. Manufacturing, selling, distribution, use, or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law or possession of a device (drug paraphernalia) used to ingest or inhale an illegal drug or narcotic
  11. Manufacturing, selling, distribution, use, or possession of alcoholic beverages (except as expressly permitted by college regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
  12. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
  13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
  14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the college community.
  15. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
  16. Theft or other abuse of computer facilities and resources, including but not limited to:
    - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Use of another individual's identification and/or password.
    - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
    - e. Use of computing facilities and resources to send obscene or abu-

- sive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the college computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of college policies pertaining to use of information technology, including computer use policies..
17. Abuse of the Student Conduct Code, including but not limited to:
- a. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - d. Institution of a student conduct code proceeding in bad faith (e.g. filing a false complaint).
  - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, panel members, or advisors, prior to, during, and/or after a student conduct proceeding.
  - h. Retaliation against a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, Board members, or advisors, prior to, during, and/or after a student conduct proceeding. This includes any form of intimidation, threats, harassment (verbal or physical) or knowingly filing a false complaint.
  - i. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - j. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
18. Intentionally sounding a false alarm or tampering with fire safety equipment.
19. Use or possession on the campus or at or during any college-authorized function or event of firearms, ammunition, or other dangerous weapons, substances, or materials, except as expressly authorized by the College, or of bombs, explosives, or explosive or incendiary devices prohibited by law or any other violation of the college weapons policy.

20. Undue or willful neglect to meet financial obligations to the College when properly notified by the College.
21. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
22. Misuse of college identification – Transferring, lending, borrowing, or altering a college identification.
23. Violation of the Student Conduct Code while on disciplinary probation, or violation of the terms of one's probation.

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

1. College conduct proceedings are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct code proceedings.
2. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Executive Dean of Student Services or designee. Determinations made or sanctions imposed under this Student Code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
3. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the college may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the college community. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

### **A. Charges and Student Conduct Hearings**

1. Any person may file charges against a student for violations of the Student Conduct Code. A charge should be prepared in writing and directed to the Student Discipline Administrator or designee. Any charge should be submitted as soon as possible after the event takes place, preferably within one calendar year. With respect to any complaint that is 1) by a person who is not a member of the college community, and 2) relating to non-college conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the college community to warrant processing the complaint.
2. The Student Discipline Administrator or designee may conduct an investigation to determine if the charges have merit. If the accused student elects to acknowledge his or her actions and take responsibility for the alleged misconduct, the Student Discipline Administrator or designee will propose a resolution to the complaint and issue a sanction. If the accused student agrees to the proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal. If the accused student objects to the proposed sanction, a hearing will be convened for the sole purpose of determining a sanction, and in these cases, the decision is subject to appeal pursuant to Article IV, D. If the charges are not admitted to and/or cannot be disposed of by mutual consent, the Executive Dean of Student Services or designee will determine if the matter will be resolved through an administrative hearing or by a Student Conduct Board. Complaints that may result in a sanction of suspension or expulsion will be disposed of through a Student Conduct Board. All other cases will be disposed of through an administrative hearing conducted by the Executive Dean of Student Services, Student Discipline Administrator, or designee.
3. Complaints alleging conduct that includes sexual harassment and other forms of sexual misconduct will be handled according to the rules and procedures described in the Sexual Misconduct Involving Students policy and the applicable sections of this policy.
4. All charges will be presented to the Accused Student in written form. A time will be set for an administrative hearing or Student Conduct Board hearing that ensures a prompt and equitable resolution, not less than five (5) nor more than thirty (30) business days after the accused student has been notified. Maximum time limits for scheduling of an administrative hearing or Student Conduct Board hearing may be extended at the discretion of the Executive Dean of Student Services. Written notification to the Accused Student will include:
  - a. the alleged conduct violation,
  - b. a summary of the specific allegations,



- c. the time, date, and place of the hearing,
  - d. the name(s) of the Student Discipline Administrator or Student Conduct Board members, who will hear the case,
  - e. the potential disciplinary sanctions, and
  - f. the related procedures outlined in Article IV.
  - g. Like notice will also be provided to the Complainant.
5. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
  6. The determination of whether or not a violation of the Student Conduct Code occurred will be made on the basis of whether it is more likely than not that the Accused Student violated the Student Conduct Code. This is more formally referred to as the, "Preponderance of the Evidence Standard."
  7. The Executive Dean of Student Services or designee will notify the Accused Student and the Complainant of the outcome of the hearing in writing within ten (10) business days of completion of the hearing.
  8. If an Accused Student, with notice, does not appear for the hearing, the information in support of the charges will be presented and considered even if the Accused Student is not present.
  9. A conduct violation that may not result in the sanction of suspension or expulsion will be resolved through an administrative hearing with the Executive Dean of Student Services, Student Discipline Administrator, or designee. During the administrative hearing the accused student will have an opportunity to respond to the charges and to present evidence or witnesses contesting the charges. The Executive Dean of Student Services, Student Discipline Administrator, or designee will determine if a violation occurred and will issue appropriate sanctions.
  10. An alleged violation of the Student Conduct Code in which the accused student contests responsibility and that may result in the sanction of suspension or expulsion will be resolved through a Student Conduct Board Hearing according to the following guidelines:
    - a. Hearings will be conducted in private.
    - b. The Student Conduct Committee chairperson and two members of the Student Conduct Committee will be appointed by the Executive Dean of Student Services to serve on the Student Conduct Board.
    - c. The Complainant, Accused Student and their advisors, if any, will be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing will be at the discretion of the chairperson of the Student Conduct Board.
    - d. In hearings involving more than one Accused Student, the Executive Dean of Student Services, in his or her discretion, may permit the Student Conduct Board Hearing(s) concerning each student

- to be conducted either separately or jointly.
- e. The Complainant and the Accused Student have the right to challenge any member of the Student Conduct Board on grounds of prejudice. This challenge, with the reasons for the challenge, must be submitted in writing to the Executive Dean of Student Services at least two (2) business days prior to the hearing. The Executive Dean of Student Services or designee will determine if the member will sit on that case. If the challenge is upheld, the Executive Dean of Student Services or designee will select another Student Conduct Committee member for the Student Conduct Board.
  - f. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. The participants should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - g. The Complainant, the Accused Student, Student Discipline Administrator, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two (2) weekdays prior to the Student Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board.
  - h. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received will be resolved in the discretion of the chairperson of the Student Conduct Board.
  - i. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - j. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - k. After the portion of the Student Conduct Board Hearing concludes

in which all pertinent information has been received, the Student Conduct Board will determine by majority vote whether the Accused Student has violated each section of the Student Code which the student is charged with violating.

- l. There will be a single verbatim record, such as a tape recording, of all Student Conduct Hearings before a Student Conduct Board (not including deliberations). Deliberations will not be recorded. The record will be the property of the college.
- m. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Executive Dean of Student Services or designee to be appropriate.

## **B. Sanctions**

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
  - a. Warning—a notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges—denial of specified privileges for a designated period of time.
  - d. Fines—previously established and published fines may be imposed.
  - e. Restitution—compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions—work assignments, essays, service to the college, or other related discretionary assignments.
  - g. Deferred Suspension – A serious and final notification that any violation of College policy may result in the immediate suspension of the student from the College for a specified period of time after which the student would be eligible to return. Conditions for readmission may be specified prior to the student being eligible to return.
  - h. Suspension—separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. Expulsion—permanent separation of the student from the college.

- j. Revocation of Admission and/or Degree—admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - k. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
  - l. Delayed Registration-- A student may be required to delay his/her course registration until a complainant or any other student(s) involved in a conduct matter has completed course registration. Delayed registration is for a specified number of terms or may be required until the complainant or other involved student(s) graduate.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. (a) Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions will not be made part of the student's permanent academic record but rather become part of the disciplinary record.  
(b) In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, will be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
  4. The following sanctions may be imposed upon groups or organizations:
    - a. Those sanctions listed above in article IV(B)(1)(a)–(k).
    - b. Loss of selected rights and privileges for a specified period of time.
    - c. Deactivation-loss of all privileges, including college recognition, for a specified period of time.
  5. In each case in which a Student Conduct Board or Student Discipline Administrator determines that a student and/or group or organization has violated the Student Code, the sanction(s) will be determined and imposed by the Executive Dean of Student Services or Student Discipline Administrator with the exception of cases involving sexual misconduct, in which case the Sexual Misconduct Board or chair will determine the sanctions as prescribed in the Sexual Misconduct policy.

### **C. Interim Suspension**

In certain circumstances, the Student Discipline Administrator or designee may impose an interim suspension prior to the disposition of a student conduct hearing.

1. Interim suspension may be imposed only:

- a. to ensure the safety and well-being of members of the college community or preservation of college property;
  - b. to ensure the student's own physical or emotional safety and well-being; or
  - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the college
2. During the interim suspension, a student will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Executive Dean of Students or designee may determine to be appropriate.
  3. The interim suspension does not replace the regular process, which will proceed on the normal schedule, up to and through an Administrative or Student Conduct Board proceeding, if required. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat and at which they may contest whether a campus rule was violated.

#### **D. Appeals**

1. The decision of a Student Discipline Administrator or Student Conduct Board including sanctions imposed may be appealed by the Accused Student(s) or Complainant(s) to the Executive Dean of Student Services or designee within five (5) business days of the decision. Such appeals will be in writing and will be delivered to the Executive Dean of Student Services or his or her designee. The Executive Dean or designee will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision.
2. Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the student conduct hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
  - c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

3. The Executive Dean of Student Services may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. The appeal decision of the Executive Dean is the final decision of the college, and no further appeals are permitted under this policy.
4. All parties will be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.

#### **ARTICLE V: COMPOSITION OF STUDENT CONDUCT COMMITTEE**

The Student Conduct Committee is appointed by the Executive Dean of Student Services and is composed of three (3) staff members nominated by the Director of Human Resources, three (3) faculty members nominated by the Vice President for Academic Affairs, and one (1) faculty/staff chairperson appointed by the Executive Dean of Student Services. The Executive Dean, Student Discipline Administrator or designee will preside over all meetings of the Student Conduct Committee.

#### **ARTICLE VI: TRAINING**

The Student Discipline Administrator or designee will conduct annual training with persons involved in the administration of the student conduct system. This includes, but is not limited to, the Student Conduct Committee members and other Student Conduct Administrators. Training will be conducted in a manner that is consistent with provisions of the student conduct code.

#### **ARTICLE VI: INTERPRETATION AND REVISION**

- A. Any question of interpretation or application of the Student Conduct Code will be referred to the Executive Dean of Student Services or designee for final determination.
- B. The Student Conduct Code will be reviewed every three years under the direction of the Executive Dean of Student Services.

**GRIEVANCE & APPEALS PROCEDURES:** A student may appeal the decision of the Student Conduct Administrator within three (3) days to the Student Conduct Board. The Student Conduct Board will conduct a hearing:

- a. To determine whether the decision of the Student Conduct Administrator was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
- c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original decision, because such information and/or facts were not known to the person appealing the time of the original meeting.

The Student Conduct Board will return its final decision to the Dean of Students within two (2) days of the hearing. The Dean of Students will then inform the student of the Board's decision. The College President, or the President's designee, shall have the right to affirm the decision, to reduce the dismissal to a suspension, to reduce the length of the suspension or to dismiss the proceedings altogether. All parties involved may be represented at all stages of the proceedings by an attorney. A copy of this policy in its entirety is available from the Student Conduct Administrator.

**INFORMATION SYSTEMS ACCEPTABLE USE POLICY:**

Information systems are provided for the use of Indian Hills Community College students, faculty, and staff in support of the programs of the college. Access to the information systems is a privilege that is granted by the college. This privilege comes with a responsibility to respect the rights of other users and the rights of the college. This policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by IHCC. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource. The purpose of these guidelines is to specify user responsibilities and to promote the ethical, legal, and secure use of information systems resources for the protection of all members of the IHCC community. The college extends membership in this community to its students with the stipulation that they be good citizens, and that they contribute to creating and maintaining an open community of responsible users.

**Agreement to Comply with Policy:** All users of IHCC's information systems agree to comply with the policies stated, as well as any additional guidelines established by the college for each individual information system. By use of the college information systems, users agree to comply with these and any other college policies.

**Purpose of College Information Systems Resources:** Indian Hills Community College information systems exist to provide a variety of services to the college community in support of instructional, research, and college business. The guidelines are intended to improve the information system services offered and provide these services in a cost-effective manner.

**Academic Freedom:** Consistent with other college policies, this policy is intended to respect the rights and obligations of academic freedom. As with all college resources, the IHCC community is encouraged to make innovative and creative use of information technologies in support of education and college services. Access to information representing a multitude of views on all issues should be allowed for the interest, information and enlightenment of the IHCC community.

**Copyright and Non-Discrimination:** The college policy recognizes that the purpose of copyright is to protect the rights of creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other college policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

**Cautionary Statement:** The college cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail and/or make information about themselves available on the Internet should be forewarned that the college cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

**Consideration for Others:** The information system, computing and network facilities of the college are limited and should be used wisely and carefully with consideration for the needs of others and the public nature of the college. Computers and network systems offer powerful tools for communications among members of the community and of communities outside the college. When used appropriately, these tools can enhance dialog and communications. When used inappropriately, however, these tools can infringe on the beliefs or rights of others, or the public purpose for which they were created.

**Responsibilities of Users of IHCC Information Systems:** The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at IHCC and/or on networks to which IHCC is connected. **Use of IHCC's information systems implies consent with these policies.**

1. Access to information systems resources shall be authorized at a level to perform the educational or job function required by an individual.
2. IHCC computing and network resources are to be used for college-related communication, instruction, services, enrichment, dissemination of academic information, and administrative activities.
3. College computing facilities are a public resource and may not be used for personal profit. IHCC prohibits the use of college information systems to solicit or proselytize others for commercial ventures, religion or political causes, outside organizations or other non-work related concerns.



4. Users are expected to respect the rights of other users; for example, users shall not engage in private or public behavior that creates an intimidating, hostile, or offensive environment for other users. Users shall not intentionally develop or use programs that harass other users, infiltrate a computer or system and/or damage or alter the hardware or software components of a computer or system.
5. Users may not encroach on others' use of information systems resources. Such activities would include typing up computer resources for game playing or other trivial applications; sending frivolous or excessive messages, including chain letters, junk mail or unsolicited advertising, or other types of broadcast messages, locally or over the Internet; intentionally introducing any computer viruses or other rogue programs to the IHCC system causing physical or functional damage to systems. To respect the shared nature of the computing resources users shall not engage in deliberately wasteful practices, such as printing large amounts of unnecessary documents.
6. Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable college policies. IHCC equipment and software may not be used to violate copyright or the terms of any license agreement.
7. Users may not attempt to modify or crash the college system or network facilities. Users may not attempt to break into the accounts of other users at IHCC or on the Internet.
8. Students of IHCC and guests of IHCC may not install software on any college computer. Faculty and staff may not install software on the college network. Installations on the network are the responsibility of the IHCC networking department.
9. Users must remember that information distributed through the college's networking facilities is a form of publishing. For example, anything generated at IHCC that is available on the Internet represents IHCC and not just an individual. Even with disclaimers, the college is represented by its students, faculty and staff, and appropriate language, behavior and style is warranted.

**Administration and Implementation:** The information systems, facilities, equipment and accounts are owned and operated by IHCC. The college reserves all rights to the technology resources it owns and operates. IHCC may terminate any user's access and service to the information systems without notice. Communication and projects carried on by IHCC staff through college resources are assumed to be business and professional matters. The college reserves the right to examine all computer files, phone mail or e-mail if it becomes necessary for reasons including, but not limited to the following:

1. To enforce its policies regarding harassment and the safety of individuals.

2. To prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations.
3. To safeguard the integrity of computers, networks, and data either at the college or elsewhere.
4. To protect the college against liability.

The college may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of college policies, or federal or local laws. The college reserves the right to limit access to its networks through college-owned or other computers, and to remove/limit access to material posted on IHCC-owned computers.

All users are expected to conduct themselves consistent with these responsibilities and all other applicable college policies. Abuse of information systems privileges will subject the user to disciplinary action, as established by the applicable policies and procedures of the college, up to and including expulsion from the college. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action and the loss of information systems privileges may result.

IHCC and users recognize that all members of the community college are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relevant to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the State of Iowa.

## **FIRE SAFETY REPORT**

Indian Hills Community College has established fire safety policies in order to ensure the safety of our residence hall residents. Evacuation procedures have been set in place for each residence hall and are posted within the residence hall and are listed below. Each resident is asked to familiarize themselves with their particular route in the event of a fire emergency. Mandatory supervised fire evacuation drills are held in each residence hall once per term. All residents are asked to participate fully in these drills in order to ensure the timely evacuations of our residence hall buildings and the safety of our residents.

Each residence hall building is equipped with adequate fire safety systems, including fire detectors in each residence hall room in all buildings and hallway sprinklers in Trustee and Oak Halls. The fire detectors are checked yearly to make sure they are in good working condition. The fire safety systems are checked at least once per year by appropriate fire personnel.

The residence hall staff is trained yearly on fire safety policies and evacuation procedures. Fire safety policies and evacuation procedures are included in each residence hall orientation.

Residents must follow the guidelines set forth within this handbook regarding portable electric appliance, smoking, and the use of open flames within the residence hall buildings. Failure to do so will result in residence hall fines and/or expulsion from the residence halls based upon the severity of the violation.

Statistics relating to the number of fires, cause of each fire, the number of fire-related injuries that require hospitalization, the number of fire related deaths, and the value of property damage caused by a fire are logged by the Director of Housing for each residence hall. These statistics are reported to the Department of Education by calendar year in accordance with the Higher Education Opportunity Act (HEOA). Hard copies of that report may be obtained from the Housing office upon request.

Statistics: 0 fires 2015-16 school year  
0 fire-related injuries  
0 fire-related deaths  
0 property damage due to fires

## **EMERGENCY EVACUATIONS**

**FIRE PROCEDURES:** The threat of fire is always a danger in the residence hall. Fire drills will be conducted periodically to help acquaint residents with proper procedures. In case of fire:

1. Pull the Fire Alarm
2. Call the Fire Department
3. Notify the Residence Hall Supervisor
4. Evacuate the Residence Hall

If a fire alarm sounds, follow these procedures:

1. Close the windows and door (**do not lock**) in your room.
2. Proceed quickly, but cautiously to assigned stairway exit.
3. Return to the residence hall only after the building has been totally evacuated and permission has been granted by the Residence Hall Supervisor or fire department official.

### **EXIT ROUTES:**

#### **Appanoose Hall**

**Rooms 101-104:** Use north exit and proceed to the Trustee Hall parking lot.

**Rooms 107-115:** Use south exit and proceed to the Trustee Hall parking lot.

**Rooms 201-207:** Use north stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

**Rooms 208-215:** Use south stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

**Rooms 301-307:** Use north stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

**Rooms 308-315:** Use south stairwell, exit to Rose Garden, and proceed around the building to the Trustee Hall parking lot.

### **Keokuk/Mahaska Hall**

**Rooms 102-122:** Use the lounge exit and then proceed to the Trustee Hall parking lot.

**Rooms 123-129:** Use the far east exit and then proceed to the Trustee Hall parking lot.

**Rooms 201-205:** Use the north stairwell exit and then proceed to the Trustee Hall parking lot.

**Rooms 209-214:** Use the center stairwell and exit through the lounge, then proceed to the Trustee Hall parking lot.

**Rooms 217-222:** Use the far east stairwell exit and then proceed to the Trustee Hall parking lot.

### **Wapello Hall**

**Rooms 101-114:** Use the exit to the Appanoose parking lot and proceed to the point in the Wapello parking lot farthest from the building.

**Rooms 120-132:** Use the exit to the Wapello parking lot and proceed to the point in the Wapello parking lot farthest from the building.

**Rooms 139-140:** Use the nearest exit to the Appanoose parking lot and proceed to the point in the Wapello parking lot farthest from the building.

**Rooms 201-221:** Use the north stairwell and exit to the Appanoose parking lot. Proceed to the point in the Wapello parking lot farthest from the building.

**Rooms 222-240:** Use the south stairwell and exit to the Wapello parking lot. Proceed to the point in the Wapello parking lot farthest from the building.

### **Trustee Hall**

**Rooms 213-228, 313-328, 413-428, and 513-528:** Use the west stairway exit. Exit the building using

the west fire exit on the first floor or the main south entrance door.

**Rooms 233-248, 303-348, 403-448, and 503-548:** Use the east stairway exit. Exit the building using the fire exit on the first floor or the main south entrance door.

## **Oak Hall**

**Rooms 100-115, 116-131, 207-215, 223-231, 307-315, 323-331, 407-415, 423-431:** Use the north stairwell and exits.

**Rooms 200-206, 216-221, 300-306, 316-321, 400-406, 416-421:** Use the south stairwell and exit on 2<sup>nd</sup> floor.

If possible, use a fire extinguisher to help contain the fire. **WARNING! USE EXTREME CAUTION! DO NOT PUT YOUR SAFETY IN JEOPARDY!** Property can be replaced, but not your life.

1. A small, non-electrical blaze can be extinguished with a fire extinguisher located on each floor or with a pail of water.
2. Extinguish an electrical fire, such as one caused by a frayed electrical cord, by pulling the cord from the socket and then smothering the fire with a blanket or rug. **NEVER** use water on electrical fires.
3. Your Residence Hall Supervisor will instruct you as to the proper use and handling of the fire extinguishers.

**NOTE:** *The fire extinguishing equipment is there for everyone's safety and protection. **THE TAMPERING WITH OR MISUSE OF FIRE EXTINGUISHERS OR THE FIRE ALARM SYSTEM WILL RESULT IN SERIOUS DISCIPLINARY ACTION AND PROSECUTION UNDER STATE LAW.***

**SEVERE WEATHER PROCEDURE:** In the event of a tornado warning or other severe weather conditions, students in **Keokuk/Mahaska Hall** will be instructed to take shelter in the first floor hallways away from windows and doors. Students in **Wapello Hall** should take shelter in the hallway on the first floor by the storage room. Students in **Appanoose Hall** should take shelter in the bottom floor hall leading from the center exit. Residents in **Trustee Hall** should take shelter on the basement floor hallways and stay away from exterior windows and doors. Residents in **Oak Hall** should take shelter in the first floor hallways away from windows and doors.





