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Note to Students

This handbook is provided for informational purposes only. It is not a contract. If there is any conflict between the provisions of this handbook and any other applicable college policy, procedure, or agreement, this handbook will not apply. Southwestern Community College reserves the right to change policies or procedures or the terms of this handbook at any time and without notice to students or others. For the most recent version of the Student Handbook, please visit SWCC’s website at www.swcciowa.edu.

Nondiscrimination Statement

Southwestern Community College prohibits discrimination on the basis of race, color, national origin, sex, disability, age in employment, sexual orientation, gender identity, genetic information, creed, religion, veteran status, associational preference and actual or potential parental, family or marital status in its programs, activities or employment and personnel policies and practices. Southwestern also affirms its commitment to providing equal opportunities and equal access to its facilities. References: Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 -1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).
Inquiries regarding compliance with the nondiscrimination policy and the appropriate grievance procedure may be directed to: Jolene Griffith, Educational Equity and Title IX Coordinator, Southwestern Community College, 1501 W. Townline St., Creston, IA 50801, 641.782.1456 or 800.247.4023, ext. 456, or TitleIXCoordinator@swcciowa.edu; or the Office for Civil Rights (Midwestern Division), U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, phone number 312.730.1560, fax 312.730.1576, TDD 800.877.8339 or email OCR.Chicago@ed.gov.

Purpose Statement

Southwestern Community College exists in order that community members have opportunities to gain skills and knowledge sufficient for successful employment, higher education achievement, and lifelong learning.

Vision Statement

Southwestern Community College will be the center of educational excellence for the advancement of our students and communities.

Core Values

» Providing an innovative learning community conducive to the lifelong learning of constituents.
» Partnering with members of the Area XIV community, Community Colleges of Iowa and others.
» Offering high quality, student-centered, accessible, and affordable education.
» Meeting the diverse needs of students.
» Promoting educational opportunities for under-represented populations.
» Strengthening communities through economic development.
» Maintaining quality facilities, equipment, and instructional technology.
» Recognizing our people as our greatest asset.
Board of Trustees

Dr. Tony Cass, President ...................................................... Creston
Fred Shearer, Vice President .............................................. Corning
Kevin Britten ................................................................. Red Oak
Dennis Davis ................................................................. Greenfield
Zach Gunsolley ............................................................... Diagonal
Carol Saxton ................................................................. Leon
Vicki Sickels ................................................................. Mount Ayr
Jerry Smith ................................................................. Osceola

Administrative Cabinet

Dr. Barbara J. Crittenden .................................................... President
Thomas Lesan ................................................................. Vice President for Economic Development
Bill Taylor ................................................................. Vice President of Instruction
Tia Samo ................................................................. Chief Financial Officer
Beth Kulow ................................................................. Dean of Student Services
## Quick Contacts

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<th>Title/Department</th>
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<tr>
<td>Office Manager, Admissions</td>
<td>Lindsay Street</td>
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<tr>
<td>Admissions Director</td>
<td>Cait Maitlen</td>
<td>453</td>
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<tr>
<td>Admissions Representative</td>
<td>Zachery Woods</td>
<td>384</td>
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<td>Admissions Representative</td>
<td>Deb Peterson</td>
<td>318</td>
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<tr>
<td>Admissions Coordinator/Career &amp; Technical Education Recruiter</td>
<td>Lauren England</td>
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<td>Assessment Center Secretary</td>
<td>Lisa Shawler</td>
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<td>Osceola Center Coordinator</td>
<td>Sue Stearns</td>
<td>641.342.3531</td>
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<td>Red Oak Center Coordinator</td>
<td>Kattie Lewis</td>
<td>712.623.2541</td>
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Southwestern’s phone numbers are 641.782.7081 or 800.247.4023.
Southwestern Community College 2018-19 Calendar

Fall Semester
August 20 ................................. Online Classes Begin
August 22 .................................. Classes Begin*
September 3 ............................. Labor Day-College Closed
September 17 ............................ Online 12-Week Classes Begin
September 21 ......................... Faculty Planning Day, No Afternoon Classes
October 12 .............................. Online First Eight-Week Classes End
October 15 ............................ Online Second Eight-Week Classes Begin
October 17 ........................ Midterm
November 21 .............................. No Classes, College Open
November 22-23 ....................... Thanksgiving Holiday-College Closed
December 7 .......................... Online Classes End
December 10-14 .......................... Final Exam Week
December 14 .......................... Last Day of Fall Semester

Winterim Classes
December 17 - January 3 .......................... Winter Fast Track Classes
December 21 - January 17 ...................... Winterim Online Classes
Go to www.swcciowa.edu for the winterim schedule.

Spring Semester
January 14 ............................... Classes Begin*
January 14 ............................... Online Classes Begin
February 11 ............................. Online 12-Week Classes Begin
March 8 .................................................. Online First Eight-Week Classes End
March 8 .................................................. Midterm
March 11 .................................. Online Second Eight-Week Classes Begin
March 18-22 ............................... Spring Break
May 3 ................................................. Online Classes End
May 6-10 ........................................ Final Exam Week
May 10 ........................................ Last Day of Spring Semester/Spring Commencement

Summer Session
May 13 ........................................ Career & Technical Education Session Begins*
May 27 ........................................ Memorial Day-College Closed
May 28 ................................. Summer Session I, Online First Eight-Week Term Classes Begin
June 3 .................................................. Summer Session I, Arts and Sciences Classes Begin
June 10 ... Summer Session II, Online Second Eight-Week Term Classes Begin
June 28 ................................ Summer Session I Classes End/ Summer Commencement
July 1 .................................................. Summer Session II, Arts & Sciences Classes Begin*
July 4 ........................................ Independence Day-College Closed
July 22 ................................. Summer Session I, Online First Eight-Week Term Classes End
July 26 ........................................ Summer Session II, Arts & Sciences Classes End
August 4 .......................... Summer Session II, Online Second Eight-Week Term Classes End

*Tuition and fees due. Paid in full or enrolled in a SWCC-sponsored payment plan.
IMPORTANT INFORMATION

A student who wishes to add or drop courses or withdraw totally from college must initiate this action with the registrar’s office. It is suggested that a student attend a class at least one time before initiating a drop.

Drop/Add Schedule for Face-to-Face Classes

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<th>Last day to drop (with instructor approval)</th>
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<td>16 week course</td>
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<td>Friday prior to the first day of finals</td>
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<td>6-8 week course</td>
<td>4 p.m. on the second day of classes</td>
<td>Friday prior to the last week of the class</td>
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<tr>
<td>4-5 week course</td>
<td>4 p.m. on the first day of classes</td>
<td>Friday prior to the last week of the class</td>
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<tr>
<td>Fast-track course</td>
<td>Noon of the first day of the class</td>
<td>The day prior to the last day of the class</td>
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Dropping/Withdrawing from Online Courses

The Iowa Community College Online Consortium (ICCOC) establishes the start and end dates for online classes. Please refer to the online section of the class schedule for each semester’s drop/withdraw deadlines.

Withdrawal from College

Students who wish to withdraw from college are required to complete an official signed withdrawal form available in the registrar’s office in Creston or from the centers in Red Oak or Osceola.

Students may withdraw from college without grade penalty any time during a semester prior to the first day of final examinations. During summer and fast-track sessions, students must withdraw the Friday before the final week of classes. Upon withdrawal, the student will receive a grade of “W” for each course of enrollment. An exit interview with the financial aid department is required of students who received a loan and withdrew from college. The student must be cleared by the library, financial aid office, and business office.

Students dropping one or more classes or withdrawing from Southwestern Community College during a term, are required to notify the registrar by one of the following methods: mail, email, or in the registrar’s office. Students notifying the registrar through written communication should include their first, middle, and last name along with date of birth. Course cancellation, drop, or withdraw will not be accepted over the phone.

Refund Policy

Refunds of tuition and fees are calculated as of the date on the official withdrawal form completed in writing by the student and on file in the student services office. Refunds on check payments may be refunded after two weeks have been allowed for the check to clear. Refunds cannot be disbursed until the business office receives the necessary documentation from student services or other departments.
Refunds of tuition and fees will be made as follows based on the beginning date of classes and the date on the withdrawal form:

**Withdrawal Period .......................................................... Refund**

Before the end of the first week ........................................... 100%
Before the end of the second week ....................................... 50%
After the end of the second week ....................................... 0%

*Note:* This is based on a 16-week term, shorter terms will be prorated.

**Withdrawal Period .......................................................... Refund**

Days 1-3 ................................................................................. 100%
Days 4-5 ................................................................................. 50%
Day 6 .................................................................................... 0%

*Note:* This is based on an eight-week term.

**Refund Checks**

Refunds under $1.00 may be refunded through petty cash. The written refund request, or appropriate withdraw paperwork, must be received by the business office by noon on Wednesday to process a refund check on Friday of the same week. If the request is received after noon on a Wednesday, a refund check will be issued the following week on Friday.

**INSTITUTIONAL INFORMATION**

**Accreditation**

Southwestern Community College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. The college is also accredited by the Iowa Department of Education. Programs have been approved by the Veterans and Military Education Unit of the Iowa Department of Education for veterans education benefits through the U.S. Department of Veterans Affairs.

Special Accreditation for Academic Programs:

- The ADN and LPN programs are approved by the Iowa Board of Nursing.
- The auto collision repair/refinish and automotive repair technology programs are certified by the National Automotive Technicians Education Foundation (NATEF).
- The electrical technology program is approved by the Iowa Electrical Board Post-Secondary Electrical Program.
- Concurrent enrollment programs are accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

**Statement on General Education**

The general education areas and outcome statements represent the knowledge and skills that all students who graduate from Southwestern Community College should achieve as a result of their college education. The general education outcomes are delivered through coursework, lab activities, co-curricular activities, and non-instructional activities at Southwestern. All instructional and non-instructional divisions are involved in teaching or supporting and assessing general education outcome areas and statements.
The college maintains the following general education outcome areas and statements:

**COMMUNICATION**
Students will demonstrate a proficiency in communication by:

A. writing documents that are clear, organized and appropriate for the reader.
B. presenting an organized, clearly spoken oral message appropriate to purpose and audience.
C. listening attentively to a verbal message and understanding its content.

**CRITICAL THINKING**
Students will demonstrate critical thinking skills by:

A. analyzing information in any form for accuracy, relevancy and reliability.
B. scrutinizing an argument to separate fact from opinion and identifying assumptions and inferences.
C. assessing a problem and proposing reasonable solutions to it.

**CULTURAL AWARENESS**
Students will develop an awareness of their own culture as well as the culture of others by:

A. recognizing culturally based differences between themselves and others including language, social and political systems, and religion.
B. relating relevant historical information to current situations.
C. explaining the cultural importance of the fine arts.

**FINANCIAL LITERACY**
Students will develop financial literacy by:

A. constructing a budget that includes short-term and long-term financial planning and goals.
B. explaining the impact of indebtedness on finances and credit ratings.
C. discussing economic variables such as interest rates, installment payments and inflation.

**INTERPERSONAL SKILLS**
Students will demonstrate professional and interpersonal behaviors by:

A. applying appropriate work effort for the successful completion of challenging assignments.
B. cooperating with others as a member of a team.
C. demonstrating a willingness to act as a leader in appropriate situations.
D. caring for personal health.
E. recognizing and valuing the existence of different points of view.

**MATH**
Students will demonstrate mathematical proficiency necessary for success in their chosen field of study or occupation by:

A. obtaining correct mathematical results with or without technological assistance.
B. identifying relevant data for solving a problem.
C. manipulating data to solve a problem.
D. distinguishing whether a mathematical solution is reasonable or erroneous.
READING COMPREHENSION
Students will demonstrate reading comprehension by:

A. accurately interpreting documents appropriate for their field of study or occupation.
B. discussing the accuracy, reliability and appropriateness of a variety of written documents.
C. successfully following written instructions.

SCIENCE
Students will demonstrate an understanding of scientific knowledge necessary for success in their chosen field by:

A. applying basic scientific principles to complete a task, project or assignment.
B. discussing how their actions will impact an area of science.

TECHNOLOGY LITERACY
Students will demonstrate technology literacy by:

A. using technology appropriate for the field of study or occupation chosen.
B. using information technology responsibly as a tool for creativity, research, publication, critical thinking and/or communication.
C. discussing the impact of technology on the individual and society.

Academic Freedom Policy
Topics selected for study by full-time, part-time and adjunct faculty members should contribute to the major purpose of the curriculum and materials should be available that represent alternative points of view. Topics studied should promote freedom of inquiry appropriate to an institution of higher education.

Instructors shall be responsible for selection of topics to be covered in the courses they teach. These topics are to be included in the approved syllabus for the course.

Academic freedom does not permit unlawful discrimination or harassment. Religious, sectarian, political, and other issues may be included in a course of study as long as there is no intent to indoctrinate students in a particular belief or point of view. Faculty will be expected to promote tolerance of differing viewpoints.

It is recognized that an essential function of education is a probing of opinions and an exploration of information and ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty member's right to teach and the students' right to learn.

Course syllabi should be updated annually and a current copy posted on the SWCC network in the appropriate folder.

Each instructor is responsible to make recommendations for books and other instructional materials to be made available to students in the bookstore or the Learning Resource Center. Purchases of recommended materials will be made in accordance with the policies and procedures of these departments.

Any student or group of students who have concerns about the appropriateness of material in one of their classes must follow the steps outlined below:

Concerned student(s) shall meet with the instructor to state their concerns and work towards a resolution.
If the issue is not resolved by conference between the instructor and the concerned student(s), the student(s) must then request a meeting with the instructor and the instructor’s department chair. At that meeting, the department chair will facilitate a discussion of the issue and encourage an appropriate settlement, including, if necessary, accommodations to the course material.

If the concerned student(s) are not satisfied with the resolution of the issue at the department chair level, they must request a meeting with the vice president of instruction or the vice president’s designee. The vice president or designee shall meet with the concerned students and the instructor, either separately or together. Following such meeting, the vice president or designee shall rule on the appropriateness of the material in question and direct the instructor and students as to how each is to proceed. Such ruling shall be based upon all the considerations contained in this policy and shall consider the right of the instructor to exercise academic freedom in the selection of materials and the right of the student to be free from harassment and to attend Southwestern in an environment that is free from hostility.

With respect to this procedure, concerns of students not enrolled in the class in question will be referred to the formal student complaint process outlined in the student handbook for further guidance to resolve the concern.

Concerns of other individuals with respect to this procedure will be referred to the problem resolution procedure outlined in the employee handbook for further guidance to resolve the concern.

Matters of discrimination, harassment, bullying, and/or sexual offense that arise in the educational setting shall be referred to the educational equity (Title IX) coordinator as needed.

**Off-Campus Centers**
Southwestern Community College has off-campus centers located in Osceola and Red Oak for the convenience of students and communities in the merged area. The Centers offer a full range of academic courses, as well as, adult and continuing education services. In addition to on-site classes, distance-learning opportunities are available using the Iowa Communications Network (ICN), and the Iowa Community College Online Consortium (ICCOC).

**Osceola Center**
2520 College Drive
Osceola, IA 50213

**Osceola Center**
Southwestern established the Osceola Center in 1992, originally located in a store front near the town square. The center is currently located just west of the Interstate 35 and Highway 34 intersection. In April of 2000, an extensive remodeling project was completed in order to house two fiber-optic classrooms, two computer labs, several classrooms, an industrial lab, office space for staff, and office area for Iowa Workforce Development.
The SWCC Osceola Center offers students opportunities to work on and complete degrees, diplomas, and certificates available through the college by utilization of the face-to-face opportunities, online course work, and ICN/telecommunications broadcasts. Adult and continuing education courses, Iowa High School Equivalency Diploma (HSED) and English language learning classes are available in Osceola as well. SWCC partners with local area high schools to offer courses in carpentry and building trades, general education requirements and more.

Red Oak Center
2300 North 4th Street
Red Oak, IA 51566

Red Oak Center
The Red Oak Center opened in 1985 to fill a growing need to serve the Montgomery County area of the Southwestern Community College district. In 1992, the center moved to 2300 North 4th Street off of U.S. Highway 34. The college completed a remodeling project at the Red Oak Center in 2008 to better accommodate student needs.

The center provides college transfer classes, career and technical education offerings, adult and continuing education, Iowa High School Equivalency Diploma (HSED), and customized training for local businesses and industries. SWCC partners with high schools to offer courses as well.

ADMISSION INFORMATION

Entrance Testing
In recognition of the varying skill levels of entering students, Southwestern Community College uses the ACT, SAT, and ACCUPLACER tests. Results from these tests are used as placement guides, which enable advisors to better advise students with course selection and scheduling. Test scores must be on file with admissions prior to registration.

ACCUPLACER tests are given in the Assessment Center by appointment. The Assessment Center is located in Room 215 of the Instructional Center. To schedule a testing appointment, call 641.782.1320.

Readmission
Any student who is denied admission or re-admission to Southwestern Community College may appeal the decision.

A. The appeal shall be a request for a hearing before the Academic Review Committee and shall be submitted to the office of the dean of student services. The appeal of the admissions decision must be initiated by the student no later than 15 days after notification of the decision has been issued. The appeal must be in writing and must fully state the basis for the request for admission or re-admission and the basis for why the admissions denial is unwarranted.
B. The appeal shall be presented to the chairperson of the Academic Review Committee who will set a hearing date in consultation with the other members of the Review Committee. The student appealing the admissions decision will be notified in writing of the date of the hearing. At least five school days of notice must be given to the party appealing the admissions decision.

C. The review committee hearing will be held in closed session unless the student requests in writing to the Chair of the Review Committee that it be open.

D. The student initiating the appeal has the responsibility for presenting their case for appeal to the committee. The student may be assisted by any person at the time of the hearing. The admissions department or designated instructional department will present its reason(s) for denying admission.

E. After hearing the appeal, the Review Committee shall decide either to reject the appeal or to uphold it. The office of the dean of student services will be notified of the decision in writing by the Academic Review Committee chairperson, who in turn will notify the appellant and admissions department of the decision. The decision of the Academic Review Committee is final.

**Visiting Student**

A student who is regularly enrolled at another college or university and wants to take a course(s) at Southwestern to immediately transfer back to his/her home college may be accepted as a visiting student at Southwestern. A visiting student may also be an individual who wants to take a course(s) for personal or professional development and is not seeking a degree. Visiting students do not need to submit transcripts. If the student wants to take a math or English course, the student must submit official ACT, SAT, or ACCUPLACER test scores. Visiting students may not enroll in more than ten credits per term. A student must submit an application for admission and indicate he/she is a visiting student.

**Transfer Students**

Students who wish to transfer from another college/university are eligible to apply for admission with advanced standing. Students transferring to Southwestern from other institutions will have their credits evaluated on an individual basis. Transfer credits will be considered only when earned at an institution accredited by regional accreditation associations such as the Higher Learning Commission. All transfer students are advised to consult with the admissions office well in advance of the beginning of each term so that transfer status may be established. Credit will be granted for courses taken at other accredited institutions in which the student earned a grade of “C” (2.0 on a 4.0 scale) or better. Credit will only be awarded for courses in which a grade of “D” has been earned, providing the student’s overall grade point average from the transferring institution is “C” (2.0 on a 4.0 scale) or better. Credit is only awarded with no impact on the GPA. Grades of “D” will not be accepted for any required courses in the nursing education program. Military credit will be granted according to guidelines published by the American Council of Education (ACE). No more than 16 semester hours of credit, which is termed vocational by the ACE, may be used as electives towards the Associate of Arts and Associate of Science degrees. Students must complete at Southwestern a minimum of one-third of the credits applicable to the degree.
being pursued. Transfer students enrolling in classes will be required to take the ACCUPLACER test, to have an ACT composite score of 19 or higher, or to have successful college work within the past three years consisting of a minimum of 12 credits with a “C” grade or better in each class, including three credits in English and three credits in math.

The College Experience
The College Experience is a one credit course designed to help students develop academic success skills by connecting students to college resources and facilitating participation in college culture. Activities include study and classroom performance strategies, personal exploration and development, academic and career planning, and exploring the college experience.

Residency
A person who has been admitted to Southwestern Community College shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay non-resident tuition costs.

Determination of Residency Status
In determining a resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a student is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student. Some of the various types of acceptable documentation to claim residency status are written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support, an Iowa state income tax return, an Iowa driver’s license, an Iowa vehicle registration card, and Iowa voter registration card or proof of Iowa Homestead credit on property taxes. In all events to be determined a resident of Iowa, the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling. A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.

1. Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
2. Iowa state income tax return.
3. An Iowa driver’s license.
4. An Iowa vehicle registration card.
5. In Iowa voter registration card.
6. Proof of Iowa Homestead credit on property taxes.

If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident. These regulations shall be administered by the registrar or office staff designated by the community college. Resident and non-resident tuition rates shall be printed and available in the catalog or another major college publication.
**Residency of Minor Students**
The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. The word “parent” herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment. The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

**Residency of Adult Students**
A person who reaches the age of majority, while his/her parents were residents of the state, shall be classified as a resident. A person who is married under the age of 18 shall be classified as a resident, if the person’s parents were residents of the state at the time such person was married and the person is not domiciled in another state. A person who has reached the age of majority shall be classified as a resident, if the person has established a domicile within the state of Iowa at least 90 days prior to the opening day of the academic term for which the person enrolls.

**Residency of Students Who Are Not Citizens of the United States**
A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A person may be accorded resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

A person who has immigrant status and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A “student visa” is prima facie evidence of non-residency, i.e., in a rare case, a student holding the visa could overcome the presumption of non-residency.

**Residency of Federal Personnel and Dependents**
A person and his/her spouse, who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

**Veteran Residency Status**
All veterans and dependents of military service personnel will be granted in-state tuition.
Reclassification of Residency Status
It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied. Students may make application for reclassification of residency through the registrar’s office, Administration Center.

Appeal
The decision of the residency status of a student for admission, tuition, and fee purposes may be appealed to the Academic Review Committee. If the matter is not resolved at this point, a student may submit a written appeal within five (5) days to the dean of student services. The facts will be reviewed to determine if the student’s due process was protected and then render a final decision.

Assessment Services
Students, potential students, and others are offered opportunities for evaluative services in the Assessment Center. A variety of academic and vocational assessments are available on request, enabling examinees to clarify interests and abilities. Referrals are accepted from Iowa Vocational Rehabilitation Services, Iowa Works personnel, private industry, and other agencies.

Entrance Testing Requirements
All students enrolling full-time at Southwestern Community College in arts and sciences or career and technical education programs are required to take the ACCUPLACER test prior to registration. Please refer to the nursing section for additional nursing testing requirements. In addition, any student enrolling for his/her seventh credit or enrolling for a math or English class must test. All high school students are required to have test scores on file prior to registration.

In lieu of the ACCUPLACER test, Southwestern will accept the following.

» A documented composite score of 19 or above on the ACT or an equivalent SAT composite score of 990 when taken after 10/1/2016 or 1350 when taken prior to that date.
» Successful college work within the past three years consisting of a minimum of 12 credits with a “C” grade or better in each class, including three credits in English and three credits in math.

Students entering the LPN or ADN programs are required to take the ACCUPLACER or ACT test. COMPASS scores will be accepted if taken within the past three years.

The ACCUPLACER test is a computerized adaptive test for placement, advising, and diagnostic purposes. The ACCUPLACER test measures skill levels in reading, writing, and mathematics. The test is an untimed assessment customized to meet Southwestern’s needs.

Documented scores on the ACCUPLACER test are good for three years. An exam must be taken within three years from the date of enrollment. Testing may be done at Southwestern or with another accredited college. It is the responsibility of each student to see that necessary documentation is on file with the admissions office prior to registration.
The ACCUPLACER test is administered free of charge the first time it is taken. Retakes are administered at a fee of $5 per individual test. A $10 fee and written request are required to have scores sent to another institution.

ACCUPLACER tests are given by appointment on the Creston campus and at the Red Oak and Osceola Centers. To schedule an appointment, contact the appropriate campus or center directly: Assessment Center, Creston campus 641.782.1320, Osceola Center, 641.342.3531, and Red Oak Center, 712.623.2541. If the campus or center is closed for any reason on a testing date, testing will not take place.

Any student needing accommodations in order to test must contact the Southwestern assessment coordinator located on the Creston campus and make arrangements prior to testing, 641.782.1330.

**CLEP/DSST (College Level Examination Program/DANTES Subject Standardized Test) Credits**

The Assessment Center is a national test center for CLEP and DSST Examinations. The programs, sponsored by the College Board and the Educational Testing Service, offer subject examinations that correspond to specific college courses. The examinations are administered by appointment.

- A. Southwestern Community College will award credit based on scores obtained on CLEP/DSST subject examinations.
- B. CLEP/DSST credits will be recorded on academic transcripts for a $15 recording fee. The type of exam will be noted on the transcript.
- C. CLEP/DSST credits will not be granted for duplicate credits of courses already taken, for a course which the student does not meet the stated prerequisites listed in the college catalog or for a course which is a prerequisite for which credit has previously been earned.
- D. A maximum of 30 credits will be allowed for CLEP/DSST Exams.
- E. For CLEP/DSST Exams, the Accelerated Career Education (ACE) credit recommendations will be followed for credit award.
- F. A minimum of 12 credits of college credit must be earned at Southwestern Community College before CLEP/DSST credit may be applied to the permanent record.
- G. Credit earned through CLEP/DSST will not be given grades nor will it be considered in determining grade point average.

*For further information, contact the Assessment Center.*

**Advanced Placement Tests**

Southwestern Community College will accept results of Advanced Placement (AP) Examinations. A minimum score of three will be required for issuing credit. AP credit will be recorded on academic transcripts for appropriate recording fees after 12 hours of college credit is earned at Southwestern. Credits will not be granted if they duplicate credits for courses already taken. AP credit will not be given a grade nor will it be considered in determining grade point average.
Additional Assessments
Southwestern is a test site for Pearson VUE exams, Iowa Pesticide certification, and Iowa Dental Board exams. For additional information or an assessment appointment, call 641.782.1320.

REGISTRATION INFORMATION

Personal Information
It is the student’s responsibility to ensure that personal information is current. Students may access the SWCCyou Portal to change local or permanent addresses, telephone numbers, and email addresses. These changes as well as changes in name, major, or prospective graduation terms, may be submitted to the registrar’s office or campus centers. For financial aid purposes, name changes cannot be updated once the FAFSA has been submitted.

Registration
Registration includes securing official approval of the schedule of classes and meeting tuition and fee payment obligations. Registration should be completed prior to or on designated registration dates at the beginning of each term.

Registration should always be preceded by a careful study of one’s curricular needs regarding the course or program offerings available. The registration process should include a conference with a faculty advisor and/or admissions advisor. Students are urged to arrange for early conferences in planning for any future terms. Admission advisors are available during the summer months.

As part of registration and/or class placement, specific testing may be required.

Academic Advising
All arts and sciences students will be assigned a faculty advisor in accordance with their chosen majors. Career and technical education faculty serve as advisors to students in their programs. It is the student’s responsibility to be informed about the requirements for his or her degree/diploma and to ensure that these requirements are met.

Academic advising is an essential element of your educational experience. It is a process through which you can do any of the following:

» Make appropriate course selections each semester.
» Discuss general education requirements and your academic progress.
» Discuss any problems which may affect your academic performance.
» Add or drop a course.
» Check on graduation requirements and obtain transfer information.
» Discuss career considerations.

It is the student’s responsibility to contact his/her advisor at least two to three times each semester. Two specific times would be at mid-term to discuss your grades and academic progress, then again when it is time to register for the next semester’s classes. You should become familiar with your advisor’s office hours and call or email to make an appointment.
Cancellation of Courses
The college reserves the right to cancel, reschedule, or alter the meeting times of any course. Students must follow the drop/add procedure to add another course or section to replace the cancelled section.

Change in Schedule - Adding or dropping courses
A student who wishes to add or drop courses or withdraw totally from college must initiate this action with the registrar’s office. It is suggested that a student attend a class at least one time before initiating a drop.

Courses may be added at the beginning of each semester during the first week of classes. The deadline for adding courses is 4 p.m. the fifth day of classes. In unusual circumstances, classes may be added after the deadline with approval of the instructor through the 10th day of classes.

Courses may be dropped without grade penalty anytime through the tenth week of the semester. For courses dropped during this time, the student will receive a grade of “W”. The drop dates for all courses less than 16 weeks will be that date which will be two-thirds of the course. Following the 10th week of the semester, individual courses may be dropped with permission of the instructor. The deadline for dropping any class (excluding online) is the Friday prior to the first day of final exams. Dropping and re-adding the same course for the sole purpose of returning the textbook is not allowed.

<table>
<thead>
<tr>
<th>Drop/Add Schedule for Face-to-Face Classes</th>
<th>16 week course</th>
<th>6-8 week course</th>
<th>4-5 week course</th>
<th>Fast-track course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add (without instructor approval)</td>
<td>4 p.m. on the fifth day of classes</td>
<td>4 p.m. on the second day of classes</td>
<td>4 p.m. on the first day of classes</td>
<td>Noon of the first day of the class</td>
</tr>
<tr>
<td>Last day to drop (with instructor approval)</td>
<td>Friday prior to the first day of finals</td>
<td>Friday prior to the last week of the class</td>
<td>Friday prior to the last week of the class</td>
<td>The day prior to the last day of the class</td>
</tr>
</tbody>
</table>

Dropping/Withdrawing from Online Courses
The Iowa Community College Online Consortium (ICCOC) establishes the start and end dates for online classes. Please refer to the online section of the class schedule for each semester’s drop/withdraw deadlines.

Withdrawal from College
Students who wish to withdraw from college are required to complete a signed withdrawal form available in the registrar’s office in Creston or from the off-campus centers in Red Oak or Osceola.

Students may withdraw from college without grade penalty anytime during a semester prior to the first day of final examinations. Upon withdrawal, the student will receive a grade of “W” for each course of enrollment. An exit interview with
the financial aid office is required of students who received a loan and withdrew from college. Students are notified by email from the financial aid office to do the exit counseling online at studentloans.gov.

Students dropping one or more classes or withdrawing from Southwestern Community College during a term are required to notify the registrar by one of the following methods: mail, email, or in the registrar’s office. Students notifying the registrar through written communication should include their first, middle, and last name along with date of birth. Course cancellation, drop, or withdraw will not be accepted over the phone.

Military Call-Up Policy
For actively enrolled students/reservists who are called up for active duty by the United States Armed Forces, or for the spouse of a member if the member has a dependent child, students will be required to produce or mail call-up orders to the SWCC student services department. Upon receipt of the call-up orders, a withdrawal form will be completed to execute a 100 percent refund. In the event a student has completed a sufficient and significant portion of the coursework (as determined by the course instructor), a grade may be assigned. In this circumstance, the 100 percent refund and withdrawal will not be used.

ACADEMIC INFORMATION

Classification of Students

ARTS AND SCIENCES PROGRAMS
Freshmen: Less than 28 semester hours earned. Sophomores: 28 or more semester hours earned. Part-time: Students taking less than 12 credits per semester.

CAREER AND TECHNICAL EDUCATION PROGRAMS
Freshmen: Students in their first-year of attendance. Sophomores: Students in their second year of attendance in the same program. Part-time: Students taking less than 12 credits per semester.

Attendance Policy
Regular class attendance and consistent study habits are essential to success in college and are expected of all students at Southwestern. Experience has demonstrated that absence and tardiness contribute to academic failure. Any absence interferes with the learning process. Therefore, Southwestern is committed to the vital importance of regular attendance in all classes.

Instructors will hold all classes as scheduled, and students are expected to be in attendance. If a student is absent, the instructor is in the best position to judge the effect of that absence on the student’s progress. Students should note that individual instructors might have their own particular attendance requirements. If absence from class is due to a temporary disability, including pregnancy, or a personal or family emergency, tutoring assistance is available to students so that course work can be maintained until regular class attendance is resumed. If prolonged absences continue, the financial aid office has the right to revoke any state or federal assistance the student may receive. If prolonged absences continue, the following may occur:
A. The dean of student services may recommend the student be dropped from the class based on faculty records and recommendation. The student and instructor will be notified immediately.

B. Any student who has been dropped from class because of excessive absenteeism has the right to appeal. Such appeal shall be made according to the process as outlined under Policies and Procedures.

**Class Attendance Policy Related to School-Sponsored Activities**

School-sponsored activities (excluding practices) include athletic competitions, student academic competitions and conferences, student musical performances, class sponsored field trips, etc. Questions as to whether an activity is a school-sponsored event for purposes of this policy should be directed to the vice president of instruction or designee.

A. Students involved in a school-sponsored activity must give written notice to all affected faculty members at minimum three days in advance of the absence. In the event of a last minute schedule change, the student must notify all affected faculty members immediately. A relevant last minute schedule change could be, but is not limited to, inclement weather causing an event to be rescheduled with less than three days advance notice.

B. The faculty shall accord students the opportunity to independently make up coursework or work of equal value for the day(s) the event was scheduled and to take a scheduled exam at an alternate time. The work or equal value shall be considered of equal workload to the coursework missed during the scheduled absence.

C. The faculty member and student shall determine alternative exam times and due dates for missed coursework. These dates may be prior to the date of the absence. In the event of scheduling an exam prior to the date of the absence, the faculty member must allow for adequate preparation time for the student. The student must maintain exam information confidential from other students who will be taking the exam on the scheduled testing date.

D. Organizers (coaches, club sponsors, and faculty) of the school-sponsored activities shall:
   1. assist students in planning class schedules to minimize the number of absences.
   2. inform students of their responsibilities as described above.
   3. provide written communication to the faculty member announcing and verifying the need for student class absences.

E. Excused absences shall not result in reduction in attendance or participation grades.

**Credits**

A semester hour of credit sometimes referred to simply as a “credit” or as an “hour” is equal to one classroom period each week for one semester. Thus, a “two credit” or “two hour” course implies at least two hours of classroom work each week per semester. In most laboratory courses, two laboratory hours equal one hour of credit.
Academic Load
The normal academic load for a student expecting to graduate with an associate degree is 15-16 credits per semester. Students planning to attempt more than 19 credit hours must complete the Academic Load Waiver in the registrar’s office and receive approval from the dean of student services or designee. A student carrying at least 12 credits per semester will be considered a full-time student. Visiting students may not enroll in more than 10 credits per term.

Classification for Summer Session
According to SWCC’s registrar’s office, students are considered full-time when taking six or more credits during the summer session. Please note, however, 12 credits will be considered full-time for financial aid purposes.

Final Exams
Final exams will be given at the end of the semester and at the end of the summer session, as scheduled during the regular exam period. No individuals may be given final exams at any other time without prior written approval from the vice president of instruction or his/her designee. Student requests for a waiver in the established exam schedule should be made in writing to the vice president of instruction/designee and will be considered only for verifiable family emergencies, scheduled court dates, or required military leave. Final exams for an entire class may be rescheduled only through the request of an instructor. All exams will be supervised.

Grading System
The following system is used by instructors to report grades to students and for recording on individual record forms:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Repeat of Course</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Academic Renewal</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

Grade Point Average
You are credited with:
4 points for each credit of A
3 points for each credit of B
2 points for each credit of C
1 point for each credit of D
0 point for each credit of F
The grade point average (GPA) is obtained by multiplying the number of points assigned to the letter grade received in each course by the number of credit hours attempted for the course to arrive at the total points earned in each course. Divide the sum of grade points by the total number of credit hours attempted. The quotient represents the GPA. There is a semester GPA and a cumulative GPA on all student permanent records. The grades of I, W, P, U, N, O, and X will not be included in the GPA.

### Example:

<table>
<thead>
<tr>
<th>Example:</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Semester Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3</td>
<td>B</td>
<td>3.0</td>
<td>X3</td>
<td>9.00</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>A</td>
<td>4.0</td>
<td>X3</td>
<td>12.00</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>F</td>
<td>0.0</td>
<td>X3</td>
<td>0.00</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td>C</td>
<td>2.0</td>
<td>X4</td>
<td>8.00</td>
</tr>
<tr>
<td>Totals</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td>29.00</td>
</tr>
</tbody>
</table>

Quality points divided by semester hour: 29.00 divided by 13 equals 2.23 GPA

### Grades and Reports

Grades are available on the SWCCyou Portal through Southwestern’s home page at www.swcciowa.edu.

Any student, upon receiving the final grade in any course, has a right to appeal the final grade (see grade appeal process).

### Incomplete Grades

An instructor may assign a grade of “I” (incomplete), when a student has been unable to meet course requirements within a prescribed time, (no less than 2/3 of the enrollment term) due to circumstances beyond control of the student. The assigned course work should be completed within a time frame as directed by the instructor, but must be completed within four calendar months following the term. If the course work is not made up during the period described above, a grade of “F” will be assigned. The grade “I” will not be used in computing GPA.

### Repeated Courses

If a student is repeating a course, the course taken last is the one that counts on the record. All previous attempts of a course are recorded on the transcript, but only the last one is computed in the GPA. Students receiving veterans benefits cannot receive benefits for course repeats under veterans regulations.

### Audit Status

A student may audit a course on a non-credit basis. In this case, the student does not receive either a grade or credit for the course. Although college policy does not require audit students to write examinations, they may be permitted to do so at the discretion of the instructor. The audit privilege is also extended to students enrolled in a course for credit. Students may choose to change their status in a class from credit to audit during the period allowed for dropping courses. Students desiring such a status change can only do so by following the change of registration procedure. Tuition will be assessed at one-half of the regular tuition rate for non laboratory classes. Exceptions from audit classes includes, but not limited to: independent study, Iowa Community College Online Consortium.
classes, private music lessons. Career and technical education classes may be audited if space allows and approval is given by the dean of student services and the vice president of instruction. Students completing audit of a course will receive a grade of an “N.”

**Grade Appeal Process**

Students are responsible for maintaining the standards of academic performance established by the instructor for each course in which they are enrolled. However, a student may appeal a final grade that he/she feels is unfair. This appeal must be initiated by the student and must proceed in the following manner:

**Informal Grade Appeal**

The steps in this sequence must be followed before a formal appeal is initiated and should begin as soon as possible following the date of issue of college grade reports. An informal appeal must be initiated no later than 10 regular school days into the regular college term following the enrollment period for which the challenged grade was issued.

1. Confer with the instructor who issued the challenged grade to ascertain and/or reaffirm the method for grade determination. If the matter is not resolved at this point, the student may then proceed to Step 2.
2. Confer with department chair. The department chair will confer with the instructor and the student and render an opinion to the student. Should the department chair be the instructor who issued the disputed grade, the vice president of instruction shall appoint another instructor to confer with the student and the instructor who issued the grade.
3. Confer with the director of student development. It is understood that the director will initiate a closed meeting between the student and instructor, and act in a mediating role to ensure that no misunderstanding exists regarding the grading policy of the instructor. If the matter is not resolved at this point, the student may then initiate a formal appeal to the Academic Review Committee.

**Formal Grade Appeal**

The formal appeal for grades must be initiated by the student no later than 15 regular school days into the regular college term following the enrollment period for which the challenged grade was issued.

1. The formal appeal shall be a request for a hearing before the Academic Review Committee. It must be in writing and must fully state the basis for the grade challenged, by identifying the reason or reasons the student feels the grade is unwarranted. The written appeal shall be originally filed with the dean of student services.
2. The formal appeal shall be presented to the chairperson of the Academic Review Committee who will set a hearing date in consultation with other members of the Academic Review Committee.
3. The student making the appeal and the instructor who issued the grade shall be informed in writing of the time and place of the hearing. At least five (5) school days’ notice must be given to the parties affected to insure an opportunity to prepare for the hearing.
4. The student initiating the formal appeal has the responsibility for presenting the case before the Academic Review Committee and forfeits rights of appeal by not doing so. It is understood that any person may assist the student making the appeal and the instructor who issued the challenged grade at the time of the hearing.

5. During the hearing, both the student making the appeal and the instructor who issued the challenged grade shall be given the opportunity to testify and present evidence and witnesses. Each shall have the opportunity to hear and question adverse witnesses.

6. The Academic Review Committee decision shall be based solely on the evidence introduced at the hearing.

7. The burden of proof to show that the challenged grade was unwarranted rests with the student.

8. After hearing the appeal, the Academic Review Committee shall decide either to reject the appeal or to uphold it. The office of the dean of student services will be notified of the decision in writing by the Academic Review Committee chair person, who in turn will notify the appellant and the instructor who issued the challenged grade. Should the appeal be upheld, the committee and the instructor shall re-examine the student’s coursework and recommend a grade. The vice president of instruction shall then meet with the instructor and the student individually or collectively and direct the instructor to change the grade. If the instructor declines to make the change, the vice president of instruction shall authorize the registrar to change the grade.

9. If the matter is not resolved at this point, a student who wishes to pursue the grade appeal beyond the jurisdiction of the Academic Review Committee may submit a written appeal within five (5) days to the vice president of instruction. The facts will be reviewed to determine if the student’s due process was protected and then render a final decision.

President’s Honor List
Full-time students who obtain a 3.50 grade point average (GPA) or above during a semester will qualify to be placed on the President’s Honor List as published by the registrar’s office.

Dean’s Honor List
Full-time students who obtain a 3.00 grade point average (GPA) or above during the semester will qualify to be placed on the Dean’s Honor List as published by the registrar’s office.

Phi Theta Kappa Honor Society
Any student who has completed at least 12 credits from Southwestern that can be applied to any Associate of Arts, Associate of Science, or Associate of Applied Science degree and has a 3.50 GPA or better is eligible to join Phi Theta Kappa.

Academic Standard Policy
A student who attempts six or more academic credits must achieve a grade point average of at least 1.75 per semester. Failure to do so will result in academic warning for the next semester of attendance. If the grade point is not at least 1.75 at the conclusion of the semester of academic warning, the student may be placed on academic suspension. A student demonstrating satisfactory academic
progress (at least 1.75 for an academic semester) may avoid suspension while remaining on academic warning until the cumulative grade point average reaches 1.75. A separate Satisfactory Academic Progress (SAP) policy applies to those students receiving financial aid.

A student who is academically suspended from college may not re-enroll at Southwestern Community College unless he/she follows the steps below:

1. The student is required to submit an appeal letter to the dean of student services for consideration of re-enrollment, addressing the reasons the student was academically unsuccessful during previous enrollment and what has changed that will enable the student to be academically successful.
2. The dean or his/her designee must grant permission in writing. Certain sanctions may apply.

A student who transfers from another college or university with less than a 1.75 cumulative grade point average may be placed on academic probation during the first semester of enrollment and may be subject to the academic suspension policy. Students receiving financial aid must also abide by all financial aid regulations regarding student academic progress.

**Academic Renewal Policy**

Students may apply to remove one or more of their entire academic term(s) from future degree and GPA consideration. To be eligible for academic renewal the student must have a break in enrollment at Southwestern for two or more consecutive years, must not have graduated from any program at Southwestern, and must currently be enrolled in classes and have successfully completed 12 hours of coursework, with a minimum 2.0 GPA, after returning to Southwestern.

1. Academic renewal may only be applied to an academic term(s) completed prior to the student’s extended absence.
2. All courses and credits that were taken during the chosen term(s) will be removed from consideration for GPA and degree requirements.
3. To remove more than one term, the terms must be consecutive.
4. All courses will remain on the student’s academic record but the grades will be changed to “O.”
5. A student may be granted academic renewal only once.

Academic renewal petitions are located in the registrar’s office. A formal letter requesting renewal must be submitted with the completed petition. The student will then meet with the dean of student services or designee who will determine approval.

**Permanent Records**

Southwestern Community College retains a permanent record file for each student. Included in this file is evidence of enrollment, high school and/or GED/HSED transcripts, previous college transcripts, and a Southwestern transcript.

**Academic Transcript Requests**

Southwestern Community College has partnered with the National Clearinghouse for official transcript orders.
There is a $5 fee per transcript ($2.75 transcript fee and $2.25 processing fee). Transcripts will not be processed if there is a business office hold on your student account. If a hold exists on your account, you will be notified via email.

Once your order has been received, your transcript will be mailed from SWCC within five to seven business days. **Please allow two extra weeks when the request is at the end of a term.** If you select for the transcript to be received by mail, please allow three to five additional days for delivery by the United States Postal Service.

To order a transcript, please visit www.swcciowa.edu/transcripts.

**DISTANCE EDUCATION**

**Iowa Community College Online Consortium (ICCOC)**
Southwestern Community College, in partnership with five other Iowa community colleges, offers an online associate of arts degree and an associate of applied science degree in accounting, business administration, or agricultural business. Southwestern offers nearly 400 online courses, each semester in 16-week, 12-week, and eight-week terms. With online education, students can choose their study time and submit assignments electronically. Instructors are available by phone and email to help guide the learning process. Course descriptions are available at www.iowacconline.org.

**Iowa Communications Network (ICN)**
The state of Iowa has financed 2,600 miles of fiber optics, connecting every county in Iowa. These fiber optic lines provide live audio and visual communication potential to all citizens in Iowa at over 500 sites. This allows Southwestern to offer classes at off-campus sites throughout Area XIV. Southwestern students at one campus may take advantage of courses offered at another campus via the ICN. In addition, many opportunities are available for credit courses from other colleges in Iowa, non-credit courses, and statewide meetings.

**GRADUATION INFORMATION**
Southwestern Community College grants degrees, diplomas, and certificates to those students who successfully complete programs offered by the college. Students must maintain a 2.0 grade point average on all applicable work (nursing students must earn a grade of “C” or better in all courses).

All requirements of the chosen program must be satisfied, although adjustments may be made when program curriculum has changed and courses are no longer available. Graduation requirements in effect at the time of a student’s initial enrollment will remain in effect as long as the student is continuously enrolled at Southwestern Community College.

Continuous enrollment is defined as consecutive fall and spring terms and is subject to a five-year limitation. If changes occur in graduation requirements subsequent to initial enrollment, the student may elect to graduate under the most recent requirements. A student must satisfy the most recent requirements...
if a break in enrollment in the college for one or more consecutive semesters occurs. Students who elect to change their major must satisfy requirements in effect at the time of the change.

Please refer to the academic section of the catalog or refer to Southwestern’s Website for requirements for your program.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the final responsibility for meeting these requirements for graduation rests with the student.

In those instances where a student receives information from an advisor, which might have an impact upon graduation requirements or application of credits toward graduation, the student is advised to secure such commitment in writing. It is further advised that such a commitment be retained by the student until the sequence of events is such that it would be no longer necessary to demonstrate the establishment of such a commitment.

It is recommended that students have their credits evaluated for graduation by their faculty advisor, registration department, advising staff, or program coordinator one semester before actual graduation. This is to ensure all graduation requirements will have been met by the time the student plans to graduate.

**Graduation Ceremonies**

Southwestern conducts two graduation ceremonies each year in the Student Center gymnasium at the Creston campus. Spring commencement is held on the Friday of the last week of the spring semester at 7:30 p.m. Students who complete requirements in December and May are invited to participate in the spring commencement ceremony. Summer commencement is held on Friday of the last week of the first summer session at 7:30 p.m. Students who meet their graduation requirements at any time during the summer are invited to participate in the summer commencement ceremony. There is no charge to participate in the graduation ceremony, and participation in the ceremony is encouraged, but is voluntary.

**Application for Graduation and Commencement Participation**

Candidates for graduation must complete the Prospective Graduate Application available online through the SWCCyou Portal. There is no graduation fee.

Prospective graduates should meet with their faculty advisors when registering for their final term to make sure that all requirements will be met and submit their Prospective Graduate Applications at that time. The deadlines for submission are below:

- Fall Graduates - Last Friday in September.
- Spring Graduates - Last Friday in February.
- Summer Graduates - Last Friday in February (if enrolled during spring). Summer graduates not enrolled during spring must apply by second Friday in May.
Students should indicate whether or not they plan to participate in the commencement ceremony and provide chest and height measurements if applicable. Caps are adjustable so cap size is unnecessary. Indicate all majors if you plan to receive more than one degree, diploma, or certificate.

Any student who submits an Application for Graduation but will not complete requirements for the term indicated on the application must contact the registrar’s office and submit another application for the term in which the requirements will be met.

**Academic Certificates/Diplomas/Degrees Requirements**

Southwestern Community College grants degrees, diplomas, and certificates to those who successfully complete programs offered by the college. The requirements for each type of award are indicated as follows:

**Certificate of Completion**

A certificate of completion is issued to signify that a student has satisfactorily completed a specific short-term course of study.

**Diploma**

The diploma is awarded to those individuals who complete an approved program of study. Specific requirements for the programs leading to diplomas are listed in the catalog in the academics section.

To receive a diploma the student must:

A. Maintain at least a 2.0 grade point average on all work applicable for the diploma (nursing students must have a “C” grade or better in all courses).

B. Complete, at Southwestern Community College, a minimum of one-third of the credits applicable to the degree being pursued.

C. Complete all required courses in a particular program of study.

*Note:* Developmental courses will not be counted toward a diploma.

**Associate of Arts (AA) Degree**

The Associate of Arts degree at Southwestern Community College is primarily a liberal arts degree intended for transfer.

Liberal arts is baccalaureate oriented and includes courses within communications, social and behavioral sciences, mathematics, sciences, physical education and humanities. Specific requirements for the programs leading to associate of arts degrees are listed in the catalog in the academics section.

To receive an AA degree a student must:

A. Maintain a 2.0 grade point average on all work applicable for the AA degree.

B. Complete at Southwestern Community College a minimum of one-third of the credits applicable to the AA degree being pursued.

C. Complete a minimum of 64 credits.

D. Include at least 43 credits of core courses.

E. Include at least 19 credits of elective credit. Complete two credits of physical education.
Note: Developmental courses will not be counted toward an AA degree.

**Associate of Science (AS) Degree**
To obtain the Associate of Science degree, students are required to take courses in five academic areas--communications, humanities/social sciences, math, science, and physical education--with an emphasis in math or science. Students can select electives based on an area of interest to round out the degree. Completion of 64 credits with a minimum GPA of 2.0 is required to graduate. Specific requirements for the programs leading to Associate of Science degrees are listed in the college catalog in the academics section.

To receive an AS degree the student must:

A. Maintain a 2.0 grade point average on all work applicable for the AS degree.
B. Complete at Southwestern Community College a minimum of one-third of the credits applicable to the AS degree being pursued.
C. Complete a minimum of 64 credits.
D. Include at least 42 credits of general education courses.
E. Include 20 credits of electives.
F. Complete two credits of physical education.

**Note:** Developmental courses will not be counted toward an AS degree.

**Associate of Applied Arts (AAA) Degree or Associate of Applied Science (AAS) Degree**
The Associate of Applied Arts degree or the Associate of Applied Science degree is awarded to those individuals who satisfactorily complete an approved two-year preparatory career and technical education program. Specific program descriptions will indicate the degree awarded. While some courses required in these programs may transfer to four-year colleges/universities, students are cautioned that these degrees are not intended as transfer degrees. Students should check carefully with institutions to which they intend to transfer to determine the specific credits that will be accepted and how those credits will be applied to degrees awarded at the receiving institution. Specific requirements for the programs leading to Associate of Applied Arts or Associate of Applied Science degrees are listed in the college catalog in the academics section.

To receive an AAA or AAS degree the student must:

A. Maintain a 2.0 grade point average on all work applicable for the AAA/AAS degree.
B. Complete at Southwestern Community College a minimum of one-third of the credits applicable to the AAA/AAS degree being pursued.
C. Complete all required courses.
D. Complete a minimum of 15 credits of general education, including one course from the following areas: communications, social sciences or humanities, and science or math.

**Note:** Developmental courses will not be counted toward an AAA or AAS degree, unless otherwise indicated.
Associate of General Studies (AGS) Degree

The Associate of General Studies degree is designed for, but not limited to, those individuals who wish to choose a career and technical education course of study and wish to seek a degree suited to their unique needs. While some courses taken to complete this degree may transfer to four-year colleges/universities, students are cautioned that this degree is not intended as a transfer degree. This degree does not represent a specific course of study and may include career and technical education credits.

Students should check with potential employers and institutions to which they might transfer to determine if the AGS degree will be compatible with their future goals. Specific requirements for the programs leading to associate of general studies degrees are listed in the college catalog in the academics section.

To receive an AGS degree a student must:

A. Maintain a 2.0 grade point average on all work applicable for the AGS degree.
B. Complete at Southwestern Community College a minimum of one-third of the credits applicable to the AGS degree.
C. Complete a minimum of 64 credits.
D. Include at least 15 credits of general education courses.
E. Include at least 49 credits of elective credit.

Note: Developmental courses will not be counted toward an AGS degree.

Transfer of Credit into Southwestern Community College

A. Only credits which come from another school that is regionally accredited will be considered for transfer.
B. The student will present an official copy of his/her transcript to the admissions office for evaluation.
C. Credit will be granted for courses taken at other accredited institutions in which the student earned a grade of “C” (2.0 on a 4.0 scale) or better. Credit will also be awarded for courses in which a grade of “D” has been earned, providing the student’s overall grade point average from the transferring institution is “C” (2.0 on 4.0 scale) or better.
D. Grades of “D” will not be accepted for any required courses in the nursing education program.
E. Military credit will be granted according to guidelines published by the American Council of Education (ACE). No more than 16 semester hours of credit, which is termed vocational by the ACE, may be used as electives toward the Associate of Arts degree or the Associate of Science degree.
F. Students must complete at Southwestern a minimum of one-third of the credits applicable to the degree being pursued.

Credit for Prior Learning

Southwestern Community College recognizes that individuals involved in various aspects of life have already acquired learning of a measurable, college-level dimension beyond a traditional classroom setting, which can be assessed legitimately and recognized as part of a degree program.
Such learning, frequently called prior learning, may result from employment/work experience, professional certification, non-credit courses, hobbies, volunteer experience, civic activities, or military or other experiences. The assessment of prior learning is primarily for students who have been out of school for several years and who are entering or returning to Southwestern to earn an Associate of Applied Science degree.

Credit for Prior Learning (CPL) is a process by which an individual’s learning, from experience that is equivalent to college-level coursework, is assessed and evaluated for purposes of granting college credit, certification, or advanced standing toward further education or training.

Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all identified learning outcomes for a specific college credit course or courses.

To be eligible for CPL, the student must be currently enrolled and in good standing at Southwestern or be eligible for re-admission to the college.

A maximum of 30 credits of degree requirements can be satisfied by receiving academic credit through CPL. For non-transferable degree programs (eg. associate of applied science), the maximum credits that may be satisfied through CPL may vary. Students must complete the final 15 credits at Southwestern Community College.

To initiate CPL, students must complete the following steps:

» Evaluation of certification licensures: Student must make an appointment with the designated faculty member, establish proof of identity, complete the CPL request form, and pay the required fees prior to evaluation. The faculty member and student will then arrange a time to review the certification licensure.

» Challenge examination: Student must make an appointment with the designated faculty member, establish proof of identity, complete the CPL request form, and pay the required fees prior to testing. The faculty member and student will then arrange a time for the student to complete the assessment.

» Portfolio evaluation: Student must make an appointment with the designated faculty member, establish proof of identity, complete the CPL form, pay the required administrative fee, complete the CPL portfolio evaluation rubric (including supporting documentation), and submit the portfolio to the respective faculty member for evaluation.

An assessment fee is charged upon submission of the CPL request form to the registrar. Southwestern will follow the CPL fee structure as outlined below:

» For a faculty evaluation of national certification/licensure exams, an assessment fee of $25 will be charged.

» The fee for a challenge exam will be $75 per course for a paper- or computer-based exam or $100 per course for a practical (hands-on exam).

» The fee for portfolio evaluation is a $100 administrative fee.

» In addition, a CPL credit hour fee (25 percent of prevailing tuition) will be charged.
CPL fees cover administrative and assessment costs incurred by the college and are not for “purchase of credit;” therefore, fees are nonrefundable if any petition for credit is denied.

After assessment or evaluation, the student will receive notification by the student’s Southwestern email account indicating the assessment results. If credit is awarded, it will be designated under the heading of “Credit by Examination.” The transcript will designate the course title, number of credits awarded, and the designation “CR” for credit. Grades are not recorded when credits are earned through CPL and nor is a student’s grade point average affected.

Students who are not granted credit through CPL for a specific course may not petition for credit again by the options defined under CPL. A student also may not receive credit twice for a course that has been awarded through CPL.

If a student is denied credit, the student can appeal the decision by following the grade appeal process as outlined in the student handbook.

**Credit for Non-Credit Coursework**

Students may request that credit appear on their transcripts for non-credit curriculum that has been approved as a credit course. The non-credit coursework must be documented and comparable to the approved curriculum for the credit course.

To be eligible, the student must be currently enrolled and in good-standing at Southwestern or be eligible for re-admission to the college.

- All credit must be awarded prior to the student’s last semester of enrollment. Credit does not count toward the residency requirement of the college nor does financial aid cover non-credit to credit fee expenses.
- A maximum of 16 credits of non-credit to credit transfer may be used to satisfy elective degree requirements in the associate of arts and associate of science degree programs. In the associate of applied science and the associate of general studies degree programs, a maximum of 30 credits may be satisfied through non-credit to credit transfer. Students must complete the final 15 credits at Southwestern Community College.
- Southwestern does not guarantee that another college or university will accept non-credit to credit transfer. Students interested in transferring to another college should check with that institution about their transfer policies.

To initiate non-credit to credit transfer process, students must complete the following steps:

- Student must make an appointment with the vice president of instruction or his/her designee, establish proof of identity, complete the Non-Credit to Credit Transfer Request Form, and pay the required fees prior to evaluation.
- The student also must present written confirmation of satisfactory completion from the instructor of and/or agency presenting the non-credit course to the vice president of instruction or his/her designee.
- The written confirmation (e.g. course outline or syllabus) is presented to the Curriculum Committee for review. The curriculum of the non-credit course must be documented and comparable to the approved course, as evaluated by the Curriculum Committee.
If documentation of a national certification/licensure exam is presented, this will be evaluated through the Credit for Prior Learning process. An assessment fee is charged upon submission of the Non-Credit to Credit Request Form to the registrar. Southwestern will follow the fee structure as outlined below:

- A credit hour fee of 25 percent of prevailing tuition will be charged.
- The fees outlined above cover administrative and evaluation costs incurred by the college and are not for “purchase of credit,” therefore, fees are nonrefundable if any petition for credit is denied.

After assessment or evaluation, the student will receive notification by the student’s Southwestern email account indicating the assessment results. If credit is awarded, it will be designated under the heading of “Credit by Examination.” The transcript will designate the course title, number of credits awarded, and the designation “CR” for credit. Grades are not recorded when credits are earned through non-credit to credit transfer nor is a student’s grade point average affected.

Students who are not granted credit for a specific course may not petition for credit again by the options defined under this policy. A student also may not receive credit twice for a course that has been awarded through the non-credit to credit conversion process.

If a student is denied credit, the student can appeal the decision by following the Grade Appeal process.

**Transfer of Credit to Another College or University**

Credits earned at SWCC are accepted at colleges and universities across the United States. SWCC has official articulation agreements with a number of colleges and universities. The key to successful transfer is planning ahead and working with your academic advisor.

For more information on transfer planning, visit SWCC’s transfer planning web pages at [www.swcciowa.edu/transferplanning](http://www.swcciowa.edu/transferplanning). There you will find information about articulation agreements with colleges and universities, course equivalency guides for many of those colleges and universities, as well as details about SWCC’s partnership programs.

Iowa’s Regent universities and community colleges have joined together to create a web portal dedicated to assisting students with the transfer process. The site serves as a one-stop resource for students planning their future. The site is located at [www.transferiniowa.org](http://www.transferiniowa.org).

This website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community college. These resources are useful for students planning to transfer as well as advisors. In addition to online resources, it’s always a good idea for students to discuss their plans with both a community college and university advisor.
EDUCATIONAL COSTS

All Tuition and Fees are Subject to Change without Notice

Tuition and Fees (2018-19 School Year)

Tuition Charges Per Credit

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$171</td>
</tr>
<tr>
<td>Non-Resident &amp; International</td>
<td>$178</td>
</tr>
<tr>
<td>Online Courses - Iowa CC Online Consortium</td>
<td>$184</td>
</tr>
</tbody>
</table>

General Fees

All Courses Per Credit (Excluding ICCOC Online) .......................... $13

Technology and Lab Fee Per Credit Hour for the following prefixes .......................... $15
ADM, ADN, AGA, AGB, AGC, AGM, AGP, AGS, ART, AUT, BCA, BIO, CAD, CHM, CIS, CON, CRR, CSC, DRF, ELE, ENV, GRA, HIT, IND, MTR, MUS, NET, PHS, PHY, PNN, STR, WDV with the exception of MUS100, ART101, ART203, ART204, online courses, off-site high school courses, and internships)
International Student Processing Fee ............................................. $75

Program Fees

Agricultural Safety OSHA Fee (AGC 908) ........................................... $25
Agriculture AI Certification Fee (AGS 355) .................................... $450
Automated Processes and Robotics Fee (ELT 717) ............................. $205
Basic Construction Skills OSHA Fee (CON 141) ............................... $100
CISCO Networking (NET 212) ...................................................... $150
Computer Hardware Basics (NET 122) ............................................. $188
CPR Training Fee (AUT163, CON159, CRR364, ELE214, ELT717, PEH142, WEL800) .......................... $55
Electrical Safety OSHA Fee (ELE 178) ........................................... $100
Embedded Online Content Fee (ENG 105, SOC 110, POL 111) .............. $25
Embedded Online Content Fee (ART 117) ....................................... $27
Embedded Online Content Fee (ECE 103) ....................................... $32
Embedded Online Content Fee (REL 150, MUS 100) ........................... $47
Embedded Online Content Fee (ART 101) ....................................... $48
Embedded Online Content Fee (BUS 130) ....................................... $59
Embedded Online Content Fee (BIO 168, BIO 173) ........................... $67
Embedded Online Content Fee (MKT 150) ........................................ $90
Embedded Online Content Fee (FIN 121) ....................................... $111
Embedded Online Content Fee* .................................................... $117
Fundamentals of Network Security (NET 612) .................................. $203
Gas Metal Arc Exam Fee (WEL 227) .............................................. $150
General Industry Safety OSHA Fee (IND 114) ................................... $100
Intro to PLC Fee (ELT 170) ........................................................ $205
Nursing Fee LPN (PNN 172 or PNN 531) ........................................ $835
Nursing Fee RN (ADN 561 or ADN 663) ......................................... $635
Private Music Lessons (1/2 hour required for professional music students) ................................................. $175
Shielded Metal Arc Exam Fee (WEL 224) .......................................... $150
Technology and Lab Fee** ............................................................ $15 per credit
Third Party Fees ............................................................................. To Be Assessed
Welding Lab Fee (AGM 202) .......................................................... $30
Welding Technology and Lab Fee ................................................... $25 per credit

The following programs require purchase or rental of designated tools:
» Auto Collision Repair ................................................................. $2,000 est. tools
» Auto Repair .................................................................................. $1,600 est. tools
» Automotive Tool Rental Option ......................................................... $250
» Carpentry .................................................................................. $250
» Industrial Technology ................................................................. $2,700 est. tools

*CRJ130, MAT054, MAT063, MAT102, MAT104, MAT110, MAT111, MAT121, MAT129,
MAT140, MAT156, MAT702, MAT772, MGT130, MKT110, PHS113

**For these prefixes: ADM, ADN, AGA, AGB, AGC, AGM, AGP, AGS, ART, AUT, BCA, BIO, CAD,
CHM, CIS, CON, CRR, CSC, DRF, ELE, ENV, GRA, HIT, IND, MTR, MUS, NET, PHS, PHY, PNN,
STR, WDV (Excludes MUS100, ART101, ART203, ART204, online classes, offsite high school
classes and internships)

Costs are a close approximation and may change without notice.

For a complete list of fees, visit the SWCC website at www.swccio.edu/tuition-and-fees.

**Residence Hall Fees**
Room and Board - Per Semester
Wilson & West Halls ................................................................. $3,305.00
Spartan Court, Spartan Hall, & Spartan Suites ......................... $3,830.00
Summer Room Only (registered student) ................................. $15/day
Summer Room Only (non-registered student) ......................... $25/day

**1098-T**
The 1098-T form allows the student or the person who claims the student as a
dependent, to take available individual income tax deductions or credits for the
qualified tuition and related expenses paid during the calendar year.

Prior to January 31, an email will be sent to your SWCC email account stating
options on how to obtain your documents.

**Payment Options**
Tuition and fees are due on the first day of the term. All students must contact
the business office on or before the first day of each term, to discuss which of the
following payment options will be used.

1. Approved financial aid
2. Payment in full
   A. At Southwestern Community College by cash, check, money order or
      credit card made payable in U.S. Funds
   B. Online with Nelnet by direct debit to checking or savings account or
      credit card.
3. Payment Plan
   A. Student payment plans will be set up online and administered through
      Nelnet Business Solutions. Payments will be deducted monthly from
      checking, savings, or VISA/MasterCard/American Express/Discover
      account. There is a $25 per term processing fee charged by Nelnet.
      To be eligible for the plan, students must have a total bill of $100
or more. Payment plans will consist of five, four, or three monthly payments depending on the date of the student's enrollment. Deposits may be required depending on which plan is applicable. Funds will be deducted from accounts on the fifth of the month and all accounts will be paid in full on or about midterm. Students may go to www.swcciowa.edu and click on the SWCCyou Portal to set up a payment plan.

Failure to make payment or complete all required paperwork in accordance with one of the above methods prior to the first day of term, may result in being administratively withdrawn from classes and dismissal from the dorms. Reinstatement is possible when payment is made and/or paperwork is received within one week of being notified of the administrative withdrawal, if the classes are still available.

Credit cards accepted in the business office include American Express, Discover, MasterCard, and VISA.

Failure to make payment arrangements in a timely manner could result in being sent to one of our collection agencies. Delinquent accounts may be charged an additional fee and/or placed with the credit bureau.

State of Iowa Offset Program
Southwestern Community College participates in the Iowa State Department of Administrative Services Offset Program. This program allows the State of Iowa to apply any funds owed to the student, such as an income tax refund, to any uncollected educational debt owed by the student to the college.

Indebtedness Policy
A student may not register for any subsequent classes while he or she has prior unsettled indebtedness to Southwestern Community College. During the period in which the indebtedness remains unsettled, no transcripts or other official credentials can be obtained from the college. Diplomas or degrees will not be granted, nor will credits be transferred to another college until all accounts are settled.

Returned Checks
A $30 service charge, plus postage, and any additional charges will be assessed for all returned checks.

Charge Slips
A student with pending or approved financial aid that exceeds his or her tuition and fee charges may obtain a charge slip (until financial aid has been disbursed) from the business office to obtain books and supplies at the SWCC Shoppe. The student must be registered for classes and have an official computer registration in order to obtain a charge slip. Students are ultimately responsible for any pending charges.
Refund Policy
Refunds of tuition and fees are calculated as of the date on the official withdrawal form completed in writing by the student and on file in the student services office. Refunds on check payments may be refunded after two weeks have been allowed for the check to clear. Refunds cannot be disbursed until the business office receives the necessary documentation from student services or other departments.

Refunds of tuition and fees will be made as follows based on the beginning date of classes and the date on the withdrawal form:

**Withdrawal Period** .......................... **Refund**
Before the end of the first week .......................................................... 100%
Before the end of the second week ...................................................... 50%
After the end of the second week ....................................................... 0%

*Note:* This is based on a 16-week term, shorter terms will be prorated.

**Withdrawal Period** .......................... **Refund**
Days 1-3 .................................................................................. 100%
Days 4-5 .................................................................................. 50%
Day 6 ....................................................................................... 0%

*Note:* This is based on an eight-week term.

Refund Checks
Refunds under $1 may be refunded through petty cash. The written refund request or appropriate withdraw paperwork must be received by the business office by noon on Wednesday to process a refund check on Friday of the same week. If the request is received after noon on a Wednesday, a refund check will be issued the following week on Friday.

FINANCIAL AID

Financial aid is money available from federal, state, institutional, and private sources used to help students meet college expenses. Financial aid can help pay for direct educational costs such as tuition, fees, and books as well as for personal living expenses such as housing, food, and transportation. Financial aid exists to assist families in paying for the costs of attending college. Most financial aid is based on financial need. Financial aid is credited directly to students’ accounts to pay for allowable and authorized charges before any excess funds are given to the student for personal living expenses.

General Eligibility
A student must be enrolled as a regular student in an eligible program to be eligible to receive Title IV federally-funded financial aid: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, Federal Direct Stafford Loans (Subsidized, Unsubsidized) and Federal Direct Parent PLUS Loans.

A student must:
1. Be a U.S. citizen or eligible non-citizen
2. Be enrolled for the purpose of obtaining a degree or certificate in an eligible program
3. Have one of the following:
a. High school diploma  
b. High school equivalency diploma (GED or HSED)  
c. Certification of completion of a home-study program if the program is recognized by student’s home state  
d. Has passed an independently administered test (ACCUPLACER test) used for determining the student’s ability to benefit from post secondary education and is beyond the age of compulsory school attendance for Iowa  
e. Completed at least six semester hours applicable to an eligible degree or certificate  
4. Not be in default on any Title IV loan or owe a repayment on any Title IV Grant  
5. Be making satisfactory academic progress  
6. Have a valid social security number  
7. Be registered with Selective Service if male and between the ages of 18 and 25  
8. Not have received loan amounts that exceed annual or aggregate loan limits  
9. File a Free Application for Federal Student Aid and all other necessary documents

Students with an intellectual disability can receive funds from the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS) programs. They must be enrolled or accepted for enrollment in a comprehensive transition and postsecondary program (as defined in CFR 668.231) for students with intellectual disabilities and must maintain satisfactory academic progress. These students:

1. do not have to be enrolled for the purpose of obtaining a degree or certificate, and  
2. are not required to have a high school diploma or its recognized equivalent.

**How To Apply For Financial Assistance**  
To apply for federal or state financial aid, a student must:

1. complete the Free Application For Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and have the resulting Student Aid Report (SAR) sent to the financial aid office by indicating the Southwestern school code of 001857 on the FAFSA;  
2. provide a copy of their own and their parents’ federal income tax transcript (dependent students) or their spouse's federal income tax transcript (independent students), if selected for verification; and  
3. submit other necessary documents, if requested.

**Deadlines**
The FAFSA may be submitted after October 1 for the following academic year. Southwestern requires completed federal tax transcript information on the FAFSA before financial aid is awarded. It is important that a student complete the FAFSA as early as possible so that he/she can be considered for certain limited federal and state funds; it is also helpful when planning how the student will pay for the
costs of the upcoming academic year. To be considered for state aid, the FAFSA must be received by the U.S. Department of Education's Central Processing System by July 1.

**Determination of Financial Need**

Information from students’ FAFSAs and resulting Student Aid Reports (SARs) will help the financial aid office identify those students with financial need.

The financial aid applicant and/or family of the applicant is expected to be primarily responsible for educational and living expenses. Financial assistance from Southwestern Community College should be viewed only as supplementary to the efforts of the applicant and family. Most federal financial aid programs require the assessment of financial need, based on the family's ability to contribute toward educational expenses to determine eligibility.

Financial need is defined as the difference between a student’s cost of attendance and expected family contribution (EFC) as reported on the SAR. The greater the difference between the cost of attendance and EFC is, the greater the need of the student.

**Award Processing**

The financial aid office will attempt to meet students’ financial need pending the availability of funds. Federal and state financial assistance will continue to be awarded until all funds are committed or until the specified deadlines, whichever occurs first.

**Award Package**

The financial aid office will notify students by email at their SWCC email address of the types and amounts of federal and state financial aid for which they qualify. Students must accept their aid package by the deadline specified on the offer to confirm acceptance. Students may accept all or part of their awards. Offers of financial aid are void if the required documents are not completed and returned. These documents may include the conditions statement, Master Promissory Note, and Entrance Counseling materials (paper or online).

**Attendance Policy**

Institutional policy requires that attendance be monitored before federal and state aid be released to students’ accounts. Southwestern Community College reserves the right to withhold financial aid at any time from any student who demonstrates an attendance pattern that abuses the receipt of financial assistance or fails to maintain academic progress.

If a student demonstrates poor attendance for an extended period of time without the approval of a faculty member, it may result in the loss of financial aid funds. Students are only able to receive financial assistance while they are attending their courses; therefore, a last date of attendance will be determined for a student who stops attending class and a refund formula will be used to determine the amount of financial aid the student was eligible to receive during the period of attendance. The U.S. Department of Education and federal aid programs will receive the appropriate refund of financial assistance using the Return of Title IV Funds Policy. State aid programs administered by the Iowa College Student Aid Commission will receive the appropriate refund of state funds using our institutional refund policy.
Students will be notified if they owe money back to a federal or state financial aid program or to Southwestern, if funds have been returned by Southwestern on the student's behalf to the appropriate aid program(s).

**Return of Title IV Funds Policy**

The Return of Title IV Funds Policy applies when a student has received Title IV financial aid and withdraws either officially or unofficially, takes an unapproved leave of absence or fails to return from an approved leave of absence from all of their Title IV eligible courses in that payment period.

The Return of Title IV Funds calculation determines the amount of federal aid that must be returned to the federal government by the school and the student. A federal formula is applicable to a student receiving any type of federal aid, other than Federal Work Study, if the student ceases attendance on or before the 60 percent point in the semester. After the 60 percent point in the semester all aid is considered earned. For a student who attended a standard term-based educational program, the percentage of aid earned is equal to the number of calendar days in a payment period that a student completed, divided by the number of calendar days a student was scheduled to attend. Scheduled breaks of at least five consecutive days are not included in the calculation, this includes fall and spring break. For example: a student completed 11 days of a 108 day semester, or 10.2 percent of that semester. Accelerated courses use the same formula: the number of days the student completed divided by the number of days the student was scheduled to complete. For example, a student withdrew on the fifth day from all courses in an eight-week term that lasted 56 days, five days divided by 56 days equals 8.9 percent of the term completed. A return of Title IV funds will not be calculated if the student confirms intent to enroll in or attend a future course within the same payment period, or semester.

The percentage of Title IV aid to be returned is equal to the number of calendar days the student has left to attend in the payment period, divided by the total number of calendar days the student was scheduled to attend; scheduled breaks of five or more consecutive days are excluded.

The Return of Title IV Funds requires a return of funds in the following order:

A. Unsubsidized Direct Stafford Loan
B. Subsidized Direct Stafford Loan
C. Direct Parent Plus Loan
D. Pell Grant
E. Federal Supplemental Education Opportunity Grant
F. Other Title IV programs (does not include Federal Work Study)

If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay a portion of the federal funds to the federal program or to Southwestern Community College for any federal funds returned on the student's behalf to the federal programs. Southwestern Community College will pay a portion of the student’s refund or return of Title IV, HEA program funds that are allocable to a Direct Loan to the Secretary.
Time Frame To Determine Withdrawal Date
The college will return the amount of the Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of determination that the student withdrew, or within 30 days from the determination that a student unofficially withdrew. The school will make a determination as soon as possible but no later than 30 days after the end of the earlier of (1) the payment period, (2) the academic year, or (3) the program. Worksheets used to determine the Return of Title IV aid are available upon request from the financial aid office. Students are notified in writing by the college when a Return of Title IV aid calculation has been made.

If Southwestern is not required to return all of the excess loan funds, the student must return those funds in accordance with the terms and conditions of their Master Promissory Note. If the student is required to return a portion of unearned grant funds, this is considered an overpayment and the student must make arrangements with Southwestern or with the Department of Education to pay the overpayment.

Time Frame to Process Return of Title IV Funds
The college will return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student’s withdrawal. The school will return the funds to the Department electronically using the “Refund” function in G5.

Title IV Grant Overpayment
If a student is required to repay an unearned grant (overpayment), the student will remain eligible for Title IV aid up to 45 days after the student has been notified of the overpayment. The student may resolve the overpayment by repaying the overpayment in full to the college, by making satisfactory repayment arrangements with the college, or by making satisfactory repayment arrangements with the U.S. Department of Education. If a student has a Title IV credit balance on their account, SWCC has 14 days from the date they performed the Return calculation to return the student’s grant overpayment to the Department on behalf of the student. After the college returns the grant overpayment, if there is a remaining Title IV credit balance it will be paid to the student within 14 days of the date the Return calculation was performed.

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50 percent of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment.

The initial amount of unearned Title IV grant aid due from the student is found by subtracting the loans to be repaid by the student from the initial amount of unearned aid due from the student.

The amount of grant overpayment due from the student is limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student.
Outstanding Balance on SWCC Account

If a student withdraws from the college prior to completing 60 percent of the semester, the student is responsible for paying any outstanding tuition and fee charges that remain after the college has repaid any unearned financial aid to the federal government.

Example of calculation:

Amy officially withdrew from all of her classes after completing 11 days. Amy was awarded the following financial aid, which was all credited to her account:

- Federal Pell Grant: $998.00
- Federal Subsidized Direct Stafford Loan: $1,733.00
- Federal SEOG: $250.00

TOTAL AWARDED TITLE IV FUNDS: $2,981.00

The spring semester, or payment period, is from January 16 through May 12. Amy completed 11 of the total 108 days in the spring semester. To determine how much money must be returned by the college and Amy, the financial aid office will first determine how much financial aid Amy earned and did not earn. Since Amy only attended 10.2 percent (11 ÷ 108) of the semester, she only earned 10.2 percent of her aid. Therefore, the unearned percent of her financial aid is 89.8 percent (100 percent-10.2 percent). Amy’s tuition and fees for the full spring semester were $1284.

Total Financial Aid Disbursed: $2,981.00
Percentage of Financial Aid Earned: 10.2%
Amount of Financial Aid Earned: $304.06

Amount of Financial Aid to be Returned: $2,676.94

Total Institutional Charges: $1,284.00
Percentage of Unearned Financial Aid: 89.8%
Amount of Unearned Institutional Charges: $1,153.03

Amount of Financial Aid for the Institution to Return: $1,153.03

Amount and Order of Repayment

The school and Amy must return loans first, followed by Title IV grant aid (see list above for order of return of Title IV aid). After the Return of Title IV calculation (see example above), it was determined the institution should repay $1153.03. All of this amount will be returned to Amy’s loan.

Amount of Financial Aid to be Returned: $2,676.94
Less Amount of Financial Aid Returned by the Institution: ($1,153.03)
Initial Amount of Unearned Financial Aid Due from Amy: $1,523.91

Total Amount of Financial Aid Loan: $1,733.00
Less Financial Aid Loan Returned by the Institution: ($1,153.03)
Total Amount of Financial Aid Loan Repayment Due from Amy: $579.97

Amy must return $579.97 to the Federal Direct Stafford Loan Program, through a repayment plan in accordance with the terms of her promissory note.
Initial Amount of Unearned Financial Aid Due from Amy  $1,523.91
Less Amount of Financial Aid Loan Returned from Amy  ($579.97)
Initial Amount of Financial Aid Grant for Return from Amy  $943.94
Amount of Financial Aid Grant Aid Received by Amy  $1,248.00
Financial Aid Grant Protection  50%
Financial Aid Grant not Protected  $624.00
Initial Amount of Financial Aid Grant for Return from Amy  $943.94
Less Financial Aid Grant not Protected  ($624.00)
Total Amount of Financial Aid Grant Funds Due from Amy  $319.94

The college returned the money to the Secretary on the student’s behalf and notified the student in writing, explaining the Return of Title IV calculation and the return of funds, as well as the resulting balance owed by the student to the college for the amount of funds returned on their behalf.

**Determination of Withdrawal Dates**

*Official Withdrawal Procedure*

The date used for an official withdrawal will be the date on the official withdrawal form completed by the student. Students can receive an official withdrawal form from the Registrar’s Office. In the case of a student who cannot make it into the college, the Registrar will take the withdrawal per a phone call or email from the student. The Registrar will then document the phone call or email on the official withdrawal form. If a student ceases attendance (drops or withdraws) from all his or her Title IV eligible courses in a payment period or period of enrollment, the student must be considered a withdrawal for Title IV purposes.

*Unofficial Withdrawal Procedure*

If the student fails to notify Southwestern of their desire to withdraw they will be considered an unofficial withdrawal. Students who do not return from an approved leave of absence will also be considered an unofficial withdrawal. The school will use the student’s last date of an academically related activity as the withdrawal date. This date will be obtained from the student’s instructors.

Examples of academically related activities can include but are not limited to:

A. Physical class attendance where there is direct interaction between instructor and student
B. Submission of an academic assignment
C. Examination, interactive tutorial, or computer-assisted instruction
D. Study group assigned by school
E. Participation in on-line discussion about academic matters
F. Initiation of contact with instructor to ask question about academic subject

Determination/documentation must be made by the school. A student’s self-certification of attendance is not acceptable unless it is supported by school documentation.

In the unfortunate event that the student becomes deceased during their period of enrollment, the withdrawal date will be no longer than the date of the student’s death. The college will maintain documentation of the calculation of the withdrawal date. A deceased student, or a student’s estate, is not eligible for a post-withdrawal disbursement.
At the end of each semester the financial aid director will run a report to determine which students received an “F” for the semester. On this report there is a last date of an academically related activity that the instructors enter when they are entering their final grades. The last date of attendance will be used to perform a Return of Title IV calculation.

The college will return the amount of the Title IV funds for which it is responsible as soon as possible but no later than 45 days after the date of determination that the student officially withdrew, or within 30 days from the determination that a student unofficially withdrew. The school will make a determination as soon as possible but no later than 30 days after the end of the earlier of (1) the payment period, (2) the academic year, or (3) the program.

**Post-Withdrawal Disbursement**

If the student received less Title IV funds than the amount earned as determined by the Return to Title IV calculation, the college will offer a disbursement of the earned aid that was not received. A post-withdrawal disbursement will return available grant funds before available loan funds.

The college will notify students of any eligible post-withdrawal disbursement of loan funds as soon as possible but no later than 30 days of the college’s determination that the student withdrew. The college will return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of the date of determination that the student withdrew. The student or parent borrower must give written authorization to the school to receive the post-withdrawal disbursement. The student or parent borrower will be notified that they have the option to decline the loan. The financial aid office will track notifications made to the student and/or parent as well as any authorization for disbursement. If the student and/or parent borrower does not contact the college within 14 days of receipt of the notice of eligibility for the post-withdrawal disbursement, the college is not required to make the post-withdrawal disbursement. Any post-withdrawal disbursement will first be applied toward any outstanding student account balance, the remainder will be disbursed to the student.

A post-withdrawal disbursement must be made within 180 days of the date determined by the college that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV Aid (refer to section one), and has no relationship to incurred educational costs.

**Student Financial Aid Available**

The following types of financial aid are available to eligible Southwestern students:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study
- Iowa Vocational-Technical Tuition Grant
- Kibbie Grant
- State of Iowa Scholarship
- Iowa Grant
- Iowa National Guard Educational Assistance Program
- Federal Direct Loans (Subsidized, Unsubsidized)
- Federal Parent PLUS Loans
» All Iowa Opportunity Scholarships
» All Iowa Opportunity Foster Care Grant
» Robert C. Byrd Scholarship
» Institutional Employment
» Southwestern Education Foundation Scholarships
» Other State and Institutional Scholarships

A description of financial aid programs can be found in the college catalog or may be obtained from the financial aid office.

Other Resources
The following types of financial assistance may be available to eligible Southwestern students from independent entities (eligibility is not determined by Southwestern):

» Veterans Assistance (GI Bill)
» Iowa Vocational Rehabilitation Services
» Workers Investment Act (WIA)
» Other government/state agency resources
» Other privately-funded scholarships

Adjustment of Awards
Students will be awarded grants, loans and work-study based on need and enrollment status (full-time, three-quarter, half-time or less than half-time). If a student drops or adds a class before aid has been disbursed and this results in a change in the student’s enrollment status, the student’s aid will be decreased or increased accordingly. After aid has been disbursed, or the end of the business office’s refund period (whichever occurs later), no reductions in aid awards will be made unless a student ceases attendance or never begins attendance in a class.

If students begin classes with a start date later than the first day of the semester, awards will be increased, if possible, to reflect the increased enrollment. All financial aid awards are subject to change pending the final notification of funds available to Southwestern for federal and state aid programs. Awards may be adjusted, as well, if the student receives additional resources and it necessitates a change in the student’s award packet. SWCC assumes no liability for reductions in other types of public assistance due to financial aid received.

Title IV Funds Paying for Course Repeats
If a student repeats a course he/she has passed during his/her first attempt, student financial aid may be used for a second attempt; however, financial aid cannot be used beyond a second attempt when a student has previously received a passing letter grade. For this purpose, a passing grade means any grade higher than an “F,” regardless of any program policy requiring a higher grade or measure to have been considered to have passed the course. The retaken course will count towards a student’s enrollment status and the student may be awarded Title IV aid for the enrollment status based on inclusion of the course. Title IV funds may be used to repeat courses that have previously been failed. Exception: If a student is enrolled in a group of courses and he/she fails a course(s) in the group, and the program requires the student to retake the entire group of courses, financial aid may only be used to retake the course(s) failed, and cannot be used on any of the other courses in the group that were passed.
Disbursement of Aid to Student Accounts
All financial aid administered by Southwestern, except for Federal Work-Study and other employment, will be disbursed by crediting the funds directly to students’ accounts each semester or payment period. Federal Student Aid program funds can only be credited towards allowable charges which include tuition, fees and room and board (if the student lives on-campus). Other current charges that a student has incurred for educationally-related activities may be paid with federal funds if the student has provided written authorization. (In the case of PLUS funds, a parent would provide written authorization.)

In order for aid to be credited to a student’s account, all required award materials must be completed and returned to the financial aid office. Federal and state aid will not be credited until class attendance has been verified and students are enrolled in the number of hours for which aid was awarded. Federal Direct Stafford Loan funds of first-time borrowers at Southwestern may not be credited until 30 days after the beginning of the first semester of enrollment. First-time student loan borrowers at Southwestern must also complete Entrance Counseling before loan funds can be credited. Disclosure statements from the William D. Ford Direct Loan Program indicate the disbursement dates and amounts for student and parent loans. Statements from student accounts will also include estimated aid (types and amounts of aid prior to disbursement) as well as actual disbursement information such as type of aid, amount and date of disbursement. Student accounts will also provide instructions on how to cancel any loans disbursed. Only aid that qualifies for a late disbursement will be credited after the semester or payment period. Information regarding specific disbursement dates for aid can be obtained from the financial aid office. ALL student loans will be disbursed in two equal payments.

When all aid has been credited to the student account and all charges have been paid then a credit balance may occur. Credit balances will be paid to the student (or parent with a PLUS loan) via a refund check from the business office. Refund checks are issued on the Friday of the week in which a credit balance is generated. Students are responsible for understanding when student account balances are due, payment options available, and when credit balances occur. Information concerning student accounts, educational costs, payment options (including the availability of direct deposit), and credit balances may be obtained from the business office.

Satisfactory Academic Progress (SAP) Requirements
Students who receive Federal, State or Institutional financial aid must maintain satisfactory academic progress as described below to remain eligible to receive financial aid. All students will have their academic records reviewed following each payment period to determine if satisfactory academic progress is being made. The Financial Aid Office will notify students who are not making satisfactory academic progress at the end of each payment period. Each student receiving financial aid is responsible for understanding Satisfactory Academic Progress requirements as published in the College Catalog.

To receive financial aid, students must be working towards a degree or certificate and must earn their degree or certification within a maximum time frame. The maximum time frame for which students may receive aid is 150 percent of the published length of the program measured in credit hours attempted. A student
may receive aid for a maximum of two degree programs. Students who are granted academic renewal will not be exempt from the 150 percent time frame. All hours attempted (course repeats, withdrawals, remedial courses, transfer credits [when applicable to the enrolled program], CLEP, audited courses, additional degrees, course incompletes, changes in majors, non-punitive grades, credit for prior learning, and non-credit to credit) will be counted when calculating the maximum time frame allowed for the program the student is currently working towards. If the borrower receives aid to cover enrollment in more than one program at the same school, the borrower’s Maximum Eligibility Period will be calculated based on the published length of the longest program.

For all enrolled students satisfactory academic progress will be measured by the following:

1. Maintain a minimum cumulative 2.00 GPA after each period of enrollment.
2. Students must progress through their declared major at a pace of at least 67 percent cumulative credits. The pace at which a student is progressing is calculated by dividing the total number of hours successfully completed by the total number of hours attempted. All hours attempted (course repeats, withdrawals, remedial courses, transfer credits [when applicable to the enrolled program], CLEP, audited courses, credit for prior learning, and non-credit to credit) will be included in calculating the pace of completion.
3. Course repeats and remedial courses will be included as part of the student’s enrollment load each academic period; however, the maximum time frame of 150 percent still applies.
4. Credits for audited courses or credits awarded through the College Level Examination Program (CLEP), credit for prior learning, or non-credit to credit evaluation will not be included as part of a student’s hours for enrollment status.
5. All transfer credits accepted toward completion of a student’s program of study are considered hours attempted and hours completed.

Students not making satisfactory academic progress may be eligible for financial aid warning for one period of enrollment. Students who show zero progress are not eligible for financial aid warning.

When a student has attempted over 150 percent of the number of credits required for their program, they are placed on Financial Aid Suspension.

Students who show zero progress during a semester, due to all F’s, W’s and/or I’s will have his/her financial aid cancelled for the following period of enrollment and will be denied financial aid until satisfactory academic progress has been made or financial eligibility is regained.

Financial aid eligibility may be regained by one of the following:

1. The student may enroll for a term, or terms, without receiving financial aid until such a time as satisfactory academic progress has been regained. Satisfactory academic progress will be regained when the cumulative grade point average is 2.0 and the student has regained a cumulative completion pace of 67 percent.
2. The student may provide written notification that incompletes have been completed and the grades turned in to Student Services within a timely manner. Satisfactory academic progress will be re-evaluated at that time; financial aid will not be reinstated until this is done.

3. The student may appeal in writing to the Financial Aid Review Committee and may be granted financial aid probation, if approved by the majority of the committee.
   a. In the appeal, the student must explain the reason for the failure to meet satisfactory academic progress and also state how they plan to improve. The appeal should be based on extraordinary circumstances beyond the student’s control, i.e. death in the family, extended illness, change in employment, etc.; the Financial Aid Committee may request documentation supporting these circumstances before the final determination. Appeals will not be granted for the same extenuating circumstance twice.
   b. The student must include with their appeal, a completed academic plan, signed by their academic advisor or TRIO advisor. Academic plans must demonstrate how a student will meet Satisfactory Academic Progress by a specific point in time. Academic plans will be monitored. If the student is no longer meeting the terms of the academic plan financial aid will be canceled. Academic plans are not considered probation.
   c. The committee may require the student to fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses.
   d. The Financial Aid Review Committee will consider each student on an individual basis. The decision of the Financial Aid Review Committee is final.

Federal Student Aid program regulations do not provide for academic amnesty or renewal procedures that allow students to apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student’s grade point average. Southwestern Community College will always include courses that apply (whenever taken) toward a student’s program of study.

High School students who have taken college-level courses for credit through Southwestern as “post-secondary” students will have a transcript record. At the time these students enroll as regular students and apply for federal/state aid, the students’ transcript will be evaluated, based on the current program enrolled in and credit hours applicable to the program, to determine Satisfactory Academic Progress status. Students who have cumulative grade point averages below the required levels will be placed on warning and will be allowed to have federal/state aid during their first semester of enrollment. These students will be notified of their status; they may also receive additional individual guidance to successfully meet the satisfactory academic progress standards at the end of the semester.

Definitions of Financial Aid Warning and Financial Aid Probation:
Financial Aid Warning: Status assigned to a student who fails to make SAP. Students may continue to receive Title IV aid for one payment period. No appeal is necessary.

Financial Aid Probation: Status assigned to a student who fails to make SAP and who has appealed and has had eligibility to receive Title IV aid reinstated. The student may receive aid for one payment period and the Financial Aid Review Committee may impose conditions for the student’s continued eligibility. Probation can only be given if the committee can see that the student can make SAP at the end of the next payment period.

**Consumer Information**

Institutional information, including consumer information, is readily provided to the students at Southwestern Community College. The college has dedicated a portion of the website to provide a one-stop resource to disclose consumer information. In addition, students are provided with an email each semester detailing the location of all consumer information on the website. The financial aid office requires each student to acknowledge the terms and conditions associated with receiving title IV funding.

**Notification to Students**

Students who received Title IV funds will be notified in writing by the college when the school returns Title IV funds on behalf of the student. Students who withdrew from all of their Title IV eligible courses and received Title IV funds but did not have to return any funds will be notified that a Return of Title IV calculation was processed and they are not required to return any funds.

**Formal Student Complaint Procedure**

The Master Formal Complaint Log will be maintained in the office of the dean of student services.

A formal student complaint is defined as the following:

1. Is in writing
2. Is signed and dated by the student
3. Is sent to or delivered to the college president, the vice president for instruction, the assistant vice president of instruction, or the dean of student services.
4. A formal complaint does not include complaints from parents, employers or the general public.
5. The Master Log will be maintained in the office of the dean of student services.
6. Within fifteen working days of receiving the written complaint a copy of the complaint will be given to the dean of student services.
7. The dean of student services will assign the complaint to the appropriate supervisor who will investigate, evaluate and give proper disposition of the complaint.
8. The dean of student services will log the complaint in the Formal Complaint Log.
9. The Formal Complaint Log will be maintained in hard copy for ten years.
10. Once each semester the dean of student services will share the contents of the log with Cabinet.
11. Cabinet will review the disposition of complaints and determine if any undesirable patterns exist and make necessary recommendation for change.
12. Students will be informed of the Formal Complaint Procedure through the Student Handbook and orientation.

The Iowa Department of Education recognizes that community colleges have processes in place to resolve complaints. Before a complaint is filed with the Iowa Department of Education, the complainant must attempt to resolve the matter with the school. If the matter cannot be resolved, a complaint may be filed with the Division of Community Colleges. Complaints must be filed within one year of the student’s last recorded date of attendance. Information regarding filing a complaint with the Iowa Department of Education is located on their website at https://www.educateiowa.gov/iowa-community-college-complaint.

**Higher Education Act Compliance**

The college is required by the Higher Education Act of 1965, as amended, to provide specified consumer information and school reports to students, employees and others as directed by Federal Student Aid.

General student disclosures will be made available to any enrolled or prospective student through appropriate publications, mailings, or electronic media. General disclosures will provide, at minimum, information regarding:

A. completion, graduation, transfer, retention, and placement rates
B. gainful employment programs
C. campus crime and safety information
D. drug and alcohol abuse prevention
E. information about athletics
F. textbook information
G. loan counseling
H. private education loans
I. misrepresentation
J. reporting on foreign sources and gifts
K. anti-lobby provisions
L. voter registration

Each year all enrolled students will be provided with a notice, provided on an individual basis, of the availability of the information it must provide in the following general categories:

A. general disclosures for enrolled or prospective students,
B. annual security report and annual fire safety report,
C. report on athletic program participation rates and financial support data (Equity in Athletics Data or EADA), and

The director of financial aid will designate an employee or group of employees to assist enrolled or prospective students in obtaining required consumer information and school reports.
The college will maintain a Consumer Information page on the Website that briefly describes each required element of the Higher Education Act, directs a consumer on how to request a paper copy of all documents, and provides the name of the appropriate college contact.

**Veteran Educational Assistance**

The veterans coordinator assists veterans, spouses, and dependents in utilizing their educational benefits. The veterans coordinator, located in the student services office, is responsible for processing completed paperwork and answering questions concerning applying for benefits. Veterans should report any changes of address to the veterans coordinator. Questions regarding eligibility need to be directed to the Veterans Administration at 888.Gi.Bill or 888.442.4551.

Southwestern’s veterans coordinator will maintain all files for veterans enrolled at the college. To remain eligible for benefits, it is required that veterans and reservists at Southwestern keep their grade point average in satisfactory standing according to the Satisfactory Academic Progress Requirements of the financial aid office.

» **Change in Schedule:** The college is required to notify the Veterans Administration if students adjust their schedules that change their enrollment status.

» **Classes Not Completed.** The Veterans Administration may require students to repay benefits received for classes dropped.

» **Classes Already Completed.** The Veterans Administration will not pay a student to retake a course for which a passing grade has been received, nor will it pay for any advance credit the student has received from prior education.

» **Delayed/Incomplete Grades.** Delayed/incomplete grades must be removed by the end of the next semester or they will be changed to grades of “F.”

» **Degree-Seeking.** A student must be pursuing a degree to receive benefits.

Although veterans will not generally receive any VA benefits for at least six weeks after the veterans coordinator sends the enrollment certification to the VA, the student is still expected to pay the semester costs by the first day of class or make other arrangements with the business office. It is Southwestern’s responsibility to notify the VA of the student’s status; however, if the student makes schedule changes, it is the student’s responsibility to contact the veterans coordinator.

**SCHOLARSHIPS**

Every year the Southwestern Community College Education Foundation receives generous gifts from individuals, businesses, alumni, faculty, staff, service organizations and other generous supporters. More than 140 scholarships are available ranging in dollar amounts and requirements. **Scholarship applications are due March 15, 2019, for the next academic year.**
The Trustee Award offers full tuition and fees for face-to-face courses for two years to the valedictorian and salutatorian of the high school’s graduating class. Trustee scholars must maintain a minimum 3.5 GPA to continue receiving the Trustee Award.

The Collegiate Award offers $500 per semester for four academic semesters to students in the top 15 percent of their graduating class or ACT score 25 and higher. Students receiving a 30 ACT or above are eligible for $1,000 per semester for four academic semesters. Collegiate scholars must maintain a minimum 3.0 GPA.

Applications for Education Foundation Scholarships, Trustee and Collegiate Awards can be found on the Southwestern website at www.swcciowa.edu or by contacting the Southwestern Education Foundation office at 641.782.1453.

SERVICES TO STUDENTS

Student Services
Primary services offered to students through student services include admissions, counseling, registration for classes, approval and scheduling of student activities, orientation, student senate, various informational services, assessment services, and job placement.

Advising Program
Southwestern Community College advisors assist students with making decisions toward an academic plan to help in preparing for their futures. Initial individual conferences can be utilized for self-assessment toward determining a course of study.

All arts and sciences students will be assigned a faculty advisor in accordance with their chosen major. Career and technical education faculty serve as advisors to students in their programs. It is the student’s responsibility to be informed about the requirements for his or her degree/diploma and to ensure that these requirements are met.

Upon application to the college each student has an opportunity for an individual conference with a member of the admissions/advising staff or faculty advisor to consider high school background, appropriate test results, interest, aptitude, and goals. The student is assisted in selecting an appropriate curriculum and in determining the course of study.

Advising is an important function contributing to the student’s ultimate successful attainment of educational goals. Students are encouraged to consult with their advisors early in the semester and frequently throughout the year as needed.

SWCCyou/Webmail
During orientation students will learn to access the SWCCyou Portal and webmail, two important features on SWCC’s website. SWCCyou enables students to keep track of their current status regarding demographic data, grades/schedules, financial aid, billing, release of information and other request forms. Webmail is the college’s email system. Important emails will be sent to students via webmail. Login information follows:
» Webmail - User name is last name and assigned number from your Southwestern email address. This information is emailed to the student upon acceptance at SWCC. The password is the month, date, and year of the student’s birthday. Email use shall comply applicable college policies and laws.
» Student email account - Click “webmail” from the SWCC home page.
» SWCCYou - The nine-digit number appearing on a student’s SWCC ID card is his/her student ID number. When first logging in, the PIN is the month, date, and year of the student’s birthday. Once logged in students should change their password.

Career-Related Services
The Workplace Learning Network offers job market information for students, alumni, and the general public. In addition, the Workplace Learning coordinator provides opportunities for students to network with employers and hosts recruiting events on campus.

To further enhance job opportunities, the workplace learning coordinator provides opportunities for students to network with employers and holds recruiting events on campus.

In addition, the college provides an electronic job board for both students and alumni to utilize. Southwestern is committed to helping students, alumni, high school students, and area residents achieve their career and employment goals.

SERVICES PROVIDED ARE:
Career Planning - Kuder Career Planning System, an electronic, no-cost, career assessment providing instant results is available for students needing help with career direction. The Assessment Center also has available additional inventories for career exploration.

CURRENT EMPLOYMENT OPPORTUNITIES
Full- and part-time jobs are made available to students through the SWCC Career Services Facebook page. In addition, Career Coach, an online service, is available to assist students by providing local data on wages, employment, job postings, and associated education and training. Follow the link on www.swcciowa.edu/careerservices to visit Career Coach.

Disability/Special Needs
Southwestern provides a variety of accommodations for qualified students with disabilities. Services are designed to enhance the student’s abilities and are based upon a student’s individual needs.

Southwestern makes every effort to assure that qualified students with disabilities have equal access to all services. Students requesting special accommodations are urged to contact the director of student development at 641.782.1458, to initiate the process of obtaining accommodations prior to the start of the semester. In order to receive accommodations students should:

A. Complete an Application for Accommodation:
  1. To request accommodation(s), a student with a disability shall submit an application in approved form to the director of student development:
a. specifying the nature of the claimed physical or mental disability,
b. specifying his/her functional limitations with respect to the claimed disability,
c. specifying the nature of the requested accommodation(s), and
d. submitting current professional evidence documenting the disability; such documentation must verify the applicant's need for the specific accommodation requested.

2. A specific accommodation plan cannot be implemented until the student has supplied all information and documentation specified immediately above; the Application for Accommodation should be completed before the beginning of the semester, or as early in the semester as possible, to allow sufficient time to develop and implement an accommodation plan which will be useful to the applicant for admission or student with a disability; the later in the semester the application process begins, the less likely an accommodation plan can be fully implemented to accommodate the student's needs within that semester; accommodations will not be retroactive within a semester.

B. Applications for Accommodation Decisions:
1. Upon receipt of a complete application with full documentation, the director of student development, individually or in consultation with appropriate deans, instructors, and medical or other personnel retained by the college, and after consultation with the applicant for admission or student with a disability shall make a determination regarding the requested accommodation.
2. Said determination shall be made within ten (10) working days.
3. If accommodation(s) are granted, the director of student development will formally document the accommodation(s) on the Academic Accommodation form to be signed by the director of student development and the student.
4. To the extent provided by law, the documentation will be kept confidential and will only be shared with college personnel on a need-to-know basis with the consent of the student. However, the student shall be obligated to share a copy of the accommodation plan with appropriate college personnel who must necessarily be involved in implementation of the plan.
5. If the initial accommodations requested are found to be unworkable for legitimate reasons or other types of accommodations are found to be more appropriate, the director of student development, the student and other appropriate college personnel will be involved in making the appropriate changes.

C. Appeals
1. Students with disabilities who disagree with the accommodation decision or denial of an accommodation, may receive a review of their complaint as follows:
   a. The complainant should submit a letter to the director of student development that clearly and specifically sets forth the nature of the complaint. The submission of the complaint shall be made within five working days following the incident. The director shall investigate the circumstances of the complaint and shall attempt to resolve the complaint and render a decision within five working days.
b. If the complainant is unsatisfied with the director’s decision, he/she may appeal to the dean of student services. The dean of student services will review the decision. The dean of student services will meet with the director of student development and the complainant to resolve the issue within five working days.

c. If a resolution is not reached or is not practical through this initial process, the complainant shall meet with the Educational Equity coordinator. The Educational Equity coordinator shall provide the appropriate grievance procedure. The complainant may also file a complaint and seek remedy at any time through the Iowa Civil Rights Commission, the Regional VII Office of Civil Rights, or other appropriate agencies.

Office of Student Development
SWCC’s director of student development provides a wide range of services to help students gain the most benefit from their college experience. The guidance may involve academic counseling, academic planning, and transfer planning or adjusting to college life.

Students who experience difficulty or dissatisfaction with their chosen fields of training are encouraged to meet with an advisor/admissions representative. Assistance is also available to all students who desire help in acquiring better study habits, time management, selecting a transfer school or for referral to community resources. For additional information, contact the director of student development 641.782.1458 for assistance.

TRIO-Student Support Services
Southwestern Community College offers the Student Support Services (SSS) program through a TRIO grant from the U.S. Department of Education. The Student Support Services program enhances the institution’s commitment to first-generation, low-income students and students with disabilities by encouraging students to strive toward their academic and personal goals. SSS provides support services designed to increase retention, graduation, and transfer rates.

Services offered:

» Tutoring
» Academic/Career Advising
» Academic Skills Workshops
» Transfer Assistance
» Scholarship/Grant Assistance
» Cultural/Social Activities

All services are FREE! To be eligible for Student Support Services, students must meet at least one of the following:

» First generation college student (neither parent has a four-year college degree)
» Low-income individual (based on Federal Financial Aid/Taxable Income)
» Student with a documented disability

The TRIO-Student Support Services offices are located in the Instructional Center. For additional information, call 641.782.1360.
**Tutoring Services**
Tutoring in a variety of primary and core classes is available to any eligible student at Southwestern. Tutors are located upstairs in the Instructional Center in the TRIO-SSS Academic Achievement Area and accessed through the TRIO-SSS tutor specialist. Early use is encouraged instead of waiting until failing grades appear. Group tutoring is provided at scheduled times for a few select classes. Tutoring is available at the centers by Skype. For more information, call 641.782.1366.

**Online Tutoring**
SMARTHINKING offers real-time online tutoring with “e-instructors” and homework help for core courses and skills 24 hours a day, seven days a week. Students can access live tutorials in writing across all subjects, math, accounting, statistics and economics, as well as a full range of study resources, including writing manuals, sample problems, research tools, and study skills manuals. Students can access the service from wherever they have a connection to the Internet. SMARTHINKING is not an answering or proofreading/editing service. Students may access SMARTHINKING by logging into their eCompanion, hybrid, or online course and clicking “online Tutoring.”

**Student Center**
The Student Center includes an entertainment area, the Spartan Café, and the SWCC Shoppe on the upper level. Located on the lower level are a gymnasium, weight room, sauna, and locker and shower facilities. Access and equipment checkout is made by presenting the student ID to the staff member on duty. Activity registration and a master calendar of events are maintained by the student activities coordinator on the upper floor.

**SWCC Shoppe**
The SWCC Shoppe is located on the south side of the Student Center on the Creston campus. A limited selection of textbooks and apparel are available at the Red Oak and Osceola Centers as well.

**TEXTBOOKS**
New and used textbooks are available for face-to-face and online courses. Textbooks are selected by the instructor. The prices of new books are set by the publishing company. The SWCC Shoppe does not control the cost of new books, nor does it control when a textbook shifts to a new edition. Used books sold in the SWCC Shoppe are priced at approximately 75 percent of the new price.

Some new and used textbooks are available for rent. The price of the rental book is also not controlled by the SWCC Shoppe. The SWCC Shoppe will let the student know if a rental book is available. If the student chooses to rent books, he/she will return the book when the semester is over. The SWCC Shoppe will secure a credit card at the time of the rental, just in case the student does not return the rental book. There will be no buyback value for a rented book.

**ADVANTAGE OF BUYING TEXTBOOKS AT THE SWCC SHOPPE**
1. The student knows that he/she is getting the exact edition and package that the instructor requires.
2. No waiting period for shipment.
3. Many used titles are available at 75 percent of the new book price.
4. Should the student need to return his/her book, within the terms of the refund policy, the refund is immediately issued to the student account.
5. The money the student spends stays on campus and is used toward the Southwestern Community College scholarship fund.

BUYBACK
Textbook buyback is held during finals week of the fall and spring semester during regular store hours. Additional buyback times are announced for summer and fast track classes at later dates. All dates are posted on the SWCC home page, www.swcciowa.edu, under upcoming events. Money from book buyback is issued in the form of a refund check from the business office.

BUYBACK REQUIREMENTS
Each individual selling books back to the SWCC Shoppe will need to bring his/her student ID. A student without a student ID will not be able to sell his/her books back.

APPAREL, MERCHANDISE AND GIFTS
The SWCC Shoppe sells more than just books. It is a great place to stock up on apparel to show off school spirit. The student will also find the essentials for any class in the SWCC Shoppe, since it carries jump drives, notebooks, folders, pens, pencils, erasers, highlighters, calculators, binders, printer paper and backpacks. Students who are on the go or just in between classes can stop by the SWCC Shoppe and purchase candy bars, ice cream, gum, and mints.

FORMS OF PAYMENT
The SWCC Shoppe accepts cash, checks, credit cards (VISA, MasterCard, American Express, and Discover), debit cards and charge slips. The SWCC Shoppe is unable to accept checks for cash without a purchase. There will be a $30 service charge on all insufficient fund checks. Charge slips are available from the business office if the student has financial aid in the form of a grant or loan. Slips must be picked up from the business office before purchasing from the SWCC Shoppe.

RETURNS/REFUNDS
Books may be returned for a full refund within the first two weeks of fall and spring semester classes only if the student is changing or dropping a class. The original receipt and copy of charge slip, if applicable, are required to receive a full refund on textbooks. All new books must be in the original condition to receive a full refund. New books must be unopened, unmarked, and contain all original media. Books in shrink wrap must be unopened. Books on CDs are non-returnable. Merchandise and supply purchases are final.

Adult and Continuing Education
Adult and Continuing Education offers opportunities for training and retraining, upgrading skills, gaining new knowledge, and enjoying the excitement of learning. Lifelong learning opportunities are available virtually in every community throughout the college district. The adult and continuing education division meets continuing education needs by providing diverse, low cost offerings through
cooperative efforts and partnerships with industries, agencies, hospitals, local school districts, and businesses. Fees assessed to students will vary according to the program and length of instruction.

**Food Service**
The Spartan Café will serve from 7 a.m.-7 p.m. Monday through Friday and 4-7 p.m. Sunday during the school year. Meals are not provided during holidays, weekends, winter break and spring break. The Spartan Café is available for all students, staff and guests with open seating throughout the Student Center. Selections will include a variety of items including: grill items, fresh salad bar, deli items, pizza, and a special entree of the day. Many items will be prepared fresh with ingredients you select. All students and staff can either pay as they go, or choose to have the convenience of a meal card. Food service is operated by Consolidated Management.

**Health Services/Information**
The Creston Medical Clinic, at 1600 W. Townline, Suite 200, in Creston, 641.782.2131, has been designated the official agency to provide health services for Southwestern Community College students. The Clinic will attend to the health needs of students who require professional medical attention.

Emergency incidents on campus should be referred directly to the clinic and Accounts Receivable should be informed about the incident.

**Vaccination Policy**
Southwestern Community College suggests students consult with their healthcare provider regarding recommended vaccinations/immunizations recommended by the American College Health Association when deciding whether or not they may want to be vaccinated.

Immunizations recommended by the American College Health Association include: Measles, Mumps, Rubella (MMR), Tetanus (Td), Polio, Meningococcal Disease (Meningitis), Chicken Pox (Varicella), Hepatitis A, Hepatitis B, Human Papilloma Virus (HPV) (females only), Influenza, and Pneumococcal Polysaccharide Vaccine.

**Student Health Insurance**
Students are responsible for carrying their own medical insurance for injuries or illnesses sustained while a student at Southwestern.

**Learning Resource Center - (Library/LRC)**

**CHECKOUT AND RETURN**
All materials borrowed from the LRC must be checked out at, and returned to, the circulation desk. Circulation periods vary, but patrons may borrow most books from the general collection for two weeks. Patrons may borrow LRC material by presenting a Southwestern Community College library card at the circulation desk along with desired item(s). To receive a library card, a patron will need to fill out a loan agreement form at the circulation desk. Due to the limited size of the general collection, the number of items checked out to a borrower at any given time might be restricted.
Books from the LRC reference collection are available for use in the LRC only. In some instances, LRC staff may grant special permission to borrow these items overnight or for a period to take to class. Otherwise, patrons may make photocopies at 10 cents per page.

Periodicals circulate for two nights, with the exception of issues in high demand, which may be restricted to overnight circulation or library use only. Patrons may use videotapes and other audiovisual materials at specially equipped student carrels in the LRC. By making arrangements in advance, students may also borrow these materials for classroom presentation.

**RENEWALS**

Patrons may renew most items from the general collection once, as long as another patron has not requested they be held. Patrons should request renewals on or before an item's due date. Patrons wishing to renew overdue items must first pay any accrued service fees.

**SERVICE FEES**

Service fees for overdue materials will be charged according to the following schedule:

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Grace period</th>
<th>Service Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Weeks</td>
<td>2 Days</td>
<td>$.15/retroactive to 1st Day</td>
</tr>
<tr>
<td>1 Week</td>
<td>1 Day</td>
<td>$.15/retroactive to 1st Day</td>
</tr>
<tr>
<td>2 Nights</td>
<td>1 Day</td>
<td>$.15/retroactive to 1st Day</td>
</tr>
<tr>
<td>Overnight</td>
<td>None</td>
<td>$.25/retroactive to 1st Day</td>
</tr>
<tr>
<td>2-hours</td>
<td>1/2 Hour</td>
<td>$.25/retroactive to 1st Day</td>
</tr>
</tbody>
</table>

The maximum service fee for most items is $3/item.

Replacement fees for lost or stolen materials will be charged as follows:

- Retail cost of the same edition of the item;
- Retail cost for an equivalent edition of the item if the same edition no longer is available;
- Original retail cost of the item.

Materials will be considered lost when 30 days overdue. If a borrower reports an overdue item as lost and then later finds and returns that item, the item will be subject to a service fee as assessed on the day it was reported missing.

If a borrower pays for lost materials and then returns them, the director will refund the replacement charge if a new copy of the material has not been ordered. In other cases, the director may make a refund at his/her discretion.

Outstanding service fees may result in the suspension of borrowing privileges and, in the case of Southwestern students, the withholding of transcripts and registration privileges. Borrowers are financially responsible for all materials.

**INTERLIBRARY LOANS**

When a patron desires a book or magazine article not available from the LRC collection, the LRC staff will try to obtain the item from another source through an interlibrary loan. In some instances, the LRC director may decide to purchase rather than borrow the requested material.
Patrons wishing to borrow items on interlibrary loan should try to provide the LRC staff with as much bibliographic information as possible, i.e., author, title, publication dates, etc. However, when patrons need information in a subject area where the LRC does not hold materials, LRC staff will perform a subject search on inter-library loan databases in order to identify relevant materials. In many cases, the LRC can retrieve interlibrary loan material in a few days, but patrons should allow a minimum of two weeks from the time of requesting an interlibrary loan to the time that a requested item arrives in the LRC.

LRC STUDENT CONDUCT
In order to facilitate the productive use of LRC materials and services, the LRC must have an atmosphere conducive to quiet study. Students seeking a place to socialize will be encouraged to go to the Student Center. Anyone causing a disruption in the LRC will be asked to leave. The LRC director will refer individuals causing continued problems to the dean of student services.

OTHER SERVICES

Lost and Found
Contact the registrar’s office or the Library (LRC) to check for lost items or to turn in a found item.

Resources for Substance Prevention and Referral
Students may be referred to outpatient agencies for drug prevention education, counseling, evaluations, and referrals as needed.

Southern Iowa Trolley
The Southern Iowa Trolley is available in Creston to meet some of students’ transportation needs. The buses operate Monday through Friday between the hours of 7 a.m. and 4 p.m. They will transport students anywhere in Creston. Students may purchase an individual ride or a Trolley ticket by calling 641.782.6571.

Student Housing
Three apartment-style residence halls, Spartan Court, Spartan Hall, and Spartan Suites, and two traditional-style residence halls, Wilson Hall and West Hall, are available for students living on campus.

The traditional residence halls are designed for double occupancy. Each building has a student lounge, and each room is furnished with two beds, dressers, desks and chairs, and closet areas.

Each suite in the apartment-style coed residence halls features four private bedrooms, furnished with a bed, dresser, desk and chair, as well as a closet. Individual suites also include two bathrooms, a living room and kitchen area with a full-size refrigerator, stove and microwave, and central air conditioning.

Additional amenities include a student lounge with a 60” TV in each apartment-style residence hall, which is available for all students living on campus, a declining balance meal card good at the Spartan Café, free YMCA membership, free internet access, cable TV to each room/apartment, and laundry facilities.
The campus includes outdoor facilities for tennis, baseball, softball, basketball, and disc golf, as well as other outdoor recreational activities.

For off-campus housing options, please visit the Creston Chamber of Commerce Website at www.crestoniowachamber.com/html/Housing.html.

**On-Campus Housing Missing Persons Reporting**

Southwestern Community College will adhere to regulations specified in HEA section 485 (j) regarding the reporting of missing persons in on-campus housing. These procedures shall include:

1. The director of student housing shall notify the dean of student services immediately of any student who has not been seen on campus, cannot be reached by acquaintances, and a concern has been expressed for the student’s safety and well-being by an acquaintance for a period of more than 24 hours.

2. The dean of student services shall contact the Creston Law Enforcement Center no later than 24 hours after the time the student is determined missing to file a missing persons report.

3. The dean of student services shall contact the student’s emergency contact filed in the registrar’s office within 24 hours of being reported missing.

**On-Campus Housing Fire Safety Reporting**

Southwestern Community College will adhere to regulations specified in HEA section 485(i) regarding the reporting of fire safety procedures in on-campus housing.

1. The college will report statistics for each on-campus housing facility to current and prospective students. The information reported will include number of fires; cause of each fire; number of fire-related injuries that required hospitalization; number of fire-related deaths; the value of property damage caused by a fire.

2. The director of student housing will supervise one mandatory fire drill per semester for all students living in on-campus housing.

3. Southwestern Community College prohibits the following items in on-campus student housing including but not limited to: fireworks/firecrackers; lighting or heating devices that produce an open flame; barbecue grills or appliances with open flames or use propane tanks; halogen lamps; candles and incense; air fresheners that have an open flame; deep fat fryers, electric skillets, and hot plates/griddles; power strips that are linked together. Note: electric skillets and George Foreman grills are allowed in the Spartan Suites only.

4. Each residence hall is equipped with fire exits, fire alarms, and fire extinguishers. Residents are responsible to locate fire exits, fire alarms, and fire extinguishers in their residence hall. In case of a fire emergency, students should evacuate the residence hall through a fire exit that appears to be the safest available option.

5. The dean of student services will keep a log of fires that occur in on-campus student housing and annually report the occurrence of fires in on-campus housing to the campus community.
Voter Registration
All post-secondary schools shall offer the opportunity to register to vote to each student at least once each year. Students can register for an Iowa Voter Registration Application in the LRC or upstairs in Student Support Services. All students with an on-campus mailbox will be provided a voter registration form at least once a year. Voter registration information is also available at http://sos.iowa.gov/elections/voterinformation/voterregistration.html.

Iowa Vocational Rehabilitation Services
Iowa Vocational Rehabilitation offers services which are available to individuals with disabilities attending Southwestern Community College. These services include: medical evaluation, counseling, vocational evaluations, physical restoration, vocational planning, academic and career education, and training. Rehabilitation Services also assists students in finding suitable employment. Those interested in the eligibility requirements of this agency should contact the rehabilitation counselor assigned to the person's high school or the counselors at the office of Vocational Rehabilitation in the Technical Center I at Southwestern. For additional information, call 641.782.7081, ext. 409.

Telephones
Students may place outgoing calls on any of the public phones provided for their use throughout the campus. Office phones are for the use of Southwestern's staff exclusively. Incoming calls to students should be restricted to emergency situations (death, illness, or accident). Students are rarely called out of class to answer a call.

STUDENT INVOLVEMENT

Athletics
Intercollegiate athletics are an integral part of student life at Southwestern. Varsity teams compete in 11 sports: men's and women's basketball, track and field, cross country, sports shooting, and golf as well as baseball, softball, dance team, and volleyball. Competition is scheduled against the leading junior colleges in the Midwest in each sport, and participation is encouraged. Athletes must meet the eligibility requirements of the National Junior College Athletic Association. All questions concerning athletic eligibility, participation, financial aid, etc. should be referred directly to the athletic director at 641.782.1459.

CLUBS AND ORGANIZATIONS

Chartered clubs and organizations which meet the mutual interests and needs of various student groups are actively supported at Southwestern. Such groups participate in various areas such as art, nursing, business, vocational, and professional subject groups.

Ag Club
Southwestern Ag Club is open to students who have an interest in or are majoring in agriculture. The purpose of Ag Club is to promote leadership and to provide students the opportunity to work with the community, livestock, and other ag-
related fields. The Ag Club is a hands on organization, sponsoring a club calf sale. There are also numerous activities where field trips are involved. Meetings are held on a monthly basis. Contact 641.782.1352.

**Art Club**
The Art Club is open for membership to students of Southwestern, who are art majors or minors, or are interested in art. The purpose of the club is to promote art appreciation and the art program of Southwestern. The members are encouraged to come to meetings, submit artwork to shows, develop a portfolio, and participate in critiques and discussion dealing with art works and topics. The members will take part in art shows at Southwestern. Meetings are held regularly. Contact 641.782.1438.

**Auto Collision Repair Club**
The club creates understanding of collision repair and promotes professionalism in the industry. Activities include career days and field trips to auto manufacturing plants, National Hot Rod Association (NHRA) drag races, tool manufacturers, state-of-the-art body shops, insurance companies, car shows and body supply warehouses. Fundraising events fund field trips, scholarships, and certification tests. Contact 641.782.1464.

**Auto Repair Technology Club**
The Club provides the opportunity for students to develop vocational competencies for the auto repair technology program and facilitate the transition from school to work. It also encourages members in the development of individual professionalism that contributes to how the industry is perceived. Contact 641.782.1394.

**Business Professional of America (BPA)**
Membership in Business Professionals of America promotes the development of leadership skills and encourages further interest in the business and office environment. Participating students have opportunities to attend field trips and state leadership conferences, as well as assist with the annual high school business contest on-campus. Contact 641.782.1433.

**Carpentry Club**
The Carpentry Club offers students another opportunity to function in leadership roles and participate in field trips to material manufacturers, suppliers, construction sites, and workshops related to the construction industry. Contact 641.782.1476.

**Computer Club**
Southwestern’s Computer Club offers students opportunities to function in leadership roles, participate in field trips to IT processing centers, meet and interview industry leaders, and participate in monthly events and games. Contact 641.782.1363.

**“The Crew” – Electrical Technology Club**
Students may join “The Crew,” SWCC’s electrical technology club, to gain additional experience in the electrical field, participate in service learning projects, attend industry-related events/visits, organize fundraising activities, and gain valuable leadership experience. Contact 641.782.1532.
**Disc Golf Club**
The disc golf club is open to any SWCC student, faculty, or staff member interested in the game of disc golf. The purpose of the club is to increase awareness of the game, improve playing skills and understanding of the rules, and among other things, play disc golf.

The goal of the club is to send a team of students annually to compete in National Collegiate Disc Golf Association tournaments, as well as travel to other courses around the state for informal and competitive play. Contact 641.782.1488.

**Drama Club**
SWCC Drama Club exists in order to provide SWCC students with the opportunity to develop strong theater skills, explore the stage, build communication skills, and provide other SWCC students and the community with college-level theater productions. SWCC Drama Club also exists in order to serve its community by helping introduce children and young adults to the stage by offering workshops and camps. Contact 641.782.1533.

**Multicultural Club**
The Multicultural Club is in place to increase awareness and understanding of world cultures among SWCC students. All students are invited to attend meeting of the Multicultural Club. The group offers multicultural activities, promotes respect and acceptance of students from all cultures by celebrating diversity on campus, and provides a chance for students to learn about other cultures. Contact 641.782.1413.

**National Alliance on Mental Illness (NAMI) on Campus-SWCC**
NAMI on Campus-SWCC is a student-led, student-run mental health awareness and advocacy club at Southwestern Community College. Their mission is to raise the dialogue and break down the barriers associated with talking about mental health - it affects us all!

Some of the activities of the club include:

- Raising mental health awareness with fairs, walks, informational booths and informational bulletin boards
- Hold monthly meetings to discuss and plan upcoming events and gain information from guest speakers
- Educating the campus with presentations, guest speakers and student panels
- Advocating for improved mental health services and policies on college campuses

Membership is open to any SWCC student, staff, or faculty member. If interested, please speak to a club advisor or any current club member. Contact 641.782.1429.

**Nursing Club**
All students enrolled in nursing education are members of their individual program’s Nursing Education Club. Nursing Education Clubs assist students in the development of technical and professional skills required of the licensed nurse. The clubs also stress leadership development and community activities.
Clubs meet as needed monthly, typically to conduct class business. Students enrolled in Practical Nursing Education (PNE) are members of Practical Nursing Education Club; Creston Associate Degree (RN) are member of Registered Nursing Education Club, Creston; Red Oak Associate Degree (RN) are members of Registered Nursing Education Club, Red Oak. Each club has a faculty advisor to assist students with club activities. Contact 641.782.1471.

**Phi Theta Kappa (PTK) Honor Society**
Phi Theta Kappa is open to any student who has completed at least 12 semester hours of associate degree work at Southwestern Community College with a grade point average GPA of 3.5 or better. Members must maintain a GPA of 3.0 to remain in good standing with the honor society. The purpose of Beta Eta Nu Chapter of Phi Theta Kappa at Southwestern Community College shall be the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of this college. Contact 641.782.1429.

**PRIDE Club**
The PRIDE Club is in place to give all enrolled SWCC students a welcoming place to feel accepted. Meeting times will be utilized to discuss issues, plan campus events, and spend time in fellowship with one another. Guest speakers will be invited to share current and relevant LGBTQIA issues. Club members will participate in charitable work in the community to assist with community efforts and help support the positive message of acceptance. The PRIDE Club is open to any SWCC student. Contact 641.782.1533.

**Psychology Club**
Southwestern Community College’s Psychology Club is open to students who are interested in the topic of psychology or students who are pursuing careers in psychology-related fields. Members will hear from guest speakers, discuss current events in the field of psychology, learn about transfer to four-year colleges and universities, talk about psychology assignments, and encourage each other to perform at the highest and most professional levels. Contact 641.782.1436.

**Student Ambassadors**
The Student Ambassadors are a group of energetic individuals with excellent leadership and communication skills. Southwestern Community College hires its finest students to act as a team of ambassadors for the college. These enthusiastic individuals assist the admissions department by giving campus tours, meeting with prospective students and their families, performing telemarketing services, accompanying recruiters to college fairs and on high school visits, and participating in public relations efforts. The Student Ambassador program will allow each student to grow as an individual, gain leadership skills, develop greater self-confidence, improve communication skills, and become involved in campus activities. To apply to become an ambassador, contact 641.782.1444.

**Students In Free Enterprise (SIFE)**
SIFE is a team of students who wish to learn more about the free enterprise system through community projects. Southwestern’s SIFE mission statement is: “The Students in Free Enterprise on the Southwestern Community College campus will provide students the opportunity to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles
of free enterprise system.” There are many benefits to joining the SIFE team which include: networking with businesses and individuals in the community and within the SIFE global organization, applying skills and knowledge learned in the classroom through team projects, promoting the principles of market economics, entrepreneurship, personal financial success, and business ethics and engaging in service learning projects, which improve the quality of life and standard of living for members of each member’s community. Participants will work with other students outside the classroom and community members on and off campus to teach the principles of free enterprise. The team will travel to regional competition to present their year’s accomplishments. Contact 641.782.1469 or 641.782.1470.

**Student Senate**

The purpose of the Student Senate is to promote cooperation between the administration, the faculty, and members of the student body. The Student Senate organizes school elections, initiates consideration of student problems, communicates action on recommendations to the proper college authorities, promotes student activities, plans and manages social events, and fosters school spirit and student welfare.

The Student Senate is recognized as the official representative of the student body in matters concerning student organizations and activities and shall serve to express the will of the general student body in matters of proper concern. The college shall work with this group in seeking the opinion and assistance of the general student body in these manners.

At the beginning of each fall term, a Student Senate is elected by the student body of Southwestern and is the official representative government of the students. The main purpose of the Senate is to provide a means of organized student expression within the college and to encourage and promote interest in college affairs and activities.

Clubs/organizations must select one Student Senate member and one alternate. Representatives are selected by each club/organization and submitted to the Student Senate office before the first Student Senate meeting of each academic year. In the event that a senator or alternate is unable to complete his/her term, the club/organization must select a new representative and notify the Student Senate office within two weeks of the position vacancy.

Any student who wishes to participate as an active at-large member of the Student Senate may do so by submitting a completed Student Senate application. To become an active at-large member, application materials must be turned in to the Student Senate advisor prior to the first meeting of the fall semester. Contact 641.782.1453.

**Welding Club**

The purpose of the Welding Club is to strengthen the confidence of students in themselves and their work, create more interest in and an understanding of the welding technology career field, encourage members in the development of individual professionalism that contributes to how the industry is perceived, assist students in the establishment of occupational goals, and facilitate the transition from school to work. Contact 641.782.1312.
Intramurals
The basic goal of the intramural program is student participation. Intramurals are a combination of the elements of physical education, athletics and recreation. All full and part time students, faculty, and staff are eligible to participate in any intramural program. Contact 641.782.1437.

Music
Southwestern’s music department enjoys a nationwide reputation for its bands and choirs. Choirs include the concert choir, Chamber Singers, Community Chorus, and other jazz choirs. Bands include the concert band, jazz band, several jazz combos and small classical ensembles. All music ensembles make concert tours and community performances. Contact 641.782.1466.

Social and Special Events
The student activities office, located in the Student Center, plans and coordinates a variety of social, educational, cultural and recreational activities, and special events. All planning and scheduling of any such event should be initiated through the student activities coordinator who may be reached at 641.782.1437.

Clubs, Organizations and Activities Policies
General Statements
A. Student organizations and activities exist at Southwestern Community College to promote the general education and social welfare of the students and to make a constructive contribution to the entire college community. They are organized and managed by students and are subject to the control and direction of their own membership. As an integral part of the college community, they have certain responsibilities such as effective achievement of the organization’s stated purpose, appropriate college and community relations, and sound business management.
B. The Student Senate is recognized as an official representative of the student body in matters concerning student organizations and activities and shall serve to express the will of the general student body in matters of proper concern. The college shall work with this group in seeking the opinion and assistance of the general student body in these manners.
C. The Student Senate is delegated as responsible for acting upon the request for recognition on-campus by student organizations. The college accepts the responsibility for providing certain facilities, resources, and services while the student organization accepts the responsibility for its own conduct. Accepted standards of good taste shall be observed in the social conduct of such groups. Efficiency and integrity shall be maintained in their business affairs. Democratic operational procedures are expected of all student organizations.
D. The dean of student services and his/her staff, particularly the Student Senate advisor, and faculty advisors are available to assist and guide the organizations, but final responsibility for performance rests with the members themselves. Failure to meet these responsibilities may result in termination of the right to operate.
E. The transient nature of active membership in student organizations requires that certain necessary procedures be observed to protect the interests of the members, other students, and the entire college. For
each organization the college approves a faculty advisor who may be
selected by the organization. All student organizations shall provide
the dean of student services information concerning their constitution,
organizational structure, membership, officers, activities, finances, etc.,
whenever requested.

F. The Student Senate advisor is an official agent of the college and should
be consulted by individual students, groups of students, or student
organizations and/or their advisors on any matter concerning student
organizations and/or activities.

G. Student organizations shall not hold off-campus meetings without the
approval of that organization’s faculty advisor. Meetings of organizations
are considered to be student activities and should be placed on the
student activity calendar maintained in the Student Center.

H. All student organization regulations and all provisions of student
organization constitutions must be consistent with the State Laws of Iowa,
State Board regulations, and Local Board regulations.

Student Organizations

A. CHARTERING OF NEW ORGANIZATIONS
   1. Individuals or groups interested in forming new student organizations on
      the campus shall submit a petition for permission to organize to the dean
      of student services and the Student Senate.
   2. The petition shall include a list of prospective members, a statement
      of purpose, a copy of the constitution, a proposed budget/statement
      regarding how the activities of the organization will be funded, and the
      name of a faculty member willing to act as advisor.
   3. The petition shall be reviewed by the dean of student services and
      approved or disapproved.
   4. The petition shall be reviewed and approved or disapproved by the
      Student Senate.
   5. The actions/recommendations of both the dean of student services and the
      Student Senate will be forwarded to the chief executive officer/president
      of the college for final approval.
   6. If approved by the chief executive officer/president, the organization shall
      operate in conformance with the qualifications and regulations established
      for such organizations.
   7. Funds budgeted and/or raised by student organizations are regulated
      by Procedure B 33.
   8. Failure to comply with regulations may result in dissolution of the
      organization by action of the chief executive officer or disapproval of
      the petition.

B. RESPONSIBILITIES OF CHARTERED STUDENT ORGANIZATIONS
   1. Recognized student organizations at Southwestern Community College
      shall:
      A. Hold meetings regularly
      B. Maintain an up-to-date constitution with a copy on file in the office of
         the Student Senate advisor.
      C. Have a faculty advisor who attends meetings and other functions.
D. Handle all financial matters competently and make financial records available to the business office.
E. Designate an individual to attend monthly Student Senate meetings in order to receive college funds.

2. Membership in student organizations shall be students who are in good standing with the college. (Good standing is interpreted to mean not on academic or disciplinary probation.)

**Student Activities**

A. A student activity is defined as a gathering of Southwestern Community College students and/or guests for which a college organization either plans, finances, provides refreshments, or employs entertainment for students and/or guests.

B. Student activities may be scheduled on any day or evening through the student activities coordinator.

C. Generally, activities should be held on the college campus. The dean of student services must approve sites for off-campus activities.

D. All student activities should be planned and registered in the office of the student activities coordinator as far in advance as possible. The procedure for registering a student activity is as follows:

1. Prepare three copies of an activity plan with the following information:
   a. Type of activity
   b. Date and time
   c. Location
   d. Name of student in charge
   e. Name of faculty advisor in charge
   f. Special arrangements (food service, entertainment, etc.)
   g. Budget for activity

2. Have the activity plan signed by the president of the organization and the faculty advisor.

3. Submit two copies of the activity plan to the student activities coordinator. Retain one copy for the organization's files.

E. The activity must be registered at least one week before the date of the activity.

F. After an activity has been properly registered, it will be placed on the college calendar of events located in the office of the student activities coordinator.

G. All activities must be attended by the organization advisor and/or faculty guest or approved chaperone.

H. Alcoholic beverages in any form are prohibited at on-campus activities that are sponsored by student organizations.

**Financial Regulations and Procedures**

A. All money, which is the property of any student organization, must be deposited in the business office under the name of the organization.

B. Expenditures must be:
   1. Approved by the membership of the organization either by budget or by vote.
2. After approval, a purchase requisition must be submitted in accordance with business office procedures.

C. Solicitations, donations, fundraisers, and other contributions of money, merchandise, or services must be approved by the dean of student services.

POLICIES AND PROCEDURES

Academic Integrity Policy
Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the college community, and breaches of academic integrity constitute serious offenses.

Academic Dishonesty Offenses

1. CHEATING
Cheating is the use of inappropriate and unacknowledged materials, information, or study aids in any academic exercise. The use of books, notes, cell phones, calculators, electronic/digital devices and conversation with others is restricted or forbidden in certain academic exercises. Their use in these cases constitutes cheating. Similarly, students must not request others (including commercial term paper companies) to conduct research or prepare any work for them, nor may they submit identical work or portions thereof for credit or honors more than once without prior approval of the instructor.

2. FABRICATION
Fabrication is the falsification or invention of any information or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. It is improper, for example, to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses. The student must also acknowledge reliance upon the actual source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

3. FACILITATING ACADEMIC DISHONESTY
Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are as guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.
4. PLAGIARISM

Plagiarism is the representation of the words or ideas of another as one’s own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote or in a bibliography or works cited page. Acknowledgment is required when material from another source stored in print, electronic or other medium is paraphrased or summarized in whole or in part in one’s own words. To acknowledge a paraphrase properly, one might state: “to paraphrase Plato’s comment...” and conclude with a footnote or parenthetical citation identifying the exact reference. A footnote or bibliographical entry acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information which is common knowledge such as names of leaders of prominent nations, basic scientific laws, etc, need not be cited; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged.

In addition to materials specifically cited in the text, only materials that contribute to one’s general understanding of the subject may be acknowledged in the bibliography. Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member.

Examples of the above offenses are listed below:

A. Working with another student on a laboratory or other homework assignment when such work is prohibited.
B. Failure to footnote, otherwise cite, or give proper acknowledgment in an extremely limited section of an assignment.
C. Quoting directly, paraphrasing, or summarizing without acknowledging the source.
D. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
E. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
F. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.
G. Copying on tests or final examinations.
H. Plagiarizing major portions of a written assignment.
I. Acting to facilitate copying during an exam.
J. Using prohibited materials, e.g., books, notes, cell phone electronic/digital devices or calculators during an examination.
K. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
L. Altering examinations for the purposes of regrading.
M. Acquiring or distributing an examination from unauthorized sources prior to the examination.
N. Presenting the work of another as one’s own.
O. Using purchased term paper or other materials.
P. Removing posted or reserved material, or preventing other students from having access to it.

Q. Fabricating data by inventing or deliberately altering material (this includes citing “sources” that are not, in fact, sources).

R. Using unethical or improper means of acquiring data.

S. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a college office; buying an examination; or falsifying a transcript to secure entry into the college or change the record of work done at the college).

T. Having a substitute take an examination or taking an examination for someone else.

U. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one’s own.

V. Sabotaging another student’s work through actions designed to prevent the student from successfully completing an assignment.

5. DENYING OTHERS ACCESS TO INFORMATION OR MATERIAL

It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student or scholar. Examples of offenses of this type include: giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals; deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

**Academic Dishonesty Sanctions**

A. Upon the first offense, the instructor may issue a zero on the paper, exam or assignment, discuss the issue with the student and may choose to follow up with the dean of student services.

B. Upon the second offense, the accused is referred to the dean of student services. The instructor may issue an “F” for the course and the student may not be allowed to return to the course during the semester. The student will also be referred to the college’s student code of conduct discipline procedures.

C. Upon the third offense, the accused will be referred to the college’s student code of conduct for disciplinary action, which may include suspension.

**Temporary Closing Policy**

Every effort will be made to keep the college open. However, should inclement weather or other emergencies necessitate closing the college or delaying the start of classes, the decision will be made between 5-5:30 a.m. and will be announced on the following:

**Radio Stations**

KSIB-KITR Creston ........................................... AM 1520, FM 101.3
KOAK/KCSI Red Oak ....................................... AM 1080, FM 95.3
KMA Shenandoah ............................................. AM 960, FM 99.1
WHO Des Moines ............................................. AM 1040, FM 100.3, 107.5
KJAN Atlantic .................................................. AM 1220
KSOM Atlantic ................................................ FM 96.5, 95.7
KSOI Murray .................................................... FM 91.9
Television Stations
KCCI-TV 8 ................................. Des Moines
WHO-TV 13 ................................ Des Moines
WOI-TV 5 .................................. Ames/Des Moines
KMTV-TV 3 ................................ Omaha
WOWT-TV 6 ................................ Omaha
KETV-TV 7 ................................ Omaha
This information will also be posted on Southwestern’s website www.swcciowa.edu.

As with any other day of college classes and activities, students should use their best judgment in determining whether to come to the campus or not. Students may choose to make a decision not to be on-campus (due to poor weather) even when the college is open for classes.

Two-Hour Late Start Information
When inclement weather causes the college to have a two-hour delay, the following procedures will be followed:

If the two-hour delay occurs on a Monday, Wednesday, or Friday, then classes will start at 9:40 a.m. (7:30 a.m. and 8:35 a.m. classes will not meet). Offices will open at 9 a.m.

If the two-hour delay occurs on a Tuesday or Thursday, then classes will start at 9 a.m. (7:30 a.m. classes will not meet). Offices will open at 9 a.m.

Career & technical education courses do not follow the same one hour/one and one half hour schedule. Please refer to your instructor for more details. Nursing four hour class will start at designated late start time (9:40 a.m. or 9 a.m.).

Parking
The college provides free parking for students. Students are asked to park only in the designated areas. A limited number of handicapped permit parking spaces are available for students with disabilities.

Vehicle Registration and Parking Policies
All persons operating motor vehicles on the college campus shall do so at their own risk. No responsibility shall be assumed by Southwestern Community College, the State of Iowa, or the City of Creston for the loss of property, damage to the vehicle, or for any other damage or loss sustained while at the college.

Vehicle Registration/Parking Stickers
All students must register their vehicles with the business office. License plate numbers are REQUIRED! There is no charge for the sticker. The sticker is to be placed in the bottom corner of the rear window, on the passenger’s side of the vehicle. A sticker must be obtained for each vehicle if a student will be using more than one vehicle.

1. Parking is allowed in designated paved parking lots.
2. Parking is not allowed in the following areas
   A. Any lawn or yard areas
   B. Any sidewalk
   C. Any posted area
D. Any road or street  
E. Safety zones  
F. Any marked fire lane  
G. Any loading zone  
Note: Snow removal season is from November 15 through March 31, NO PARKING is allowed in any area between 10:30 p.m. and 7 a.m., except in the designated “overnight” parking lot east of Student Center.

Note: Vehicles left on campus overnight will be towed at the owner’s expense.  
Note: If a vehicle breaks down and must be left overnight, the student must notify maintenance/security.

3. Parking is restricted in the following areas:  
   A. Circle in front of the Instructional Center is limited to handicapped where marked.  
   B. All marked handicapped spaces.

Traffic Regulations  
1. All traffic control signs shall be obeyed.  
2. The speed limit on all campus roads and streets is 20 mph unless otherwise posted.  
3. The speed limit in all parking lots is 10 mph.  
4. Driving on lawn or yard areas is prohibited.  
5. Driving in a reckless imprudent manner is prohibited.  
6. A driver must have the vehicle under control at all times.

Penalties  
College personnel will ticket violators of parking and traffic rules. The ticket will indicate the vehicle license number, date, time, location, violation, penalty, and signature of employee issuing the ticket.

Vehicles may be removed from the campus streets, restricted zones, lawns, fire lanes, parking lots, buildings, or loading areas, if allowed to stand in violation of regulation, or if left in such a position as to constitute a hazard to the safety of others. Fines will be assessed as follows:

1. **Registration:** $20 each violation  
2. **Parking:**  
   A. $20 each violation.  
   B. Repeated violations will result in the vehicle being towed away and impounded. The owner of the vehicle will pay towing and storage costs to the towing service prior to release.  
3. **Traffic:**  
   A. First violation $20.  
   B. Second and subsequent violations $50.  
   C. Third violation may result in being banned from driving on-campus.

Monetary penalties imposed and fines assessed for violation of parking traffic rules may be deducted from student deposits or added to student tuition bills.
**Appeal Process**
Any student who receives notification of a violation and has a penalty assessed, may request an administrative hearing. Such requests must be made in writing within seven days of the alleged violation. The appeal procedure and form will be part of the ticket.

When properly requested, the hearing will be held within seven working days. A written decision will be issued within five working days after the administrative hearing. This decision will be final. Appeals should be directed to the dean of student services.

**Cell Phone Policy**
The college believes in providing an environment conducive to learning. For this reason, cellular phone use should be kept to a minimum on campus and conducted in appropriate locations only. Cell phone users should be respectful of others.

1. Students are to turn cell phones off or to silent mode upon entering any classroom, computer lab, library, or auditorium.
2. If necessary, students may conduct short, quiet cellular phone conversations in the hallways, away from doorways or outside of the buildings.
3. Cellular phones with picture taking capabilities are not allowed in locker rooms or weight rooms.
4. Faculty members have the right to limit the use of cell phones with picture taking and text messaging capabilities in their classrooms.
5. Students who fail to comply with the above regulations will be referred to the dean of student services and will be considered in violation of the student code of conduct.

**Children On Campus Policy**
The college strives to maintain a quality learning environment and has established the following guidelines regarding children on campus.

1. Students will not be allowed to bring children with them in the instructional setting which includes, but is not limited to, the classroom, the library, the Student Center, etc.
2. When children are present on campus, they must be under the direct supervision of a parent, legal guardian, registered student or other authorized adult.
3. This policy does not intend to conflict with Southwestern’s programs designed for the involvement of children. For example: 8th grade career day, youth camps, business contests, vocational open house, etc.
4. Students who fail to comply with the above regulations will be referred to the dean of student services and will be considered in violation of the student code of conduct.

**Computer Conduct Policy**
The computing facilities at Southwestern Community College are provided for the use of Southwestern students, faculty and staff in support of the programs of the college. All students, faculty and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner. The following policies relate to their use.
1. Southwestern is the owner of the technology including but not limited to accounts, hardware, software, programs and files, and is the decision-maker regarding acceptable use of the computer facilities and accounts. Southwestern reserves the right to monitor this technology at any time. Students have no expectation of privacy in technology provided by the college.

2. Equipment and facilities are to be used for college-related activities only. All access to computer systems, including the issuing of passwords, must be approved through the computer department.

3. Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-college related business.

4. An account assigned to an individual by the computer department must not be used by others without explicit permission from the instructor or administrator requesting the account or by the computer department assigning the account. The individual is responsible for the proper use of the account, including proper password protection.

5. Computer department personnel may access others' files when necessary for the maintenance or monitoring of the computer systems. When performing maintenance, every effort is made to insure the privacy of a user's files. However, if violations are discovered, they will be reported immediately to the appropriate authorities.

6. Electronic communications facilities (such as email) are for college-related activities only. Fraudulent, harassing or obscene messages and/or other materials are not to be sent or stored.

7. No one may deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any college computer system.

8. Loopholes in computer security systems or knowledge of a special password must not be used to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

9. Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by the contract with the owner of the copyright. This means that such computer software may only be copied in order to make back-up copies, if permitted by the copyright owner. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users in a department exceeds the number of original copies purchased by that department.

10. Individuals are allowed to connect personal computers and notebooks on campus in the appropriate locations. Anyone connected to the network with a personal computer or notebook must still obey all rules of the college. Computers in the classroom are only allowed with permission of the instructor. Anyone breaking these rules will have their computer or notebook confiscated until matters are resolved.

11. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violations will be reported to the appropriate faculty, supervisors, department heads, computer department staff, and vice presidents.
12. Violations of the policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary action. The full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the college, and legal action.

13. Each lab has its own set of policies and procedures. It is the user’s responsibility to abide by the policies and procedures of these labs.

**Copyright Infringement**

Southwestern Community College prohibits the unauthorized distribution of copyright materials and unauthorized peer-to-peer file sharing. Students violating copyright laws are subject to institutional sanctions that include but are not limited to disciplinary warning, disciplinary probation, disciplinary probation with conditions, disciplinary suspension, or disciplinary expulsion. Student are also liable for civil and criminal penalties.

**Campus Smoke/Tobacco-Free Policy**

In accordance with state law, Southwestern Community College provides tobacco-free facilities to all students and employees. The tobacco-free policy prohibits the use of smokeless and smoking tobacco or any type of nonprescription inhalant, as well as any devices that simulate the act of smoking, in all Southwestern buildings, vehicles, and on the grounds of the college (including in any personal vehicle located on the grounds of the college). Violations of this policy will be treated in accordance with the student code of conduct. The campus fine for smoking violations is a $25 fine. The civil penalty for violating this law is $50. Southwestern staff will assist with the enforcement of this policy. Students interested in smoking cessation programs may contact a wellness professional at Greater Regional Medical Center, 641.782.3518.

**Weapons on Campus Policy**

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 or activity that is supervised by a college employee.

Weapons include, but are not limited to, knives having a blade exceeding five (5) inches in length, guns, firearms, fireworks, explosives or other chemicals, tasers or any simulations of any such items. Canisters of “mace”, “pepper gas”, and other such commercially available defense devices carried and used by SWCC employees or students exclusively for personal protection will not be deemed to constitute weapons unless they are displayed or used for purposes other than personal defense.

On-campus college property is defined as any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the prior paragraph, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Non-campus buildings or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution, or; any building or property owned or controlled by an institution that is used
in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Possession is defined as the actual physical control of the weapon because it is:

A. on or in the person’s body,
B. in an item of personal property belonging to the person such as a backpack, briefcase, or purse, or
C. in a locker or other space individually assigned to that person.

Possession also means that the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates and that the person has the ability or right, either alone or with any other person, to maintain control of the weapon.

Firearms or weapons utilized by college personnel for authorized SWCC credit or non-credit educational programs or college sponsored activities shall be exempt from this procedure to the extent that such weapons are adequately controlled and secured by those college personnel.

Law enforcement officials, on or off duty, bearing weapons while performing lawful duties or services shall not be subject to this procedure.

Any individual who is found to have brought a weapon on to college property in violation of this procedure may be subject to disciplinary action up to and including dismissal or indefinite suspension.

Employees and students who observe a violation of this procedure should immediately inform a work supervisor, the director of human resources or the dean of student services.

Policy on Distribution of Printed Materials
Printed materials posted on bulletin boards or in any building on campus must be approved through the registrar’s office. Osceola and Red Oak Centers need approval from the center coordinators.

Chronic Communicable Diseases
Students with identified chronic communicable disease, including but not limited to infectious hepatitis, tuberculosis, and AIDS, may, subject to the provisions of administrative policy and guidelines, attend classes and participate in other college-related activities. The college will attempt to make reasonable accommodations so that there is no reasonable risk of transmission of the disease to others and/or no reasonable risk of further injury to the student. The college shall respect the right to privacy of any student who has a chronic communicable disease.

**DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

It is the policy of Southwestern Community College to establish an alcohol and a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and a drug-free school and campus in accordance with the Drug-Free Schools
and Communities Act Amendment of 1989 [Public Law 101-226]. It is the interest and obligation of the college to provide a drug-free, healthy, safe, and secure environment for its staff and students.

The unlawful possession, distribution, dispensation, manufacture, or use of illicit drugs and alcohol by employees and students on college premises, while conducting college business off-campus, or as part of any of its activities is strictly prohibited. Drugs and paraphernalia will be confiscated and turned over to police.

**Sanctions**

There are substantial penalties for drug and alcohol violations. Individuals are subject to federal, state, and local laws, as well as college policies. Both state and federal laws prohibit distribution or manufacture of controlled substances or counterfeit controlled substances. Penalties can result in fines and imprisonment depending on the severity of the crime.

State and local ordinances regulate alcohol. Underage possession of alcohol, driving while intoxicated, public intoxication, public consumption, serving underage intoxicated individuals, open containers and large private parties are all affected by these laws. Check with the local police department for more information.

Sanctions under college policy may range from disciplinary reprimand to suspension from the college, depending on individual circumstances. Please refer to the section of this handbook on Student Conduct Subject to Sanctions, for more information.

**Hazards of Drug Use**

Illicit drug use may result in:

- physical or psychological dependency;
- a craving or inability to stop using drugs;
- adverse effects on body systems;
- injury due to motor vehicle crashes, assaults or other unintended acts;
- disruption of personal relationships and work habits or ineligibility for some types of employment.

Additional information about the effects of drugs and alcohol may be found in the Human Resources section of Southwestern’s website (Campus Wellness Resources).

**Available Services**

Action Now Chemical Dependency Treatment
Creston - 641.782.4053; 800.622.5168
Osceola - 641.342.4888; .800.622.5168

Zion Recovery Services Inc.
Clarinda - 712.542.4481
Greenfield - 641.743.2439
Red Oak - 712.623.4801

Alcoholics Anonymous/Central Office - 800.207.2172
Alcohol Drug Treatment Referral - 800.662.4357
STUDENT RIGHT TO KNOW

Information regarding graduation/completion and transfer-out rates of Southwestern Community College’s general student body and student athletes is updated on an annual basis. This information is available upon request from the registrar’s office.

Compliance with Federal and State Laws
Southwestern Community College will comply with the Federal Student Right-to-Know and Campus Security Act; Public Law No. 101-542 and House File 2028, through annual publication in this handbook as well as online through SWCC’s website. Also published are annual policy statements, crime statistics, and an on-campus housing fire and safety report. Students will receive an electronic copy of the Student Handbook through campus email. The Annual Security Report may be viewed at www.swccio.edu/AnnualSecurityReport.

Graduation/Completion Rate & Transfer-out Rate
Southwestern Community College is pleased to provide the following information regarding our institution’s graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. Additionally, Southwestern Community College has elected to provide retention data to current and prospective students. The rates reflect the graduation, completion and transfer-out status of students who enrolled during the 2014 school year and for whom 150 percent of the normal time-to-completion has elapsed.

During the fall semester of 2014, 69 percent of the population was considered first-time, full-time, certificate or degree-seeking undergraduate students who entered Southwestern Community College. As of August 31, 2017 (150 percent of normal time), 45 percent of these students had graduated from our institution or completed their programs and 19 percent had transferred to other higher education institutions.

Retention Rate
Full-time, first-time Fall 2015 cohort enrolled in Fall 2016 57%
Full-time, first-time Fall 2014 cohort enrolled in Fall 2015 51%
Full-time, first-time Fall 2013 cohort enrolled in Fall 2014 55%

Questions related to this report should be directed to: Beth Kulow, dean of student services at 641.782.1413.

Crime Awareness
The Crime Awareness and Campus Security Act of 1990 mandates that colleges maintain a safe campus through enforcement of appropriate college regulations and compliance with state and federal laws.

Southwestern Community College is dedicated to providing a safe and healthy environment for all of its students, staff, and visitors. With this in mind, the following statements reflect the policies and procedures to follow in case of any emergency or criminal act which takes place on the campus of Southwestern Community College at Creston and the Red Oak and Osceola centers.
Crime Statistics
Southwestern Community College is required by the Crime Awareness and Campus Security Act of 1990 Public Law 101-542 to provide students, parents and employees with certain data relating security and crime on campus. SWCC reports crime statistics through its annual crime statistics report. The report is available on the SWCC website www.swcciowa.edu/annualsecurityreport. A paper copy of the Annual Security Report is available upon request from the office of the dean of student services, located in the Southwestern Community College Administration Center at 1501 W. Townline Street, Creston, Iowa.

College Safety Procedures
Southwestern Community College is dedicated to providing a safe and healthy environment for its students, staff, and visitors.

1. College personnel have the authority and duty to enforce college rules and policies. The college does not employ security personnel. College staff will contact local law enforcement authorities for breach of local, state, and federal law at the sign of any criminal activity or other significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The college works closely with local, state, and federal law enforcement agencies to ensure the enforcement of college rules and policies.

2. Should a criminal act or significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occur on campus or at the Red Oak or Osceola Centers, the dean of student services or the Red Oak or Osceola Center staff should be notified immediately. The Red Oak and Osceola Center staff will forward information reported to them to the dean of student services. All information shall be logged relating to the incident. Criminal acts will be reported to the Creston Police Department or Red Oak/Osceola Police Department (if in Red Oak or Osceola), when warranted. The Creston, Red Oak, and Osceola Police Departments have agreed to be the enforcement and reporting authorities in cooperation with personnel of Southwestern Community College. Southwestern Community College maintains a close working relationship with the local law enforcement agencies and in the event that an incident arises the entities involved will work in joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between Southwestern Community College and any law enforcement agency.

3. Information regarding the reporting of emergencies and other criminal acts is posted throughout campus on bulletin boards and at the Red Oak and Osceola Centers.

4. Security & Access—Each building on campus, including residence halls, maintains hours of operation. All students, staff and visitors who have a purpose for the use of the buildings on campus may be given access to those buildings. The residence halls are open only to those students who have rented space for the purpose of using the facilities as living quarters during their attendance as students at Southwestern. Other persons may have limited access to the residence halls as guests of the student residents with permission of the Residence Hall Advisor. Residence halls
are secured 24 hours a day. Over extended breaks, the doors of all halls will continue to be secured around the clock. Resident students, who are not permitted advance notice to reside on campus during breaks, will be required to check-in keys to the appropriate housing staff member upon their scheduled departure.

5. Records regarding incidents of criminal activity or other emergencies will be filed in the office of the dean of student services. Copies of reports involving students will be filed in the office of the dean of student services.

6. Information regarding the emergency response and evacuation procedures for Southwestern Community College is published in the Emergency Procedures Guide. The Guide is distributed to all employees and posted throughout the campus. Campus-wide fire and tornado drills are conducted on an annual basis. The emergency notification system (e2Campus) is also tested on an annual basis.

7. Students and employees will be made aware of the above procedures on an annual basis.

**Reporting Crimes**

1. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the dean of student services in a timely manner. The dean of student services or his/her designated representative shall be the contact person for reporting any criminal action or other emergencies. The dean of student services office is located in the Administration Center. The telephone number is 641.782.1413, and the cell phone number is 641.344.6269. All reports will be investigated. Except as may be otherwise required by law, Southwestern Community College does not have a procedure for voluntary, confidential reporting of crimes. Incidents reported will be reviewed for violation of college policies, including sanctions warranted, and will be referred to law enforcement agencies when appropriate. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through email announcements, the college Website, in-class announcements, or other appropriate means.

2. The center coordinators/staff shall be the contact persons for the Red Oak or Osceola Centers.

3. Contact personnel and hours available are listed below:

**Creston Campus Monday-Friday Phone Number**

8 a.m.-5 p.m. Dean of Student Services, 641.782.1413 or 641.344.6269
7 a.m.-4 p.m. Director of Plant Services, 641.782.1317 or 641.344.5193
4-11 p.m. Night Maintenance Supervisor, 641.782.1415 or 641.344.0941

**Creston Campus Other Hours Phone Numbers**

Evenings/Overnight Night Maintenance, 641.344.0941
Saturday and Sunday Weekend Maintenance, 641.344.0941
Evenings, Weekends, Holiday, Emergency, Dean of Student Services, 641.344.6269
Red Oak Center Monday-Friday Phone Number
8 a.m.-9:30 p.m. Center Staff, 712.623.2541

Red Oak Center Other Hours Phone Number
Other hours not listed, Red Oak Police 911

Osceola Center Monday-Friday Phone Number
8 a.m.-9:30 p.m. Center Staff, 641.342.3531

Osceola Center Other Hours Phone Number
Other hours not listed, Osceola Police 911

IN THE EVENT OF AN EMERGENCY, OR IF CONTACT CANNOT BE MADE WITH
THE ABOVE, CONTACT THE LOCAL POLICE: 911

Emergency Notification Policy Statement
SWCC has a campus-wide emergency notification system (e2Campus) to send
instant text messages and/or email messages to all students, faculty, and staff
who have elected to receive them. This system will be utilized to immediately
notify the campus community upon the confirmation of a significant emergency
or dangerous situation involving an immediate threat to the health or safety of
students or employees occurring on campus. This service also allows users to
receive messages when classes are canceled and/or messages when the college
is closed due to weather. With this system in place, SWCC can instantly and
simultaneously distribute brief time-sensitive messages in emergency situations.
Although there is not one system that is 100 percent guaranteed effective, this is
an important method of communication.

In order to alert students and employees that an emergency text has been sent,
an Emergency Alert sound will be activated. This sound (as well as the tornado
and fire alarm sounds) can be heard on the Emergency Notifications page on the
SWCC website. If the Emergency Alert sound is activated on campus, students
and staff should immediately check their text messages. Information may also be
disseminated via email, notices posted on campus, and/or notices on the SWCC
website. Updates during a critical incident will be posted on the SWCC website.

To sign up for emergency alerts, students and employees will need to log on to
the SWCCyou Portal. New students will receive training on SWCCyou, The College
Experience course, and orientation. Employees receive information regarding the
process for signing up for emergency alerts during orientation and on an annual
basis thereafter through the SWCC Weekly online newsletter. The campus-wide
emergency notification system (e2Campus) is tested on an annual basis.

The SWCC Crisis Team has the responsibility of responding to, and summoning
the necessary resources to mitigate, investigate, and document any situation that
may cause a significant emergency or dangerous situation. The Crisis Team will
make the determination regarding whether a situation poses a significant and
ongoing threat and warrants the issuance of an emergency notification to all, or
a segment of, the campus community. (The entire campus community will be
notified when there is a threat to a very large segment of the college community
or when the operation of the college as a whole is threatened. Only a select group
may be notified if the threat is limited to a particular building or segment of the population. Ongoing assessment of the threat will be made by the Crisis Team and additional segments of the campus community will be notified as warranted.)

The Crisis Team will determine the content of the emergency notification to be disseminated. This determination will be made in cooperation with local law enforcement, emergency personnel, and/or public health officials, when appropriate. The SWCC Crisis Team will, without delay, and taking into account the safety of the community, determine the content of the information to be released about the situation and initiate the notification system. Notification will be delayed if issuing a notification will, in the judgment of the Crisis Team in consultation with law enforcement officials and/or first responders (fire and emergency medical services personnel), compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

The Crisis Team consists of the vice president of economic development or designee, director of marketing or designee, dean of student services or designee, chief financial officer or designee, and additional administrators as assigned by the incident commander or designee. The director of marketing, or designee, will serve as the public information officer.

**Fire**
The fire alarm will be a continuous sound from the alarm horn. Evacuate the building by the nearest exit and move a minimum of 100 feet away from building. Maps are posted throughout the facilities.

**Tornado**
The tornado alarm will be a fluctuating tone. Move to the designated tornado shelter areas. Maps are posted throughout the facilities.

**COMPLIANCES**

**Educational Equity Policy Statement**
It is the policy of Southwestern Community College to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, color, national origin, sex, disability, age in employment, sexual orientation, gender identity, genetic information, creed, religion, veteran status, associational preference and actual or potential parental, family or marital status in its programs, activities or employment and personnel policies and practices.

This institution shall provide program activities and curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States as well as the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of its programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias. The curriculum, programs, and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.
In addition to arts & sciences college transfer courses, Southwestern Community College offers career and technical programs in the following areas of study: Accounting, Accounting & Info Tech, Administrative Office Technology, Agricultural Programs, Auto Collision Repair/Refinish, Automotive Repair Technology, Business Administration, Carpentry and Building Trades, Electrical Technology, Graphic Design, Industrial Technology, Information Technology Systems Networking, Management Information Systems, Nursing, Office Skills, Professional Music, and Welding.

It is the policy of Southwestern Community College to affirmatively recruit women and men, members of diverse racial or ethnic groups, and persons with disabilities for job categories where they are underrepresented. A fair and supportive environment will be provided for all students and employees.

Employees, applicants for employment, applicants for enrollment, students, and their parents shall have the right to file a formal complaint alleging noncompliance by Southwestern Community College with federal and state regulations requiring nondiscrimination in educational programs and employment.

Inquiries or grievances related to this policy may be directed to: Jolene Griffith, Educational Equity and Title IX Coordinator, Southwestern Community College, 1501 W. Townline St., Creston, IA 50801, 641.782.1456 or 800.247.4023, ext. 456 or TitleIXCoordinator@swcciowa.edu; or the Office for Civil Rights (Midwestern Division), U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, phone number 312.730.1560, fax 312.730.1576, TDD 800.877.8339 or email OCR.Chicago@ed.gov.

Information regarding the federal and state regulations governing equal education and employment opportunity are available in the Human Resources office in the Administration Center.

**Sexual Harassment Policy**

Southwestern Community College will not tolerate the commission of sexual offenses by or against students, faculty, and/or staff on or at any college campus, centers, facilities and/or activities. It is the policy at Southwestern Community College to provide education to help prevent sexual offenses, facilitate the reporting of and provide information on counseling concerning sexual offenses, and, when appropriate, investigate and take disciplinary actions regarding sexual offenses.

In accordance with law, Southwestern Community College will provide educational programming to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, gaining sexual consent, and stalking.

Students are encouraged to seek consultation from college advisors, faculty, or any other staff member if they believe there is a potential for sexual abuse or an incident of sexual abuse has occurred. College personnel are dedicated to the protection of both the physical and emotional well-being of students and will be available for consultation whenever such a need should arise.

Students will be made aware of what a sexual offense is, what the criminal penalties are for a sexual offense, and how to prevent a sexual offense through annual publications of the Annual Campus Security Report.
The director of student development will hold Community Awareness Day each fall, during which agencies provide educational information related to sexual assault and other relevant issues to students and staff.

The director of student development in collaboration with the dean of student services will continually update informational posters and flyers around campus with information regarding the prevention of sexual offenses.

The definitions of terms used in this policy as provided below are intended to track those contained in applicable criminal laws. The college prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as defined by the Clery Act. An act that might not violate or be prosecuted under applicable criminal laws may still violate College policy and/or codes of conduct.

The FBI's National Incident-Based Reporting System edition of the Uniform Crime Reporting (UCR) Program defines a sex offense as either forcible or nonforcible. A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Examples of a forcible sex offense include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. A nonforcible sex offense is any unlawful, nonforcible sexual intercourse. Examples of a nonforcible sex offense include incest and statutory rape.

Sexual assault, including forcible and nonforcible sex offenses, or other non-consensual sexual activity includes any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Sexual activity means those acts as defined in Iowa Code Section 702.17.

Sexual assault is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both females and males.

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

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

Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Consent must be informed and freely and actively given. Consent may be shown by the exchange of mutually understandable words or actions between parties to a sexual activity. In order to be effective, consent cannot be procured by use of physical force or threats of violence toward any person. In order to give effective consent, one must not be physically or mentally incapacitated for effective decision-making and action (such as because of disability, alcohol or drug use, unconsciousness, blackout, or sleep) and must be of legal age to give consent to the sexual activity as provided by law.
Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal, written, or physical conduct of sexual nature that occurs when:

» submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic evaluation or employment,
» submission to or rejection of such conduct is used as the basis for academic decisions or employment affecting that individual, or
» such conduct has the purpose of or effect of unreasonably interfering with an individual's educational experience or work performance or creates an intimidating, hostile or offensive education or work environment.

Examples of sexually harassing behavior may include, but are not limited to, making sexual gestures, repeated and unwelcome sexual comments, and pressure to engage in sexual behavior.

Dating violence is defined as 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 in the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition:

» Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
» Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed:

» by a current or former spouse or intimate partner of the victim,
» by a person whom the victim shares a child in common,
» by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner,
» by a similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
» by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For purposes of this definition:

» Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
» Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
» Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.
Southwestern Community College is dedicated to providing a safe and healthy environment for all of its students, staff, and visitors. Reports of a sexual offense should be made to any of the following individuals at each Southwestern Community College location:

**Creston Campus**
Dean of student services  641.782.1413 or 641.344.6269
Night maintenance  641.344.0941
Weekend maintenance  641.344.0941
If contact cannot be made with the above, contact local police: 911

**Red Oak Center**
Center staff, Monday, Tuesday, Thursday, 7 a.m. - 8 p.m.  712.623.2541
Center staff, Wednesday, 7 a.m. - 5 p.m.
Center staff, Friday, 7 a.m. - 4 p.m.
Other hours, contact Red Oak Police: 911

**Osceola Center**
Center staff, Monday - Thursday, 7 a.m. - 8 p.m.  641.342.3531
Center staff, Friday, 7 a.m. - 4 p.m.
Other hours, contact Osceola Police: 911

**Off Campus**
Victims of a sexual offense that occurs off campus should report the offense to the police department where the offense occurred.

**Title IX Coordinator**
**What is a Title IX Coordinator?** The Title IX coordinator is responsible for conducting and/or providing oversight of adequate, reliable, and impartial investigations of reports and complaints related to sexual misconduct. The coordinator ensures the complainant's equal access to SWCC's programs and activities and also ensures that the complainant is protected.

**Who is SWCC’s Title IX Coordinator?** Jolene Griffith, Title IX coordinator, Southwestern Community College, 1501 W. Townline St., Creston, IA 50801, 641.782.1456 or 800.247.4023, ext. 456.

**Sexual Assault**
If a sexual offense occurs, a victim should immediately relocate themselves to a place of safety and contact the appropriate Southwestern Community College employee or local law enforcement agency. It is extremely important to report the incident in a timely manner. Southwestern Community College personnel will assist the victim in notifying local law enforcement authorities, if the victim requests the assistance of these personnel. The victim has the option to notify law enforcement authorities, be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses, and decline to notify such authorities.
Calling the police or reporting a sexual offense to a College staff member does not necessarily commit a victim to pressing charges against the alleged assailant. The choice to pursue charges or obtain a protection order can be made at a later date; however, it is extremely important to report the incident in a timely manner.

Filing a police report can be done by contacting the local law enforcement agency. The Creston Police Department has a non-emergency number of 641.782.8402. The Osceola Police Department has a non-emergency number of 641.342.2121. The Red Oak Police Department has a non-emergency number of 712.623.6500. (Please note, a police report or notification of a sexual offense can be made in an emergency situation by calling 911.) A police report will require a statement regarding the offense. If possible, bring any evidence (journal, log, photos, witnesses, etc.) and provide as much information as clearly possible. A police report is a way to document a sexual offense and creates an official record which may be used as evidence in a criminal or civil case.

Southwestern Community College does not have the authority to offer protective orders. Victims will be informed of the available options to obtain a protective order, if they choose to do so. The first step in filing a protective order is to contact the local law enforcement agency.

Time is a critical factor for evidence collection and preservation for proof of a criminal offense. Victims are encouraged to immediately visit the local emergency room for evidence collection. Victims should preserve all forms of evidence; thus, it is suggested that victims not change clothing, shower, or use the toilet prior to obtaining a medical exam.

The college will preserve confidentiality to the extent possible and allowed by law. The college does not employ counseling employees subject to confidentiality. An individual may request confidential reporting of a crime to a responsible employee; however, it is the duty of the responsible employee to report the names of individuals involved as well as relevant facts regarding the alleged incident (including date, time, and location) to the Educational Equity (Title IX) Coordinator. If the student requests confidentiality, the Educational Equity (Title IX) Coordinator will make every effort to respect this request and will evaluate the request in the context of the college’s responsibility to provide a safe and nondiscriminatory environment for all students.

In cases of an alleged sexual offense in which either the accused or accuser are students, Southwestern Community College will comply with reasonable requests to change an academic situation. Assistance with generating requests may be requested from student services.

Students who are either the accused or the accuser are entitled to submit a request for support or directions in changing living situations for on-campus housing.

Students who are either accused or the accuser are entitled to submit a request for support or directions in changing academic schedules for coursework on campus.

Reports of sexual offenses will be promptly, fairly, and impartially investigated in accordance with the procedures stated in Administrative Procedure A 25, Policy Prohibiting Discrimination, Harassment and Bullying, and conducted by college officials who have received appropriate training. The standard of evidence to be used by the college in making a determination as to whether a sexual offense occurred in violation of this policy is preponderance of the evidence (whether a
A policy violation is more likely than not). Disciplinary actions for sexual offenses will occur following a complete investigation from an on-campus disciplinary proceeding in which a violation of this policy is found. Actions which may be taken following investigation of a complaint include, but are not limited to:

A. The complaint may be dismissed for lack of merit.
B. The complaint may be resolved with all parties involved.
C. Sanction(s) may be imposed.
D. Possible sanctions may include:
   1. Indefinite suspension
   2. Disciplinary suspension
   3. Disciplinary probation with conditions
   4. Termination from employment (as applicable)
E. If sanctions are imposed, the parties involved (accused or accuser) have the right to appeal according to the appeal procedures following:
   1. For students, refer to the SWCC Student Handbook under the section entitled Student Conduct, Discipline and Appeals Procedure.

For employees, a meeting will be scheduled with the employee’s immediate supervisor, the director of human resources, and/or other designated college representative(s) to present the findings and the subsequent disciplinary action as a result of such findings. College administration may choose, but is not obligated, to utilize an oral or written warning, a suspension with or without pay, involuntary transfer or other forms of discipline as deemed appropriate by administration. For employees covered under Iowa Code, Chapter 279, such rules shall apply.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

Compliance with this statement does not constitute a violation of The Family Educational Rights and Privacy Act.

The outcome of a disciplinary proceeding means only the institution’s final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Other remedial or protective measures may also be implemented as appropriate.

Any retaliatory action or behavior taken toward an alleged victim or other individual as a consequence of his or her decision to report a violation under this policy or pursue or participate in related proceedings is prohibited and may result in disciplinary action.

An individual who reports that he/she has been a victim of domestic violence, dating violence, sexual assault, stalking, or sexual harassment, whether the offense occurred on or off campus, shall be provided with a written explanation of his/her rights and options, as described above.

These guidelines shall be construed to be consistent with the requirements of the Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013 including the Campus Sexual Violence Act, and other applicable law.
Security Awareness Programs for Students and Employees
During student orientation, students are informed of services offered by the Creston Police Department. Video, oral, and slide presentations outline ways to maintain personal safety. During student housing orientation, students are informed of services offered by the Creston Police Department. Video, slide, and oral presentations outline ways to maintain personal safety and residence hall safety. Students are told about crime on campus and in surrounding neighborhoods.

The Human Resources office distributes an “Annual Notification of Policies” to all employees that includes a statement on Safety and Security. Upon hire, and periodically thereafter when updates are made, employees are provided a copy of the Emergency Procedure Guide, which includes general talking points related to safety, general procedures for response to emergencies, and information about SWCC’s Crisis Team. During employee orientation, and periodically thereafter, employees are informed of the process to enroll in the emergency notification system (e2Campus) and are informed of the emergency alert sounds. Maintenance and housekeeping personnel carry radios that can be used to report suspicious activity and communicate during an incident.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Crime Prevention
Southwestern Community College encourages students and employees to be responsible for their own safety and that of others. Local law enforcement officials are invited to facilitate a variety of educational programming for students and employees, including tips on how to protect themselves and others from crime.

Information regarding campus security is distributed to students and employees once a year in an annual compliance email. Students and employees receive this email from the dean of student services.

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

In developing responsible student conduct, disciplinary proceedings serve to enhance the basic academic functions of counseling, guidance, and admonition. Educational institutions have a duty and teaching authority to protect their educational purpose through the setting of standards of scholarship and conduct for students who attend them and through the regulation of the use of institutional facilities.
The administration of discipline allows for procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied.

Students, like other members of the academic community, are expected to conduct themselves in accordance with the standards and regulations designed to perpetuate and protect the educational purposes of the institution.

By voluntary enrollment at Southwestern, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Southwestern in its educational functions and processes.

Failure to conduct themselves in the manner described herein may result in either one or both of the following types of disciplinary action:

1. That which is immediately required for maintenance of the safety of persons and property, academic freedom, or an effective learning environment, in no case shall such action be taken exceed in severity the requirements of the immediate situation.
2. That which results from a formal complaint or grievance or charge of misconduct.

**Jurisdiction of the Student Conduct Policy**

The student conduct, discipline, and appeals procedure applies to conduct that:

1. occurs on college property, at sponsored activities, at clinical sites, attendance centers, or any college facility.
2. occurs off-campus and adversely affects the community and/or the pursuit of the college’s educational mission
3. may occur before classes begin, or after classes end, as well as during the academic year and during periods between terms of actual enrollment.
4. may occur during a period in which a student elects to withdraw from school while a disciplinary matter is pending.

The dean of student services shall decide whether the student conduct policy shall be applied to conduct occurring off-campus, on a case-by-case basis.

**Standards of Conduct Expected of Students**

The institution has no obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his/her education or do not interfere with the rights of others or the administration of an orderly college environment. Disciplinary proceedings should be instituted only for violations of the code of conduct formulated with student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations which are available in the student services office.

The following code of conduct and appeals mechanism is designed to protect the rights of persons involved, be in conformity with the spirit of due process, and shall be required for the imposition of any sanction. When a student feels
that he/she has been subjected to unjust action or denied his/her rights by a member of the academic community, he/she can seek redress according to the procedures herein.

**Reporting Student Misconduct**

Any complaint of alleged misconduct made against a student by another student, faculty member, staff member or administrator shall be filed with the dean of student services who shall be responsible for administration of these procedures. The following procedures are to be followed in cases arising from complaints of misconduct:

A. Complainant shall sign a statement specifying the time, place, and nature of the alleged misconduct.

B. The dean of student services shall inform the accused of misconduct for the purpose of advising him/her of the complaint, possible sanctions imposed, and his/her rights under college regulations and state laws.

C. The dean of student services shall be charged with investigating the facts of the complaint.

D. At this point, the dean of student services may take any of the following actions:
   1. Dismiss the complaint for lack of merit.
   2. Inform the Title IX coordinator of an alleged event/s of misconduct. The Title IX coordinator may:
      a. Dismiss the complaint for lack of merit.
      b. Investigate the alleged event/s of misconduct
   3. Develop a resolution agreed upon by all parties involved.
   4. Impose sanction(s).

E. If sanctions are imposed by the dean of student services, the accused student has the right to appeal according to the appeal procedures outlined in the section titled “Rights and Responsibilities of the Accused During the Appeal Process.”

**Offenses**

Offenses prohibited by this policy may include, but are not limited to, the following:

1. Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college; forgery, alteration, or misuse of college documents, records, or any other assignment without authorization; knowingly using, purchasing, selling, stealing, transporting, or soliciting any portion of any test without permission of the instructor; substituting for another student, or permitting another person to substitute for oneself in taking an examination or test, or providing the work for an assigned project.

2. Failure to comply with a proper order or summons by a properly identified college official who is acting within the scope of his/her authority or office.

3. Disruption of the orderly process of the college, including unauthorized entry into, obstruction of, or occupation of any college room, building, or area of the college.

4. Threatening, unduly harassing, physically abusing, injuring, or endangering in any manner the health and safety of any person on the campus or at any college-sponsored or supervised function. This includes stalking and/or assault when any act is intended to place another in fear of physical
contact which will be painful, injurious, insulting, or offensive, or any act wherein a dangerous weapon or object is pointed at or displayed in a threatening manner toward another. This also includes the possession or use of firearms, weapons, explosive or dangerous chemicals.

5. Theft, burglary, breaking and entering, willful destruction, damage or misuse of any property belonging to or in the possession of the college or of property belonging to any person on campus or at any college sponsored or supervised function.

6. Possession or consumption of any alcoholic beverage on property owned or controlled by the college. If alcoholic beverages are served at a function (not held on campus), it is the duty and responsibility of the sponsoring organization to provide adequate supervision and to ensure full compliance with all applicable civil laws pertaining to consumption and possession of alcoholic beverages.

7. Possession, use, or furnishing of drugs and controlled substances, including the use of inhalants, on Southwestern Community College owned property, or at any scheduled sponsored or supervised function, except when lawfully prescribed pursuant to medical or dental care.

8. Disorderly conduct, lewd, indecent, or obscene conduct, abetting or procuring another to breach the peace on Southwestern Community College owned property or at any sponsored or supervised functions.

9. Operating a motorized or non-motorized vehicle recklessly.

10. Engaging in a false alarm by verbally reporting one or by tampering with an alarm system or safety equipment. Such alarms here shall include but not be limited to fire, tornado, or bomb threat.

11. Trespass such as entering upon or in college property without justification or without implied or actual permission of college authorities with intent to commit a public offense or to use, remove, alter, damage, or place thereon anything animate or inanimate, or entering or remaining on the property after being requested to vacate the property, or entering upon or in the college property for the purpose of unduly interfering with the lawful use of the property by others.

12. Gambling, except in legally licensed gambling activities.

13. Engaging in disorderly conduct such as fighting or other violent behavior on college property (including residence halls) or at college sponsored events, or making loud and raucous noise in the vicinity of the college, or at college sponsored events which cause unreasonable distress to the occupants or participants thereof.

14. Violation of the law in a way that affects the institutional community's pursuit of its properly defined educational purposes.

15. Disruption of classes or labs, in or outside of class, as determined by the instructor or supervisor of such class or lab.

16. Misuse of email/Internet, and/or violation of the computer conduct code.

17. Harassment through communications or conduct that is based on a person's race, color, national origin, sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), disability, age in employment, sexual orientation, gender identity, genetic information, creed, religion, veteran status, associational preference and actual or potential parental, family or marital status that has the purpose or effect of unreasonably interfering with a person's
employment or education experience or created an intimidating, hostile, offensive working, educational or living environment. Sexual offenses alleged to have been committed by students will be handled in accordance with the procedures stated in Administrative Procedure A34, Sexual Offenses.

18. To assemble with any other person and participate in the violent and forceful violation of any of the offenses contained in this code.

19. Possession of stolen goods.

20. Arson: Causing fire or explosion with the intent to damage or destroy property or with the knowledge that property will probably be destroyed.

21. Willful, indecent exposure where there are persons to be offended or affronted thereby.

22. Telephone usage: Unauthorized use of another person’s authorization code, using the college’s phones for unauthorized personal calls, and/or making obscene or harassing telephone calls.

23. Disturbing the peace and good order for SWCC and the community by intoxication, or other unseemly behavior.

24. Inappropriate content posted in a social media forum that violates the Student Code of Conduct, or official college policy, will be reviewed by college administration and may result in sanctions.

25. Any other conduct prejudicial to a sound education environment and in keeping with the values of the college community.

Sanctions
Disciplinary action which may be taken includes expulsion, suspension, disciplinary warning, disciplinary probation, or sanctions at the discretion of the dean of student services.

1. Expulsion means that the student is permanently dismissed from the college.

2. Suspension: This sanction is one of involuntary separation from Southwestern Community College. This suspension may be immediate if the violation is of such magnitude that it disrupts the educational atmosphere of the college. The student shall not return to the college without making a written request to the Vice President of Instruction and requesting readmission. The student shall not be able to request re-admission unless a minimum of six months' time has elapsed from the date of suspension.

3. Disciplinary probation means that further violation may result in a more severe penalty, such as recommendations of suspension or expulsion. The dean of student services will set the duration of probation. Probation may include specific restrictions and/or requirements.

4. Disciplinary warning is a written notice sent to the student indicating that further violations may lead to more serious sanctions.

5. Cases may arise in which certain forms of sanctions may be imposed other than those listed.
Appeal
The student has the right to appeal in all cases. An appeal from any decision by the initial hearing level must be made in writing by the student to the appropriate appeal level within three days of the decision. Upon receiving a written appeal, the dean of student services will arrange a hearing with the appropriate panel of college employees and make appropriate notifications of the hearing.

Waiving the Right to a Hearing - A student waives the right to a hearing through failure to appeal an imposed sanction within designated time limits.

Rights and Responsibilities of the Accused During the Appeals Process
The accused has the following rights and responsibilities:

Prior to Hearing:
1. To be sent written notice of the charge(s) and the alleged act upon which the charge is based.
2. To be considered innocent until proven guilty by a preponderance of the evidence.
3. The hearing shall be held in closed session unless all involved parties requests, in writing to the dean of student services that it be open (two business days prior to the start of the hearing).
4. To select representation in the disciplinary matter such as a college advisor or administrator. The name and title of the selected representative must be provided two business days in advance of the hearing to the dean of student services. The college reserves the right to have an advisor of equal peer to that of the student organization.

The complainant and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

5. To be informed of the time, place, and format of hearing. The hearing will be held no sooner than five school days after notification of the charges. Under exceptional circumstances, changes in the hearing date may be granted by the dean of student services.
6. To participate fully in the established judicial program when charged with a violation of the college code of student conduct.
7. To respond promptly to all delivered correspondence in order to expedite judicial matters and result in the most efficient application of the adjudication process.

Notice of the charges will be considered to have been delivered if written notice has been sent to current local address of the charged as provided to the college admissions and registrar’s office by the student. Thus, failure to notify the college of change of address or file proper address data could result in a hearing being held in absentia.

The accused has the following rights and responsibilities:

During the Hearing:
1. To have previously identified representation of choice present with the understanding that the representative may not participate in the proceedings.
2. To remain silent about an incident in which the accused is a suspect on the basis of self-incrimination.
3. To present witnesses and any information relevant to the case.
4. To present written statements or depositions which may be taken from person(s) who are unable to attend hearings.
5. To hear all witnesses and have access to all relevant information and evidence.

The college is entitled to challenge hearing members for a cause. Removal of a panel member will be at the discretion of remaining panel members.

To the extent permitted by law, it is the policy of all hearing agents that statements, evidence, or comments given during the hearing will be held in strictest confidence by members of the hearing body and its advisor(s), or any other individuals involved in a hearing or hearing appeal. No statements will be made to the general public by members of the hearing body before or during the hearing, or before, during, or after deliberation. In all hearings, at all levels, no individual will be required to offer evidence which may be self-incriminating. All hearings will be recorded. Records of all proceedings are kept in the office of student services.

The burden of proof, a preponderance of the evidence, rests upon the official bringing the charge.

The hearing will be administrative in nature, and will not be governed by formal rules of evidence or procedure.

**After the Hearing:**
1. To have the results of the disciplinary matter presented in writing to the accused and accuser within a reasonable time of the decision of the hearing body. All judicial actions will be specified. Both the complainant and the accused shall be informed of the outcome of the campus disciplinary proceeding in which they are involved.
   A. If the hearing was closed, the decision of the hearing body and any recommended sanctions will be available only to the students or organization involved and the appropriate college officials.
   B. If the hearing was open, the decision of the hearing body and any recommended sanctions will be available to interested individuals for a reasonable time after the hearing.

**STUDENT RIGHTS**

**Privileges and Responsibilities**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry, free expression, and assembly are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment, and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community.
Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all the members of the academic community. The purpose of this statement is to enumerate the essential provisions for students’ freedom to learn.

**Campus Expression**

1. Discussion and expression of all views are permitted within the institution, subject to requirement for maintenance of order and to comply with the laws of the State of Iowa and of the United States.
   A. Support of any cause by orderly means, which do not disrupt the operations of the institution, is permitted.
   B. Interference with entering or leaving institutional facilities, interruption of classes, or damage of property are acts disrupting the operation of the institution.
   C. Even though remedies are available through local enforcement bodies, the institution may choose to impose its own disciplinary sanctions.

2. Students and campus organizations may invite and hear persons of their own choosing, subject to the Board of Directors’ policy for use of institutional facilities and Southwestern Community College, state, or federal guidelines.

3. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student participation in the formulation and application of institutional policy affecting academic and student affairs.

4. The role of the student government and its responsibilities shall be made explicit.

5. On questions of educational policy affecting students, students may be entitled to participate.
   A. Faculty-student committees may be created to consider questions of policy affecting student life.
   B. Students shall be designated as members of standing and special committees concerning curriculum, discipline, and other matters of direct student concern.

**Exercise of the Rights of Citizenship**

Southwestern Community College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy. As members of the academic community, they are also subject to the obligations which accrue to them by virtue of this membership.

**In the Classroom**

The instructor in the classroom should encourage free discussion, inquiry, and expression where appropriate. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters related to academic standards.
1. PROTECTION OF FREEDOM OF EXPRESSION
Students should be free to take exception to the data or views offered in any course of study and to reserve judgment concerning courses and matters of opinions, but they are responsible for learning the content of any course of study for which they are enrolled.

2. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION
Orderly procedures are available for students to appeal academic decisions which they find to be unfair or prejudiced. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

3. PROTECTION AGAINST IMPROPER DISCLOSURE
Information about student’s views, beliefs, and political associations which instructors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential to the extent provided by law. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, with the knowledge and consent of the student or when given in a professional context or as otherwise provided by law.

STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading or violation of the student’s privacy rights. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

» School officials with legitimate educational interest;
» Other schools to which a student is transferring;
» Specified officials for audit or evaluation purposes;
» Appropriate parties in connection with financial aid to a student;
» Organizations conducting certain studies for or on behalf of the school;
» Accrediting organizations;
» To comply with a judicial order or lawfully issued subpoena;
» Appropriate officials in cases of health and safety emergencies;
» State and local authorities, within a juvenile justice system, pursuant to specific State law; and
» As may be otherwise provided by law.

Directory Information
Southwestern Community College may disclose, without consent, “directory” information, which includes:

» Student’s name
» Address
» Telephone listing
» Electronic mail address
» Photograph
» Date and place of birth
» Major field of study
» Enrollment status
» Dates of attendance
» Grade level
» Participation in officially recognized activities and sports
» Weight and height of members of athletic teams
» Degrees, honors, and awards received
» The most recent educational agency or institution attended
» Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

Any student objecting to his or her directory information being made public must file notice of such objection with the registrar’s office.

For additional information, the student may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, 800.USA.LEARN, 800.872.5327 (voice)

Individuals who use TDD may call 800.437.0833.

Educational Records
The official academic records of enrollment for credit earned by a student at Southwestern Community College shall be retained in perpetuity. All student record documents, which are used to create, update, and support the accuracy of the official academic transcript, veterans’ records, and placement records shall
be retained for three years after a student’s last enrollment. These documents may then be destroyed in the manner most appropriate. All student financial aid records will be retained three years following the end of the fiscal year for which funds were last awarded. No records may be preserved beyond graduation or other final departure from the Institution except:

A. Academic records subject to the limitations of nondisclosure  
B. Financial records of continuing obligations  
C. Medical and psychiatric records subject to normal rules for privileged information  
D. Financial aid records  
E. Any other records deemed appropriate for retention by the college

The student has the right to inspect and review his/her educational records. The registrar’s office at Southwestern has been designated to coordinate the inspection and review of such records. The student must make a written request to the registrar’s office to inspect records. Only education records covered by the “Family Rights and Privacy Act of 1974 as Amended” will be made available within 45 days of the receipt of the written request. Educational records do not include records of instructional, administrative, and educational personnel, which are in the sole possession of the maker, are used as a personal aid, and are not accessible or revealed to any individual except a temporary substitute; records of the Security Office; student health records; employment records; and alumni records. Health records however, may be reviewed by physicians of the student’s choosing. The student has the right to request and receive a response that explains or interprets his/her education records. A student may challenge the accuracy of records maintained by the college on the grounds the records are inaccurate, misleading, or otherwise violate the privacy or other rights of the student.

**Records Appeal**

The college has established the following procedures to provide an opportunity for the student to correct or delete inaccurate records, or to insert a written explanation of record content:

1. Discuss the issue first with the individual staff person who established or maintains the records. Presumably most issues can be resolved at this level.
2. If a satisfactory resolution cannot be reached, the student should submit the question to the dean of student services who will investigate and respond in writing.
3. If the decisions are in agreement with the student’s request, the appropriate records will be amended.
4. If the decisions are not in agreement, the student will be notified within a reasonable period of time that the records will not be amended; and the student will be informed by the dean of student services of his/her right to formal hearing.

Student requests for a formal hearing must be made in writing to the vice president of instruction, who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice.
The Academic Review Committee will be the hearing panel. Decisions of the hearing panel will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered, in writing, to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel. If the decision is unsatisfactory to the student, the student may comment on the information in his/her educational records.

The student’s written comments should set forth any reasons for disagreement with the decision of the hearing panel. The statements will be placed in the student’s educational records and released when the records in question are disclosed. A student who believes that the adjudication of his/her challenge was unfair, or not in keeping with the provisions of the Act may request in writing as a final appeal, assistance from the president of the college. Students who believe their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the alleged failure of Southwestern to comply with the Act.

APPEALS PROCESSES

Academic Accommodations Appeal

Students with disabilities who disagree with the accommodation decision or denial of an accommodation, may receive a review of their complaint as follows:

1. The complainant should submit a letter to the director of student development that clearly and specifically sets forth the nature of the complaint. The submission of the complaint shall be made within 5 working days following the incident. The director shall investigate the circumstances of the complaint and shall attempt to resolve the complaint and render a decision within five working days.

2. If the complainant is unsatisfied with the director’s decision, he/she may appeal to the Dean of Student Services. The Dean of Student Services will review the decision. The Dean of Student Services will meet with the Director of Student Development and the complainant to resolve the issue within 5 working days.

3. If a resolution is not reached or is not practical through this initial process, the complainant shall meet with the Educational Equity Coordinator. The Educational Equity Coordinator shall provide the appropriate grievance procedure. The complainant may also file a complaint and seek remedy at any time through the Iowa Civil Rights Commission, the Regional VII Office of Civil Rights, or other appropriate agencies.

Educational Equity

Inquiries or grievances related to the Educational Equity Policy may be directed to Jolene Griffith, Educational Equity and Title IX Coordinator, Southwestern Community College, 1501 W. Townline St., Creston, IA 50801, 641.782.1456 or 800.247.4023, ext. 456 or TitleIXCoordinator@swcciowa.edu; or the Office for Civil Rights (Midwestern Division), U.S. Department of Education, Citigroup
Academic Formal Student Complaint Process

Southwestern Community College maintains a process to resolve student complaints/grievances and Formal Complaint Log. The procedure for resolving a complaint/grievance includes the following steps:

1. Students with a complaint/grievance are encouraged to seek resolution informally by working directly with an instructor, counselor, advisor, immediate supervisor, or the individual involved.
2. If the complaint/grievance is not resolved informally the student with the complaint/grievance may seek formal resolution by submitting the complaint/grievance in writing to the dean of student services.
3. The dean of student services will review the complaint/grievance and arrange a meeting with all appropriate parties. The meeting will take place within 10 school days after the formal complaint/grievance has been received.
4. If the complaint/grievance is not resolved during the meeting with the dean of student services and all parties involved, the complaint/grievance will be directed to the Academic Review Committee.
5. The Academic Review Committee Chair will convene a meeting with all parties involved within 10 days of receiving the complaint. The Academic Review Committee will listen to all parties, review all relevant facts, and offer a final resolution to the complaint/grievance.
6. Following the Academic Review Committee meeting, the dean of student services will inform all students of the resolution. The resolution of the Academic Review Committee is final.

A formal complaint/grievance does not include complaints from parents, employers or the general public. The Master Log will be maintained in the office of the dean of student services.

In cases where other complaint procedures are prescribed for the processing of a specific type of complaint, those procedures will be followed in lieu of these general complaint procedures.

Academic Formal Student Complaint Procedure

The Master Formal Complaint Log will be maintained in the office of Dean of Student Services.

A formal student complaint is defined as the following:

1. Is in writing
2. Is signed and dated by the student
3. Is sent to or delivered to the college president, the vice president for instruction, the assistant vice president of instruction, or the dean of student services.
4. A formal complaint does not include complaints from parents, employers or the general public.
5. The Master Log will be maintained in the office of the dean of student services.
6. Within fifteen working days of receiving the written complaint a copy of the complaint will be given to the dean of student services.
7. The dean of student services will assign the complaint to the appropriate supervisor who will investigate, evaluate and give proper disposition of the complaint.
8. The dean of student services will log the complaint in the Formal Complaint Log.
9. The Formal Complaint Log will be maintained in hard copy for ten years.
10. Once each semester the dean of student services will share the contents of the log with Cabinet.
11. Cabinet will review the disposition of complaints and determine if any undesirable patterns exist and make necessary recommendation for change.
12. Students will be informed of the Formal Complaint Procedure through the Student Handbook and orientation.

The Iowa Department of Education recognizes that community colleges have processes in place to resolve complaints. Before a complaint is filed with the Iowa Department of Education, the complainant must attempt to resolve the matter with the school. If the matter cannot be resolved, a complaint may be filed with the Division of Community Colleges. Complaints must be filed within one year of the student’s last recorded date of attendance. Information regarding filing a complaint with the Iowa Department of Education is located on their website at https://www.educateiowa.gov/iowa-community-college-complaint.

**Grade Appeal Process**

Students are responsible for maintaining the standards of academic performance established by the instructor for each course in which they are enrolled. However, a student may appeal a final grade that he/she feels is unfair. This appeal must be initiated by the student and must proceed in the following manner:

**Informal Grade Appeal**

The steps in this sequence must be followed before a formal appeal is initiated and should begin as soon as possible following the date of issue of college grade reports. An informal appeal must be initiated no later than 10 regular school days into the regular college term following the enrollment period for which the challenged grade was issued.

1. Confer with the instructor who issued the challenged grade to ascertain and/or reaffirm the method for grade determination. If the matter is not resolved at this point, the student may then proceed to Step 2.
2. Confer with department chair. The department chair will confer with the instructor and the student and render an opinion to the student. Should the department chair be the instructor who issued the disputed grade, the vice president of instruction shall appoint
another instructor to confer with the student and the instructor who issued the grade.
3. Confer with the director of student development. It is understood that the director will initiate a closed meeting between the student and instructor, and act in a mediating role to ensure that no misunderstanding exists regarding the grading policy of the instructor. If the matter is not resolved at this point, the student may then initiate a formal appeal to the Academic Review Committee.

**Formal Grade Appeal**
The formal appeal for grades must be initiated by the student no later than 15 regular school days into the regular college term following the enrollment period for which the challenged grade was issued.

1. The formal appeal shall be a request for a hearing before the Academic Review Committee. It must be in writing and must fully state the basis for the grade challenged, by identifying the reason or reasons the student feels the grade is unwarranted. The written appeal shall be originally filed with the dean of student services.
2. The formal appeal shall be presented to the chairperson of the Academic Review Committee who will set a hearing date in consultation with other members of the Academic Review Committee.
3. The student making the appeal and the instructor who issued the grade shall be informed in writing of the time and place of the hearing. At least five (5) school days’ notice must be given to the parties affected to insure an opportunity to prepare for the hearing.
4. The student initiating the formal appeal has the responsibility for presenting the case before the Academic Review Committee and forfeits rights of appeal by not doing so. It is understood that any person may assist the student making the appeal and the instructor who issued the challenged grade at the time of the hearing.
5. During the hearing, both the student making the appeal and the instructor who issued the challenged grade shall be given the opportunity to testify and present evidence and witnesses. Each shall have the opportunity to hear and question adverse witnesses.
6. The Academic Review Committee decision shall be based solely on the evidence introduced at the hearing.
7. The burden of proof to show that the challenged grade was unwarranted rests with the student.
8. After hearing the appeal, the Academic Review Committee shall decide either to reject the appeal or to uphold it. The office of the dean of student services will be notified of the decision in writing by the Academic Review Committee chair person, who in turn will notify the appellant and the instructor who issued the challenged grade. Should the appeal be upheld, the committee and the instructor shall re-examine the student’s coursework and recommend a grade. The vice president of instruction shall then meet with the instructor and the student individually or collectively and direct the instructor to change the grade. If the instructor declines to make the change, the vice president of instruction shall authorize the registrar to change the grade.
9. If the matter is not resolved at this point, a student who wishes to pursue the grade appeal beyond the jurisdiction of the Academic Review Committee may submit a written appeal within five (5) days to the vice president of instruction. The facts will be reviewed to determine if the student’s due process was protected and then render a final decision.

Parking and Traffic Violation Appeal
Any student who receives notification of a violation and has a penalty assessed, may request an administrative hearing. Such requests must be made in writing within seven days of the alleged violation. The appeal procedure and form will be part of the ticket.

When properly requested, the hearing will be held within seven working days. A written decision will be issued within five working days after the administrative hearing. This decision will be final. Appeals should be directed to the dean of student services.

Residency Status Appeal
The decision of the residency status of a student for admission, tuition, and fee purposes may be appealed to the Academic Review Committee. If the matter is not resolved at this point, a student may submit a written appeal within five days to the dean of student services. The facts will be reviewed to determine if the student’s due process was protected and then render a final decision.

Student Conduct Appeal
The student has the right to appeal in all cases. An appeal from any decision by the initial hearing level must be made in writing by the student to the appropriate appeal level within three days of the decision. Upon receiving a written appeal, the dean of student services will arrange a hearing with the appropriate panel of college employees and make appropriate notifications of the hearing.

Waiving the Right to a Hearing - A student waives the right to a hearing through failure to appeal an imposed sanction within designated time limits.

Rights and Responsibilities of the Accused During the Appeals Process
The accused has the following rights and responsibilities:

Prior to Hearing:
1. To be sent written notice of the charge(s) and the alleged act upon which the charge is based.
2. To be considered innocent until proven guilty by a preponderance of the evidence.
3. The hearing shall be held in closed session unless all involved parties requests, in writing to the dean of student services that it be open (two business days prior to the start of the hearing).
4. To select representation in the disciplinary matter such as a college advisor or administrator. The name and title of the selected representative must be provided two business days in advance of the hearing to the dean of student services. The college reserves the right to have an advisor of equal peer to that of the student organization.

The complainant and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
5. To be informed of the time, place, and format of hearing. The hearing will be held no sooner than five school days after notification of the charges. Under exceptional circumstances, changes in the hearing date may be granted by the dean of student services.

6. To participate fully in the established judicial program when charged with a violation of the college code of student conduct.

7. To respond promptly to all delivered correspondence in order to expedite judicial matters and result in the most efficient application of the adjudication process.

Notice of the charges will be considered to have been delivered if written notice has been sent to current local address of the charged as provided to the college admissions and registrar’s office by the student. Thus, failure to notify the college of change of address or file proper address data could result in a hearing being held in absentia.

The accused has the following rights and responsibilities:

**During the Hearing:**

1. To have previously identified representation of choice present with the understanding that the representative may not participate in the proceedings.
2. To remain silent about an incident in which the accused is a suspect on the basis of self-incrimination.
3. To present witnesses and any information relevant to the case.
4. To present written statements or depositions which may be taken from person(s) who are unable to attend hearings.
5. To hear all witnesses and have access to all relevant information and evidence.

The college is entitled to challenge hearing members for a cause. Removal of a panel member will be at the discretion of remaining panel members.

To the extent permitted by law, it is the policy of all hearing agents that statements, evidence, or comments given during the hearing will be held in strictest confidence by members of the hearing body and its advisor(s), or any other individuals involved in a hearing or hearing appeal. No statements will be made to the general public by members of the hearing body before or during the hearing, or before, during, or after deliberation. In all hearings, at all levels, no individual will be required to offer evidence which may be self-incriminating. All hearings will be recorded. Records of all proceedings are kept in the office of student services.

The burden of proof, a preponderance of the evidence, rests upon the official bringing the charge.

The hearing will be administrative in nature, and will not be governed by formal rules of evidence or procedure.
After the Hearing:
1. To have the results of the disciplinary matter presented in writing to the accused and accuser within a reasonable time of the decision of the hearing body. All judicial actions will be specified. Both the complainant and the accused shall be informed of the outcome of the campus disciplinary proceeding in which they are involved.
   a. If the hearing was closed, the decision of the hearing body and any recommended sanctions will be available only to the students or organization involved and the appropriate college officials.
   b. If the hearing was open, the decision of the hearing body and any recommended sanctions will be available to interested individuals for a reasonable time after the hearing.

Student Records Appeal
The college has established the following procedures to provide an opportunity for the student to correct or delete inaccurate records, or to insert a written explanation of record content:
1. Discuss the issue first with the individual staff person who established or maintains the records. Presumably most issues can be resolved at this level.
2. If a satisfactory resolution cannot be reached, the student should submit the question to the dean of student services who will investigate and respond in writing.
3. If the decisions are in agreement with the student’s request, the appropriate records will be amended.
4. If the decisions are not in agreement, the student will be notified within a reasonable period of time that the records will not be amended; and the student will be informed by the dean of student services of his/her right to formal hearing.

Student requests for a formal hearing must be made in writing to the vice president of instruction, who, within a reasonable period of time after receiving such requests, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice.

The Academic Review Committee will be the hearing panel. Decisions of the hearing panel will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered, in writing, to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel. If the decision is unsatisfactory to the student, the student may comment on the information in his/her educational records.

The student’s written comments should set forth any reasons for disagreement with the decision of the hearing panel. The statements will be placed in the student’s educational records and released when the records in question are disclosed. A student who believes that the adjudication of his/her challenge was unfair, or not in keeping with the provisions of the Act may request in writing as a final appeal, assistance from the president of the college. Students who believe their
rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, concerning the alleged failure of Southwestern to comply with the Act.
COLLEGE OPERATING HOURS

Administrative Offices
7:30 a.m.-5 p.m.
7 a.m.-4:30 p.m. (summer)

Business Office
7:30 a.m.-5 p.m.
7 a.m.-4:30 p.m. (summer)

Library
7 a.m.-9 p.m. (Monday-Thursday)
7 a.m.-5 p.m. (Friday)
4-8 p.m. (Sunday, September-April)
7 a.m.-4:30 p.m. (summer, Monday-Friday)

Spartan Café
7 a.m.-7 p.m. (Monday-Friday)
4-7 p.m. (Sunday)

Student Services
(Admissions, advising, registrar, financial aid, assessment, Educational Talent Search, and Student Support Services)
7:30 a.m.-5 p.m.
7 a.m.-4:30 p.m. (summer)

Student Center
7 a.m.-9 p.m.
7 a.m.-4 p.m. (summer)

SWCC Shoppe
7:30 a.m.-4:45 p.m.
7:30 a.m.-4:15 p.m. (summer)

Red Oak Center
7 a.m.-8 p.m. (Monday, Tuesday, Thursday)
7 a.m.-5 p.m. (Wednesday)
7 a.m.-4 p.m. (Friday)

Osceola Center
7 a.m.-8:30 p.m. (Monday-Thursday)
7 a.m.-4 p.m. (Friday)


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