

2018-2019

ADVANCED TECHNOLOGY PROGRAMS

Student Policy Manual



Advanced Technology Student Handbook

The Advanced Technologies Student Policy Manual is designed to supplement the Indian Hills Student Handbook. In no fashion is the Advanced Technologies Student Policy Manual intended to substitute for or supersede procedures and policies stated in the Indian Hills Student Handbook. It is the responsibility of students to read and familiarize themselves with the contents of both publications. Failure to do so will not relinquish them of obligations and expectations outlined within each document.

The policies and procedures addressed in this booklet apply to students from all programs enrolled in any Advanced Technologies course.

Mission:

Indian Hills Community College changes lives by inspiring learning, diversity, social enrichment, and regional economic advancement.

Values:

- Academic Excellence and Student Success
- Integrity, Relationships, and Teamwork
- Acceptance, Inclusion, and Accessibility
- Tradition and Culture
- Innovation and the Future

Non-Discrimination Statement

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the 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.).

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5108, hrequity@indianhills.edu; Dean, Student Affairs (students), (641) 683-5159, studentsequity@indianhills.edu; Dean, Learning Services (students with disabilities), (641) 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730- 1576.

Disability Services/Accommodations

Individuals with disabilities who require accommodations or special services should contact IHCC Disability Services for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment.

Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner.

Students should contact the Ottumwa Disabilities Center by calling 641-683-5749. Centerville students should contact the Academic SUCCESS Center at 641-856-2143, ext. 2214 or email disabilityservices@indianhills.edu.

Accreditation

Indian Hills Community College is a public post-secondary institution accredited by the Higher Learning Commission and is a member of the Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800)621-7440.

Indian Hills Community College is also accredited by the State of Iowa, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515)281-8260.

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Introduction

The Advanced Technologies Division of Indian Hills Community College is dedicated to serving the wide range of students who take classes in the division. We recognize that most of our students attend to complete a terminal degree and obtain employment after graduation, some will pursue further education and others will attend simply for increased knowledge in their areas of interest. This is fulfilled through a curriculum combining traditional (classroom and lab work) and nontraditional delivery (i.e. distance-learning, online-learning, service-learning) forms that enable students:

- 1) To think critically and creatively;
- 2) To communicate effectively, both orally and in writing;
- 3) To use mathematics, science and technologies appropriate to the student's field or interest;
- 4) To recognize and appreciate historical, cultural, artistic, and/or personal concepts of society, native as well as global.

Policies and Procedures

Attendance

Class attendance is **mandatory** for all Advanced Technology's programs. Students should attend each class meeting. Advanced Technologies faculty members comply with three restrictions regarding the formulation of this policy: 1) attendance policies must be stated in the course syllabus; 2) they must be fair; and 3) they must apply equitably to all students.

Making up work is at the discretion of the instructor, so students must know their instructor's policies. It is the student's responsibility to obtain any information and/or assignments missed during an absence. Absences do not excuse a student from course assignments or deadlines.

Students who have missed classes will receive up to three notices sent to their IHCC email address. The notices sent out for unexcused absences are determined by the number of days that each class meets, for example:

Days Classes Meet	Unexcused Absence	Notices Sent
Every day (M,T,W,TH)	At 3 rd Absence	First
	At 4 th Absence	Second
	At 6 th Absence	Final
Twice a week (MW or TTH)	At 2 nd Absence	First
	At 3 rd Absence	Second
	At 4 th Absence	Final
One day a week	At 1 st Absence	First
	At 2 nd Absence	Second
	At 3 rd Absence	Final

Students failing to maintain acceptable attendance may be withdrawn from a class or classes anytime during the term. It will be the student's responsibility to check regularly as there are time limits and instructions on communicating with their instructors.

Upon receipt of the third and Final Notice the student will have three school days to get with their instructor to determine if a plan can be developed for them to remain in class and to successfully complete it. If there is, then the student must put the plan in writing and submit it to the Associate Dean for review. If accepted, the student will be kept in the class. However, if the student has any further unexcused absences they will be removed from the class

Students withdrawn from a class will receive a “W” on their transcript for that class and are ineligible for a refund.

Communication with their instructor(s) before or immediately after an absence is critical and can prevent the student from being withdrawn from the class. The instructor has final authority on removing a student from their class.

Cell Phones and Pagers

Students are not allowed to have cell phones or pagers turned on in class unless they are given instructors permission, part of the student’s job or in case of emergencies

Students Attending School-Sanctioned Events

It is the intention of IHCC to provide meaningful and equitable education for all students. No individual student or group of students will receive either preferential or punitive treatment; all students will have an equal opportunity to perform to the best of their abilities. IHCC recognizes that students should be allowed to make up work missed while attending school-sanctioned events.

IHCC also recognizes that the total educational experience of the student is of primary importance and that the student must take responsibility for his/her own academic growth. In order to ensure that students can realize both their scholastic and extracurricular goals, they need to follow these basic rules:

- 1) When students schedule their classes, they should keep in mind that they need to minimize the number of absences from classes. In addition, they should inform their advisor of any conflict between class time and extra -curricular schedules.
- 2) At the beginning of the term, or as soon thereafter as possible, students should present their instructors with a list of required absences.
- 3) Prior to missing class for a school-sanctioned event, the student must make arrangements with instructors for any tests, quizzes, and class work that he/she will miss.
- 4) If a student has any question about an instructor’s execution of these policies, that student should speak to the instructor first. If a satisfactory conclusion is not reached, the student then should speak with the appropriate department chair or dean.
- 5) Students attending school-sanctioned events are representing IHCC and must adhere to school policies regarding conduct.

Student Code of Conduct

PREAMBLE

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

Purpose

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

Article I: Definitions

- The term "**Accused Student**" means any student accused of violating this Student Code.
- The term "**Business Days**" means all days except Fridays, Saturdays, Sundays, and college holidays. When counting days, the day a complaint is received at any point in the procedure shall be considered "day one."
- The term "**college**" means Indian Hills Community College.
- The term "**college premises**" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
- The term "**college official**" includes any person employed by the college or any person performing assigned administrative or professional responsibilities on behalf of the college.
- The term "**Complainant**" means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the college community submitted the charge itself.
- The term "**faculty member**" means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
- The term "**member of the college community**" includes any person who is a student, faculty member, college official or any other person employed by the college. A person's status in a particular situation will be determined by the Executive Dean or designee.
- The term "**staff member**" means any person employed by the college who is not a faculty member or student employee.
- The term "**student organization**" means any number of persons who have complied with the formal requirements for college recognition as a club or organization.
- The term "**policy**" means the written regulations of the college as found in, but not limited to, the student conduct code, student handbook, academic program handbook, college catalog, and college website.

- The term "**student**" includes all persons taking courses at Indian Hills Community College, either full-time or part-time, pursuing degree or non-degree programs including customized learning and distance courses. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered "students," although not enrolled in this institution.
- The term "**Student Discipline Administrator**" means a college official authorized by the Executive Dean of Student Services to determine whether a student has violated the student conduct code and to impose sanctions.
- The term "**Student Conduct Board**" means any person or persons selected by the Executive Dean, including but not limited to members of the Student Conduct Committee, to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.
- The term "**Student Conduct Board Chairperson**" means an individual selected by the Executive Dean or designee to facilitate a Student Conduct Board.
- The term "**Student Conduct Committee**" means the college committee appointed by the Executive Dean of Student Services to serve as participants on the Student Conduct Committee.

Article II: Student Code Authority

- The Executive Dean of Student Services along with the Student Discipline Administrator will determine the composition of Student Conduct Boards and will determine which Student Conduct Board will be authorized to hear each matter.
- The Executive Dean of Student Services will develop policies for the administration of the student conduct system and procedural rules for the administration of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.
- Decisions made by a Student Conduct Board and/or Student Discipline Administrator are final, pending the normal appeal process.

Article III: Prohibited Conduct

Jurisdiction of the Student Conduct Code

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

Conduct - Rules and Regulations

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

- Acts of dishonesty, including but not limited to the following:
 - Furnishing false information to any college official, faculty member, or office.
 - Forgery, alteration, or misuse of any college document, record, or instrument of identification.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non- college activities when the conduct occurs on college premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, bullying, coercion, and/or other conduct which threatens or endangers the physical/mental health or safety of any person.
 - Verbal abuse includes but is not limited to: derogatory remarks directed at another person or use of foul language that is excessive and pervasive on college property or at a college sponsored event.
- Telephone (cell, landline or social media apps that use a phone number) or Internet harassment, which shall include:
 - Making calls containing lewd or obscene remarks.
 - Making calls intended to harass or harm whether or not conversation ensues.
 - Making the telephone ring repeatedly with intent to harass or harm.
 - Making repeated calls in which conversation ensues solely to harass or harm.
 - Sending text, picture or video messages with intent to harass or harm.
 - Sending text, picture, video, or audio messages over electronic forums, including, but not limited to, social media websites, instant messenger or chat services, message boards or any other electronic format with intent to harass or harm.
- Violation of the Sexual Misconduct Policy, which prohibits sexual misconduct in any form and which includes any unwelcome behavior of a sexual nature that is committed without consent, by force, intimidation, coercion, or manipulation.
- Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
- Hazing, defined as an act which, intentionally or recklessly, endangers the physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, any organization operating in connection to the college.
- Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
- Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
- Violation of any federal, state or local law.
- Manufacturing, selling, distribution, use, or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law or possession of a device (drug paraphernalia) used to ingest or inhale an illegal drug or narcotic.

- Manufacturing, selling, distribution, use, or possession of alcoholic beverages (except as expressly permitted by college regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
- Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the college community.
- Any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
- Theft or other abuse of computer facilities and resources, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Use of another individual's identification and/or password.
 - Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
 - Use of computing facilities and resources to send obscene or abusive messages.
 - Use of computing facilities and resources to interfere with normal operation of the college computing system.
 - Use of computing facilities and resources in violation of copyright laws.
 - Any violation of college policies pertaining to use of information technology, including computer use policies..
- Abuse of the Student Conduct Code, including but not limited to:
 - Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - Institution of a student conduct code proceeding in bad faith (e.g. filing a false complaint).
 - Attempting to discourage an individual's proper participating in, or use of, the conduct system.
 - Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - Harassment (verbal or physical) and/or intimidation of a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, panel members, or advisors, prior to, during, and/or after a student conduct proceeding.

- Retaliation against a victim or other person who files a student conduct complaint or any participant(s) of a conduct proceeding, including but not limited to, their family members, friends, or acquaintances, witnesses, Board members, or advisors, prior to, during, and/or after a student conduct proceeding. This includes any form of intimidation, threats, harassment (verbal or physical) or knowingly filing a false complaint.
 - Failure to comply with the sanction(s) imposed under the Student Conduct Code.
 - Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
- Intentionally sounding a false alarm or tampering with fire safety equipment.
 - Use or possession on the campus or at or during any college-authorized function or event of firearms, ammunition, or other dangerous weapons, substances, or materials, except as expressly authorized by the College, or of bombs, explosives, or explosive or incendiary devices prohibited by law or any other violation of the college weapons policy.
 - Undue or willful neglect to meet financial obligations to the College when properly notified by the College. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - Misuse of college identification – Transferring, lending, borrowing, or altering a college identification.
 - Violation of the Student Conduct Code while on disciplinary probation, or violation of the terms of one’s probation.

Violation of Law and College Discipline

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

Article IV: Student Conduct Code Procedures

Charges and Student Conduct Hearings

- Any person may file charges against a student for violations of the Student Conduct Code. A charge should be prepared in writing and directed to the Student Discipline Administrator or designee. Any charge should be submitted as soon as possible after the event takes place, preferably within one calendar year. With respect to any complaint that is 1) by a person who is not a member of the college community, and 2) relating to non-college conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the college community to warrant processing the complaint.
- The Student Discipline Administrator or designee may conduct an investigation to determine if the charges have merit. If the accused student elects to acknowledge his or her actions and take responsibility for the alleged misconduct, the Student Discipline Administrator or designee will propose a resolution to the complaint and issue a sanction. If the accused student agrees to the proposed sanction, the complaint is resolved without a hearing and without any further rights of appeal. If the accused student objects to the proposed sanction, a hearing will be convened for the sole purpose of determining a sanction, and in these cases, the decision is subject to appeal pursuant to Article IV, D.

If the charges are not admitted to and/or cannot be disposed of by mutual consent, the Executive Dean of Student Services or designee will determine if the matter will be resolved through an administrative hearing or by a Student Conduct Board. Complaints that may result in a sanction of suspension or expulsion will be disposed of through a Student Conduct Board. All other cases will be disposed of through an administrative hearing conducted by the Executive Dean of Student Services, Student Discipline Administrator, or designee.

- Complaints alleging conduct that includes sexual harassment and other forms of sexual misconduct will be handled according to the rules and procedures described in the Sexual Misconduct Involving Students policy and the applicable sections of this policy.
- All charges will be presented to the Accused Student in written form. A time will be set for an administrative hearing or Student Conduct Board hearing that ensures a prompt and equitable resolution, not less than five (5) nor more than thirty (30) business days after the accused student has been notified. Maximum time limits for scheduling of an administrative hearing or Student Conduct Board hearing may be extended at the discretion of the Executive Dean of Student Services. Written notification to the Accused Student will include:
 - the alleged conduct violation,
 - a summary of the specific allegations,
 - the time, date, and place of the hearing,
 - the name(s) of the Student Discipline Administrator or Student Conduct Board members, who will hear the case,
 - the potential disciplinary sanctions, and
 - the related procedures outlined in Article IV.like notice will also be provided to the Complainant.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

- The determination of whether or not a violation of the Student Conduct Code occurred will be made on the basis of whether it is more likely than not that the Accused Student violated the Student Conduct Code. This is more formally referred to as the, "Preponderance of the Evidence Standard."
- The Executive Dean of Student Services or designee will notify the Accused Student and the Complainant of the outcome of the hearing in writing within ten (10) business days of completion of the hearing.
- If an Accused Student, with notice, does not appear for the hearing, the information in support of the charges will be presented and considered even if the Accused Student is not present.
- A conduct violation that may not result in the sanction of suspension or expulsion will be resolved through an administrative hearing with the Executive Dean of Student Services, Student Discipline Administrator, or designee. During the administrative hearing the accused student will have an opportunity to respond to the charges and to present evidence or witnesses contesting the charges. The Executive Dean of Student Services, Student Discipline Administrator, or designee will determine if a violation occurred and will issue appropriate sanctions.
- An alleged violation of the Student Conduct Code in which the accused student contests responsibility and that may result in the sanction of suspension or expulsion will be resolved through a Student Conduct Board Hearing according to the following guidelines:
 - Hearings will be conducted in private.
 - The Student Conduct Committee chairperson and two members of the Student Conduct Committee will be appointed by the Executive Dean of Student Services to serve on the Student Conduct Board.
 - The Complainant, Accused Student and their advisors, if any, will be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing will be at the discretion of the chairperson of the Student Conduct Board.
 - In hearings involving more than one Accused Student, the Executive Dean of Student Services, in his or her discretion, may permit the Student Conduct Board Hearing(s) concerning each student to be conducted either separately or jointly.
 - The Complainant and the Accused Student have the right to challenge any member of the Student Conduct Board on grounds of prejudice. This challenge, with the reasons for the challenge, must be submitted in writing to the Executive Dean of Student Services at least two (2) business days prior to the hearing. The Executive Dean of Student Services or designee will determine if the member will sit on that case. If the challenge is upheld, the Executive Dean of Student Services or designee will select another Student Conduct Committee member for the Student Conduct Board.
 - The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. The participants should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - The Complainant, the Accused Student, Student Discipline Administrator, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The College will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two (2) weekdays prior to the Student Conduct

Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board.

- Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received will be resolved in the discretion of the chairperson of the Student Conduct Board.
- Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
- After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board will determine by majority vote whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
- There will be a single verbatim record, such as a tape recording, of all Student Conduct Hearings before a Student Conduct Board (not including deliberations). Deliberations will not be recorded. The record will be the property of the college.
- The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Executive Dean of Student Services or designee to be appropriate.

Sanctions

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

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

Interim Suspension

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

- Interim suspension may be imposed only:
 - to ensure the safety and well-being of members of the college community or preservation of college property;
 - to ensure the student's own physical or emotional safety and well-being; or

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

Appeals

- The decision of a Student Discipline Administrator or Student Conduct Board including sanctions imposed may be appealed by the Accused Student(s) or Complainant(s) to the Executive Dean of Student Services or designee within five (5) business days of the decision. Such appeals will be in writing and will be delivered to the Executive Dean of Student Services or his or her designee. The Executive Dean or designee will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision.
- Except as required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the student conduct hearing and supporting documents for one or more of the following purposes:
 - To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
 - To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
- The Executive Dean of Student Services may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. The appeal decision of the Executive Dean is the final decision of the college, and no further appeals are permitted under this policy.
- All parties will be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.

Article V: Composition of Student Conduct Committee

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

Article VI: Training

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

Article VII: Interpretation and Revision

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

Academic Misconduct

Academic Integrity Statement

Indian Hills Community College expects a full commitment to academic integrity from each student.

Academic integrity means:

1. Your work on each assignment will be completely your own
2. Your collaboration with another classmate on any assignment will be pre-approved by your instructor
3. You will not plagiarize in any form
4. You will not allow others to copy your work
5. You will not misuse content from the Internet
6. You will not manufacture or falsify data
7. You will not receive assistance from another person or other outside source (book, internet, etc.) while taking any type of test or completing an online course

Academic Misconduct

Plagiarism or any form of cheating on assignments, quizzes, exams or any course materials is considered academic misconduct and will not be tolerated. Plagiarism is defined as copying or using ideas or words (from another person, an online classmate, or an internet or print course) and presenting them as your own. Students should be aware of the various types of plagiarism when writing papers or reports. These include but are not limited to students who:

1. Buy a paper from an Internet site, another student or writer, or any other source
2. Turn in any paper that someone else has written, whether it was given to you, you download it from the Internet, or you copied it from any other source
3. Change selected parts of an existing paper, and claim the paper as your own
4. Combine the ideas from many sources and claim that they're your own thoughts
5. Use general or specific ideas from a source without using full and correct documentation telling where you got the ideas
6. Copy or paste into your paper any key terms, phrases, sentences or longer passages from another source without using documentation to tell precisely where the material came from
7. Neglect to put quotation marks around words that you quote directly from a source, even if you document the source

(Quitman Troyka, Lynn and Douglas Hesse. QA Compact. Upper Saddle River, NJ: Prentice Hall, 2007.)

Academic Integrity Requirements

1. Indian Hills Community College requires all students taking online exams to utilize Respondus Lockdown Browser and Respondus Monitor.
2. Students completing make-up exams or exams through distance learning must do so through a pre-approved proctor.

Sanctions for Academic Misconduct

Indian Hills Community College takes all cases of academic misconduct seriously utilizing various forms of technology to monitor and detect academic misconduct. Faculty may require students to use technology that searches for instances of plagiarism in written assignments and software that ensures academic integrity while taking quizzes or exams. Faculty will report instances of academic misconduct through the college's electronic reporting system. Students who commit academic misconduct are subject to the following sanctions:

1. Failure of the assignment
2. Failure of the course
3. Removal from the academic program
4. Indefinite suspension from the college

Each case of academic misconduct will be reviewed by the appropriate faculty member and college administration. Cases of academic misconduct deemed to be a serious threat to the academic mission of the program or institution may result in immediate action including indefinite suspension from the college. A higher level of sanction may be deemed appropriate if a student has prior academic misconduct offenses.

Appeal of Academic Misconduct

Students who fail a course due to academic misconduct may appeal the course failure by following the Indian Hills Community College Appeal of Final Grade Policy. Students who have reached the level of removal from an academic program or indefinite suspension from the college due to academic misconduct may appeal this decision using the following process:

1. The student wishing to complete an academic misconduct appeal hearing before the Academic Standards Committee must submit in writing and must fully state the basis for the academic misconduct appeal. The written appeal shall be filed by the student with the Executive Dean of Student Services within 15 regular academic days following the decision. The written appeal should be completed in the form of a standard business letter. The appeal letter must document the rationale for the appeal, and include appropriate facts related as to why the individual believes they did not complete academic misconduct.
2. The Executive Dean of Student Services shall present the student's written appeal to the chairperson of the Academic Standards Committee. The written appeal shall be sent electronically to the chairperson who will set a hearing date in the consultation with other members of the Academic Standards Committee. The chairperson will have 5 regular academic days to identify the appropriate meeting date, time, and location of the hearing. The chairperson of the Academic Standards Committee will communicate in writing the date of the hearing to the student and appropriate faculty member or college administrator.
3. At least 5 regular academic days of notice must be given to the parties affected to insure an opportunity to prepare for the hearing. The Academic Standards Committee hearing shall be held in closed session unless the student requests in writing to the Chair of the Academic Standards Committee that it be open. The open session must be requested 2 regular academic days prior to the hearing.
4. During the hearing, both the student making the appeal and the faculty member or college administrator who issued the program removal or indefinite suspension shall be given the opportunity to testify and present evidence and/or witnesses. Each shall have the opportunity to hear and question adverse witnesses.
5. The Academic Standards Committee decision shall be based solely on the evidence introduced at the hearing. The student has the burden of proving that there are sufficient grounds that academic misconduct was not completed.

6. After hearing the appeal, the Academic Standards Committee shall have up to 2 regular academic days to decide either to reject the appeal or to uphold it. The Office of the Executive Dean of Student Services will be notified of the decision and rationale for the decision in writing by the Academic Standards Committee chairperson. The Executive Dean of Student Services shall in turn notify in writing the appropriate faculty member or college administrator of the decision. Should the appeal be granted, the committee chairperson and the faculty member or college administrator shall determine the steps to reinstate the student. The decision of the Academic Standards Committee is final.

A student who wishes to pursue the academic program removal or indefinite suspension beyond the jurisdiction of the Academic Standards Committee may submit a written appeal within five (5) days through the Executive Dean of Student Services to the Vice President of Academic Affairs, who will review all facts and determine if the student's due process rights were protected.

Appeal of Final Grade

Indian Hills Community College students are responsible for maintaining standards of academic performance established by the instructor for each course in which they are enrolled. A student may appeal a final course grade that he/she feels is inaccurate or unwarranted. The final grade appeal process is recognized as the appropriate method students may utilize to appeal a disputed grade. The final grade appeal process should begin as soon as possible following the date of issue of final grades, and in any case, no later than 10 regular academic days into the next college term following the enrollment period for which the challenged grade was issued. (The college "term" is defined as fall, winter, spring, summer one, summer two, or full summer).

Indian Hills Community College will provide students the appropriate due process in disputing final grades. All grades submitted by faculty are considered final and a part of a student's permanent academic record. Indian Hills Community College believes it is the student's responsibility to review and understand the final grades on their permanent academic record. Indian Hills Community College provides students access to final grades and their permanent academic record. Students who do not initiate the appeal of final grades within 10 regular academic days forfeit the right to appeal a final grade, and the grade on the permanent academic record is final.

Grade Appeal Process

1. The student shall 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 proceed to step 2.
2. The student shall confer with the appropriate program director or department chair. The program director or department chair shall confer with the instructor and the student, and the program director or department chair shall render an opinion to the student.
3. If unsatisfied with the opinion of the program director or department chair, the student may confer with the Academic Dean. It is understood that the Academic Dean 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 initiate a final grade appeal to be reviewed by the Academic Standards Committee. The final grade appeal reviewed by the Academic Standards Committee must be initiated by the student no later than 15 regular academic days into the next college term following the enrollment period for which the challenged grade was issued. (The college "term" is defined as fall, winter, spring, summer one, summer two, or full summer)
4. The student wishing to complete a final grade appeal hearing before the Academic Standards Committee must submit in writing and must fully state the basis for the grade challenged, identifying the reason or reasons the student feels the grade is unwarranted. The written appeal shall be filed by the student with the Executive Dean of Student Services within 15 regular academic days into the next college term. The written appeal should be completed in the form of a standard business letter, identify the course name and the faculty member teaching the course. The appeal letter must document the

rationale for the appeal, and include appropriate facts related the final grade being appealed.

5. The Executive Dean of Student Services shall present the student's written appeal to the chairperson of the Academic Standards Committee. The written appeal shall be sent electronically to the chairperson who will set a hearing date in the consultation with other members of the Academic Standards Committee. The chairperson will have 5 regular academic days to identify the appropriate meeting date, time, and location of the hearing. The chairperson of the Academic Standards Committee will communicate in writing the date of the hearing to the student and faculty member involved in the final grade dispute.
6. At least 5 regular academic days of notice must be given to the parties affected to insure an opportunity to prepare for the hearing. The Academic Standards Committee hearing shall be held in closed session unless the student requests in writing to the Chair of the Academic Standards Committee that it be open. The open session must be requested 2 regular academic days prior to the hearing.
7. 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/or witnesses. Each shall have the opportunity to hear and question adverse witnesses.
8. The Academic Standards Committee decision shall be based solely on the evidence introduced at the hearing. The student bares the burden of proving that there are sufficient grounds to change the grade.
9. After hearing the appeal, the Academic Standards Committee shall have up to 2 regular academic days to decide either to reject the appeal or to uphold it. The Office of the Executive Dean of Student Services will be notified of the decision and rationale for the decision in writing by the Academic Standards Committee chairperson. The Executive Dean of Student Services shall in turn notify in writing the student and the instructor who issued the challenged grade. Should the appeal be granted, the committee chairperson and the instructor shall re-examine the student's course work and recommend in writing appropriate steps to rectify the disputed grade. The decision of the Academic Standards Committee is final.
10. A student who wishes to pursue the grade appeal beyond the jurisdiction of the Academic Standards Committee may submit a written appeal within five (5) days through the Executive Dean of Student Services to the Vice President of Academic Affairs, who will review all facts and determine if the student's due process rights were protected.

Grievances and Appeals Procedures

- 1) A student shall first try to resolve his/her difference with the person against whom he/she has a complaint.
- 2) If the difference is not resolved, the student shall take his/her concern to the coordinator or instructor of the appropriate course.
- 3) If this does not resolve the problem, the student shall meet with the appropriate dean. In the event the situation involves a violation of the standards of student conduct as outlined in the Policy for Student Conduct Suspension and Dismissal in the program student handbook, a written statement shall be prepared notifying the student of the alleged violation and intended action.
- 4) If the problem is not resolved, the student shall have three (3) days to request a hearing with the Dean of Students.
The Dean of Students will hold a hearing within three (3) days of the request and receive all evidence by listening to the testimony of the student and other relevant witnesses and consider any relevant documents. Within two (2) days of the hearing, the Dean of Students will issue a decision.

Grievance Procedure for Discriminatory Practices

A policy for grievances by students and parents of students, in addition to grievances for applicants for

employment and employees of Indian Hills Community College, has been established as follows:

LEVEL 1: A student or parent with a complaint of discrimination on the basis of gender, race, age, national origin, disability, or religion may discuss it with the instructor, counselor, supervisor, or administrator, or may contact the person most directly involved in order to solve it informally.

LEVEL 2: If the grievance is not resolved at Level 1, and the grievant wishes to pursue the case, it may be formalized by filing a complaint in writing to the next level of supervision. If the grievant is a student or parent of a student, a copy of the grievance should be forwarded to the Dean of Students. A meeting will be set up between the grievant, the appropriate dean, and any other representatives of the college involved. The formal meeting must take place within 15 school days after the written grievance has been received in the Student Services office. One additional meeting may be needed to resolve the matter. A final written decision will be supplied to the grievant by the appropriate dean within 30 school days after receipt of the original written complaint. If the grievance is still unresolved, the grievant may proceed to Level 3.

LEVEL 3: At Level 3, the grievant will present a written appeal to the college president within 10 school days after the grievant has received the report from the appropriate dean. The grievant also may request a personal meeting with the college president or his/her designee. A decision will be rendered by the president or his/her designee within 10 school days after the receipt of the written appeal.

This procedure in no way denies the right of the grievant to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, or the Equal Employment Opportunity Commission for Mediation or Rectification of Civil Rights Grievances, or to seek private counsel for complaints alleging discrimination. No person filing a grievance will be subject to coercion or retaliation for filing a grievance.

Transfer

Students wishing to transfer credits earned at Indian Hills to other colleges will need to speak with an Academic Advisor as soon as they decide where they want to transfer. The Academic Advisor can give those students beneficial, general advice about transferring credits; however, it is the responsibility of the students to contact the college to which they transfer and find out how their IHCC credit will be accepted by that institution. Students may have copies of their transcripts sent to other colleges by contacting the Registrar located in the Bennett Student Service Center. Many colleges and universities have course equivalency guides on their website indicating how individual IHCC courses transfer to their college. If the student plans to attend one of the Regent institutions, they can visit www.transferiniowa.org as a comprehensive resource for transfer information.

The following colleges and universities have articulation and transfer agreements with Indian Hills to accept your AAS degree but does not show any program specific agreements:

- Buena Vista University – Bachelor of Applied Science – Management
- William Penn University – Bachelors of Arts in Technical Studies
- University of Northern Iowa – Bachelor of Arts in Technology Management
- University of Iowa – Bachelor of Applied Studies
- Bellevue University – Bachelor in Business Administration

Evaluation and Assessment

Indian Hills is completely committed to ensuring the highest quality education possible for its students. Therefore, the college has instituted policies evaluating teaching and assessing learning. Student Perceptions are conducted twice a year. These anonymous forms address instructor performance and course content and require 15 minutes in a class period to complete. It is likely that all Advanced Technologies students will be involved in such an evaluation process at least once during their tenure at Indian Hills.

Assessment efforts in the Advanced Technologies exist on three levels:

1. **Course Level:** Assessment at the individual course level should help individual instructors determine how well students as a whole are meeting specific course goals and objectives. The committee will provide examples of course level assessment tools, but the choice of assessment techniques is left to the professional discretion of the instructor. Ideally, individual course goals and objectives should reflect departmental goals as outlined in the Advanced Technologies Mission Statement. Course data will be reported to the Assessment Committee.
2. **Departmental Level:** The purpose of the assessment process at this level is to determine how effectively the department as a whole meets the specific goals and objectives outlined in the departmental mission statement. The assessment committee must devise assessment tools that will provide usable data to determine how effectively the department is meeting the goals of the mission statement.

3. **Institutional Assessment**

Indian Hills Community College also conducts assessment of student learning on an institutional level. The following General Education Goals are assessed college-wide:

Communication

Goal: Communicate effectively to the intended audience

Computer/Information Literacy

Goal: Apply technology and information for academic, professional and/or personal purposes

Culture

Goal: Understand people, cultures, diversity, aesthetics and/or historical purposes

Mathematical Reasoning

Goal: Apply mathematical techniques to solve problems

Scientific Systems

Goal: Demonstrate scientific understanding, including knowledge of systems, methodology and application

The college-wide Assessment Committee determines which goals will be assessed during a given year. For the past three years, institutional assessment has focused on the written component of the communication goal. Faculty members in each division of the college participate in this assessment by requiring their students to write on one of two prescribed topics. Your supervisor will notify you of the topics and procedures for the college-wide writing assessment. The writing samples collected from each division of the college are then evaluated annually by a voluntary group of scorers. Both full-time and adjunct faculty are invited to be part of

this group. Assessment of the mathematical reasoning goal has been done by use of embedded questions. For more information on this technique, contact one of the full-time math faculty. Assessment strategies for the other goals are still in development.

All instructors in all divisions are required to participate in institutional assessments in order to improve student learning throughout the college.

Students should take assessment practices seriously. The results gleaned from them are used to maintain and improve the standards of education in Advanced Technologies.

Use of Tobacco Products

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

Student Health and Wellness Services

Eligibility:

Any student who is currently enrolled/registered at any of the Indian Hills Community College campuses has the privilege of using the Student Health and Wellness Service. Student Health and Wellness Services DOES NOT provide care for dependents of students or IHCC staff.

Location:

Student Health and Wellness Services is located on the ground floor of Trustee Hall on the main campus and houses the clinic as well as the campus behavioral health counseling service. Hours of operation are Monday – Thursday; 7:15 a.m. to 4:45 p.m. The clinic is not open on weekends, during holidays, or when school is not in session.

Appointments:

Health Services are provided on a first-come, first-served basis. Appointments are preferred and recommended. However, walk-ins are welcome and facilitated when clinic flow permits. Emergencies or urgent problems will take first priority. An appointment is required to see the Behavioral Health Counselor. Call 641-683-5336 for appointment requests/scheduling.

Services to the Students:

Students will have the following services available at Student Health and Wellness Health Services:

- 1) Medical assessment and consultations
- 2) Hemoglobin testing for anemia
- 3) TB skin testing (tuberculosis) Tetanus boosters, Hepatitis A/B, Meningitis, MMR and Influenza –flu vaccinations
- 4) Pregnancy testing
- 5) Strep throat testing
- 6) Mono testing
- 7) Testing for low blood sugar/high blood sugar

- 8) Testing for urinary tract infections
- 9) Testing for sexually transmitted diseases
- 10) Over-the-counter medications and supplies; (Tylenol, Ibuprofen, cough drops, throat lozenges).
- 11) Items such as crutches, ice packs, and ace wraps are available to students on a loan basis
- 12) Health education/Health promotion activities

Our Behavioral Health and Services counselor will assist you with:

- Depressed mood and mood swings
- Anxiety related to school, work or test taking
- Grief and loss
- Family issues
- Anger management
- Dating and relationship issues
- Negative addictive behaviors
- Sexuality issues
- Adjustment issues of international students
- Problems with eating and maintaining healthy body image
- Having a friend in distress
- Thoughts of self-harm or self-harming behavior

There is no cost for an office visit for assessment of illness/injury or to see the behavioral health counselor. There is a \$25.00 fee for physical exams; immunizations are priced to the student at a discounted fee – call for pricing.

Confidential Records

All medical records are strictly confidential and no individuals other than the Student Health and Wellness Services personnel will have access to them. Clinic services will be happy to supply any other physician with medical information about a student providing written consent has been obtained from that student.

Staff

The IHCC Health Services is staffed by an experienced, registered nurse practitioner. The NP is available for appointments and utilizes standing orders approved by community physicians. The clinic also is staffed with a full-time receptionist and part-time nurse

After Hours and On the Weekends:

Students requiring EMERGENCY medical treatment after Student Health and Wellness Services clinic hours and on weekends are advised to go to the emergency room at the Ottumwa Regional Health Center, 1001 E. Pennsylvania, or call ORHC at (641)682-7511. The student will be responsible for payment of medical or emergency room fees not covered by their insurance. If an emergency develops, go directly to the hospital emergency room. Please call the ambulance (9-911) if the time delay is critical to the patient.

Referrals:

In certain circumstances, the Student Health and Wellness Services Nurse Practitioner may find it necessary to

refer a student to one of the local physicians or specialists. Responsibility for payment will belong to the student. Student Health Services does not provide dental care or eye examinations, but will make referrals for those in need of assistance in either area. Student Health Services will assist you in providing consistent health care while you are on campus. *Students seeing the Campus Behavioral Health Specialist occasionally will need referred to another professional when emotional problems are chronic or severe or if medication or long-term therapy is recommended.

Academic Advisors

If at some point you decide that you would like to transfer to a university, one of your best transfer resources at IHCC is the academic advising available to assist you in planning your program. With this careful planning, your IHCC classes will meet your educational needs as the requirements of the school you plan to attend. IHCC Academic Advisors have years of experience working with students who want to continue their education and complete their bachelor's degrees. Contact these Academic Advisors early and let them know of your plans.

Registrar

Joni Kelley, Registrar

Registrar's Office, Ottumwa Campus, Bennett Student Services Building
(641)683-5251; Joni.Kelley@indianhills.edu

Lynette Van Donselaar, Assistant Registrar

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Academic Advisors:

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Ashleigh Tierney, Academic Advisor

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Pathway Navigator:

Michelle Russell-Graham

Ottumwa Campus, Advanced Technology Center
(641)683-5285; Michelle.Russell@indianhills.edu

Important Phone Numbers

Office	Phone Number
Security Cell Phone	641-680-5835
Security Office	641-683-5300
Emergency	911
Police Phone Number (Non-Emergency)	641-683-0661
Advanced Technologies Main Office	641-683-5215
Advanced Technologies North Campus	641-683-5214
Eddyville Bioprocessing Training Center	641-969-4167
Bookstore	641-683-5168
Business Office	641-683-5134
Centerville Campus	641-856-2143
Day Care	641-683-5192
Hellyer Student Life Center	641-683-5288
Housing	641-683-5152
One-Stop	641-683-5262
Pathway Navigator – Pace/Gap	641-683-5285
Registrar’s Office	641-683-5114
Rise Program	641-683-5111 ext. 1737
Student Health Services	641-683-5335
Student Services	641-683-5152
Testing Center	641-683-5142
Veterans Affairs	641-683-5328
Vocational Rehabilitation	641-682-7569

Faculty Contacts

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Laser & Optics Technology		
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Administration and Staff Contacts

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Study Tips for Academic Success

Attend Every Class

- * You cannot learn if you are not there.

Know Each of Your Instructors

- * Contact your instructors when you have questions.
- * Let your instructors know that you are interested in doing your best in class and ask for their advice on how to improve.

Manage Your Time

- * Use a daily "To Do" list to accomplish tasks each day.
- * Establish and follow a weekly schedule to ensure time for class studying and recreation.
- * Develop a 12-week term calendar to track test dates, assignments, and work and family commitments.

Make a Friend in Each Class

- * This person can be your study partner and someone with whom to compare class notes.

Be an Active Participant in Class

- * Develop good listening skills.
- * Sit in the front of the classroom.
- * Maintain eye contact with the instructor.
- * Ask questions related to the topic of the class when appropriate.

Develop Note Taking Skills

- * Have a notebook or a section of a 3-ring binder for each class.
- * Take notes every class day.
- * *Review and revise your notes within 24 hours* of the class. Research indicates that you will forget 80% of a lecture within 24 hours.

To remember information, you must take notes and review/complete them within 24 hours.

The more you review, the more you remember. To improve your memory over several weeks (to prepare for a test), you need to review your notes regularly.

- * Be aware of clues from your instructor about what is important include in your notes:
 - a) Information repeated by the instructor;
 - b) Information written on the overhead, the chalkboard, class handouts, and/or PowerPoint presentations
 - c) Information followed by a pause (time to write it down);
 - d) Information delivered with emphasis.
- * Date and give a title or topic to each day's set of notes.
- * Leave blanks in your notes when you miss information. After class ask the instructor or your study partner about what you missed.
- * Develop a note taking system (such as the outline form) that allows you to use space as visual clues as to the importance of information and how information relates to other information.
- * Review your notes on a regular schedule (daily or twice each week).
- * Review your notes.
 - * Review, review, review.

Develop Test Taking Skills

- * Have a regular study schedule. Don't wait until the last minute to study. Research shows that most students tend to remember the information they study first or last in a study session. Therefore, several shorter study sessions of 45 to 60 minutes are more effective for learning than one long 3 to 4 hour session.
- * Begin preparing for your first test on the first day of class by taking and reviewing notes.
- * Write questions over your notes so you can quiz yourself about the information.
- * Be prepared for tests, build your confidence and reduce your test anxiety.
- * Ask your instructor what will be covered on the test so you will know what material to study.
- * Have a plan for test taking:
 - a) Read and understand all the directions;
 - b) Review the entire test to see if some items are worth more points than others;
 - c) Plan your test time so that you do not leave any item unanswered;
 - d) Answer all the easy questions first;
 - e) Go through the test a second time to answer more difficult questions;
 - f) If you just do not know the answer, guess if there is no penalty.

*Focus on your test taking and do not be distracted by movement in the room, especially the movement of students leaving early.

*Realize that tests in college may seem more difficult because they focus more on applying and synthesizing information and less on rote memory or recognition.

*Take all the time allowed for a test. If your mind goes blank, sit quietly, use relaxation techniques to calm yourself and read through the test again.

*Review your old tests to see which questions you missed and why you missed them.

Program Specific Information

Some Indian Hills Advanced Technology Programs have specific requirements and/or information you may need to review. To find this information, please go to the Program's webpage on the Indian Hills Website, and click on the "Program Specific Information" link towards the bottom of the page.

Note: To find an Advanced Technology Program's webpage on the Indian Hills Website follow the instructions below.

1. Go to Indian Hills Community College's website: www.indianhills.edu.
2. Hover over Academics (in the main navigation bar at the top of the page) > Courses & Programs > Advanced Technologies.
3. Find the Program you are interested in, and click to go to the Program's webpage.



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If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5108, hrequity@indianhills.edu; Dean, Student Affairs (students), (641) 683-5159, studentequity@indianhills.edu; Dean, Learning Services (students with disabilities), (641) 683-5174, learningserviceequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730-1576.