



The Arts and Sciences/Criminal Justice/Culinary Arts Student Manual is designed to supplement the Indian Hills Student Handbook. In no fashion is the Arts and Sciences/Criminal Justice/Culinary Arts Student 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 Arts & Sciences/Criminal Justice/Culinary Art course.

## **Policies and Procedures**

### **Equal Opportunity Policy**

It is the policy of Indian Hills Community College to provide equal educational and employment opportunities and not to illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, marital status, national origin, religion, genetic information or disability in its educational programs, activities or its employment and personnel policies as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). It is the further policy of Indian Hills Community College that no retaliatory action shall be taken against any person exercising their rights as an employee or student irrespective of the outcome of any procedure instituted hereunder.

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

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

Inquiries or grievances related to this policy may be directed to Bonnie Campbell, Director of Human Resources/Equity Coordinator, 525 Grandview, Ottumwa, IA 52501, 683-5108; Sheri Heisdorffer, Human Resources Coordinator (staff and faculty), 683-5200; Chris Bowser, Dean of Student Services (students), 683-5159; Darlas Shockley, Executive Dean of Arts & Sciences (students with disabilities), 683-5174; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

## **Services for Students with Disabilities 1-800-726-2585, ext.5749**

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

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

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 Disability Services Office by calling (641)683-5749. Centerville students should contact the SUCCESS Center at (800) 670-3641, ext. 2232. All students may also contact the Dean of Arts & Sciences, (800) 726-2585, ext. 5174.

### **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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**Security Cell Phone (Ottumwa).....(641)680-5835**  
**or (641)683-5300**

**Police Phone Number.....(641)683-0661**  
**(Non-emergency - Ottumwa)**

**Emergency.....911**

## INTRODUCTION

The Arts and Sciences Division of Indian Hills Community College is dedicated to serving the wide range of students who take classes in the division. We recognize that some come for an associate degree, or course work in general, transferable to a four-year institution for a baccalaureate degree; for a terminal degree in Criminal Justice or Culinary Arts leading to the workforce; or for increased knowledge in their areas of interest. This is fulfilled through a curriculum combining traditional (classroom) 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.

## PROCEDURES

### **Enrollment**

Students wishing to enroll in Indian Hills Arts and Sciences classes must first fill out an application form, available from Academic Advising, Enrollment Services or the IHCC Web page ([www.indianhills.edu](http://www.indianhills.edu)). Students need to indicate specifically if they are applying for entry into the Arts and Sciences, Criminal Justice, or Culinary Arts programs.

### **Registration**

The registration period begins four weeks before the Winter, Spring, and Summer term start. Fall term registration begins in May. It is very important that students review the scheduling dates. Students should consult with an academic advisor prior to registration. Students may register online through IHCC Web Advisor at [www.indianhills.edu](http://www.indianhills.edu).

It is imperative that all students understand that the registration process legally commits them to paying the amount indicated during registration. If students have any questions about payments of bills with Indian Hills, they should speak with a business office representative.

### **Orientation**

First-term students at Indian Hills must go through a new student orientation before they can register for classes. There are two components of the orientation process: college-wide information and program specific information. Times for these orientations will be provided to all new students. Orientation sessions are designed to provide students with information vital to their success at Indian Hills.

### **Drop/Add Period**

During the first five instructional days of a 12 week term, students may add classes; classes may be dropped the first eight days of the term with full refunds for dropped classes. This may be done online. Students are strongly encouraged to speak with the course instructor prior to adding a class that has already begun. No course additions are permitted after the 5th day of a 12 week term. Specific dates for each term are listed in the calendar section (Page 45). Drop dates for classes scheduled for less than 12 weeks will vary. Contact your department for information.

### **Withdrawal**

After the eighth day of the term until two weeks before the term ends, students may withdraw from classes without refund. During this period, students wishing to withdraw from class should speak with their instructor first. Afterwards, they need to visit the Academic Advising office and complete an *Intent to Withdraw* slip. This cannot be done online. Then, the student must immediately take the slip to the Registrar's Office. Failure to complete any part of this process by each term's deadline will result in the student not being officially withdrawn from class and therefore subject to receive the grade earned.

## **Grades**

Instructors issue midterm grades at the beginning of the sixth week of a term. Instructors may give traditional letter grades or pass/fail grades for their students.

Instructors are not encouraged to post final grades for students, and they are prohibited from conveying grades over the telephone or via email. You can check your grades online at IHCC Web Advisor at [www.indianhills.edu](http://www.indianhills.edu)

### **Directions for viewing grades online:**

1. Go to the IHCC web site: [www.indianhills.edu](http://www.indianhills.edu)
2. Select **Quick Links**.
3. Click on **Web Advisor**
4. Click on **Students**
5. Click on **Log-in** and enter **User ID** and **Password**

## **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](http://www.transferiniowa.org) as a comprehensive resource for transfer information.

University of Iowa 2 Plus 2 Guaranteed Graduation Plan - Planning ahead can save transfer students valuable time and money. Iowa's 2 Plus 2 Guaranteed Graduation Plan is designed to help. Iowa community college students in select majors can use the 2 Plus 2 plan to supplement their AA degree with a bachelor's degree from The University of Iowa after just two additional years of study. [www.uiowa.edu/2plus2](http://www.uiowa.edu/2plus2)

The Admissions Partnership Program is a partnership between participating community colleges and Iowa State University designed to provide an advantage to current and future students from those colleges who are planning to earn a bachelor's degree at Iowa State. Program participants plan for a successful transfer to Iowa State University through advising activities, social and cultural opportunities, and satisfying academic requirements. [www.admissions.iastate.edu/partnership](http://www.admissions.iastate.edu/partnership)

## **Graduation**

Students intending to graduate with their Associate of Arts, Associate in Science Degree, or Associate of Applied Science Degree will need to fill out an Intent to Graduate form at the beginning of their final term. Failure to submit this form in a timely manner may result in the student not graduating. This form can be found online at [www.indianhills.edu](http://www.indianhills.edu) or in the Academic Advising office. Associate in Science and Associate in Arts students must complete all degree requirements, a minimum of 61 semester credit hours and attain a minimum 2.0 GPA in order to graduate. Associate in Applied Science - Criminal Justice must complete all degree requirements, 80 semester credit hours and a minimum 2.0 GPA.

## **Testing**

New full time students are advised to take the Accuplacer test or submit ACT scores to the Testing Center prior to admission. The Accuplacer is available at the Testing Centers located on the Ottumwa and Centerville campuses and at every IHCC County Service Center. Students living outside the area may also register for an exam at an institution near them. To schedule an appointment, contact the Testing Center at [testing@indianhills.edu](mailto:testing@indianhills.edu) or at (800)726-2585, ext.5142. ACT or SAT scores may be mailed to IHCC Testing Center. The Testing Center offers a full menu of testing services including make-up tests for current students and professional licensure and certification tests. To view the complete menu of available tests visit

[http://www.indianhills.edu/students/docs/testing\\_center\\_tests](http://www.indianhills.edu/students/docs/testing_center_tests)

### **College Level Examination Program**

Students may elect to take one or more College Level Examination Program (CLEP) tests. Each CLEP Subject Examination covers material taught in an undergraduate course with a similar title at most colleges and universities. Successful completion of a CLEP Subject Examination will substitute for credit earned in a similar, traditionally taught class. Indian Hills complies with Iowa colleges' agreement that only CLEP scores at the 50th percentile or higher (the most recent national norms of people who have taken the course) will receive any credit. If you do not meet the minimum requirements to receive credit for the examination, you must wait **six months** before you can take the same exam. Credit by examination will not be granted:

1. If it duplicates courses previously passed or failed.
2. For a course for which the student does not meet the stated prerequisite(s) listed in the granting community college's catalog.
3. For a course which is a prerequisite to one for which credit has previously been earned.

Students may use a maximum of 16 credits toward the Associate of Arts and Associate of Science degree. CLEP Exams do not remove grades of "F" on courses taken, nor will credit be awarded for any course previously passed or failed. CLEP credit will not affect your grade point average. To sign up for CLEP Exams in Ottumwa, contact the Testing Center at (641)683-5142 or (800)726-2585, ext.5142. For CLEP testing in Centerville, contact the SUCCESS Center at (641)856-2143 or (800)670-3641, ext.2214.

### **Computer Literacy**

In order to graduate students are required to demonstrate proficiency in computer applications either by completing a designated course or passing a proficiency exam. The designated courses are: CSC105 Computer Essentials or CSC110 Introduction to Computers. The Computer Literacy Exam is a comprehensive test of computer literacy for students who have above average knowledge of computer functions and capabilities. If you are interested in taking the exam contact the Testing Center at (641) 683-5142.

### **How To Be Successful in College**

All new Arts & Sciences students are required to take How To Be Successful in College course (SDV\*101). This course is designed to familiarize new students with college services and policies and to provide helpful strategies for succeeding in college.

### **Calculating Grade Point Average**

To calculate your grade point average, you will convert your letter grades into points as follows: A=4 points; B=3 points; C=2 points; D=1 point; F=0 points. You then multiply your grade points by the number of credits in the course. For example, Introduction to Psychology is a three credit course. If you received a "B" in that class, you would take 3 credits times 3 grade points for a total of 9 grade points.

Your overall grade point average is determined by dividing the total number of grade points earned by the total number of credits taken. (Do not include courses with a "W" grade). Here is an example: You took the following courses and received the following grades: Composition I (3 credits): B; Painting (2 credits): B; Introduction to Literature (3 credits): B; Math for Liberal Arts (3 credits): B. To determine the GPA for these grades, you will first figure out the grade points for each class and then add up the total number of credits you took and the total number of grade points you received. You will then divide the total number of grade points by the total number of credits taken. You would do the following calculations for the example given above:  $3 \times 3 = 9$ ;  $2 \times 3 = 6$ ;  $3 \times 2 = 6$ ;  $3 \times 4 = 12$ . This gives you a total of 11 credits with 33 grade points. Divide 33 by 11, giving you a 3.0 grade point average.

**Note:** It is important to know that if a class is taken on a pass/fail basis (such as developmental courses), a "P" does not impact your GPA, but an "F" does.

## **GRADUATION REQUIREMENTS**

Graduation will be certified by the issuance of a degree or diploma. Satisfactory completion includes complying with all program requirements, as well as the following:

- 1) the student must achieve at least a 2.00 cumulative grade point average
- 2) a minimum of 16 semester hours in an associate degree program must be earned at Indian Hills (a minimum of 12 semester hours, or one term, in a diploma program must be taken at Indian Hills)
- 3) the student must have made arrangements for meeting all financial obligations to the college

Ceremonies are held in the Winter and Spring terms at Ottumwa, with Spring term graduation ceremonies conducted at Centerville

### **Check with an Academic Advisor when you near graduation**

#### **Associate of Arts Degree Requirements**

It is the goal of a liberal arts education to produce broadly educated persons who are able to think clearly and critically and who express themselves well. The Associate Degree is designed to be a cross-disciplinary curriculum aimed at educating the whole person and providing transfer to a four-year college or university.

TOTAL REQUIRED: 61 Semester Credits

### **ASSOCIATE OF ARTS DEGREE REQUIREMENTS**

#### **I. English and Communication** (minimum of 9 credits)

- A. Complete each of the following: ENG 105 and ENG 106
- B. Select one of the following courses: SPC 101 or SPC 112
- C. The following courses may be selected as part of distributed or general electives:  
COM 140, 142, 149, 948  
ENG 101, 111, 225, 230, 925  
SPC 122

#### **II. Mathematics and Sciences** (minimum of 8 credits)

One mathematics course (3 semester hours) and one lab science course (3 semester hours) are required. An additional mathematics course or science course must be selected to fulfill the remaining hours required.

- A. You may select from the following courses to meet the mathematics requirement:  
MAT 110, 117, 118, 120, 125, 140, 156, 161, 210, 216, 219, 226
- B. You may select from the following courses to meet the lab science requirement:  
BIO 101 and 103, 120, 121, 122, 127, 161 and 199, 175 and 176, 178 and 179, 187  
CHM 121, 132, 157, 158, 159, 166, 176, 251, 252, 253  
EGR 400, 410, 420, 440  
ENV 105 and 106, 110  
PHS 184 and 186  
PHY 101 and 102, 200, 201, 202

- C. You may select from the above courses or any of the following to fulfill remaining mathematics/sciences credit hour requirements:
- BIO 925, 949
  - CHM 924, 949
  - EGR 160, 162, 165, 180, 284, 290, 401, 402, 411, 412
  - ENV 142
  - MAT 101, 105, 925, 952
  - SCI 130

**III. Social Sciences** (minimum of 9 semester credits)

You must select one of the following history courses:

HIS 110, 111, 151, 152

- A. The remaining six semester credits may be selected from the above courses or from the following history, social science, and behavioral science courses:

ANT 100, 105

ECN 110, 120, 130

GEO 121, 924, 949

HIS 121, 125, 141, 214, 257, 927, 949

POL 111, 121, 949

PSY 111, 112, 121, 211, 223, 226, 241, 251, 281, 296, 924, 949

SOC 110, 115, 120, 135, 147, 170, 230, 240, 242, 244, 245, 261, 280, 924, 949

**IV. Humanities and Fine Arts** (minimum of 8 semester credits)

- A. You must select at least 3 credits from the following literature courses:

LIT 101, 110, 112, 113, 140, 141, 150, 152, 153, 157, 161, 165, 167, 168, 171, 175, 181, 190, 802, 804, 806

- B. The remaining 5 credits may be selected from any of the above courses or any of the following:

ART – any course

CLS 106, 150, 155, 175, 185, 215, 216, 217, 222

DRA 101, 108, 109, 110, 130, 132, 133, 162, 180, 181, 210, 235, 280, 281

FLF 131, 132, 133, 145, 231, 232, 233, 245

FLS 125, 131, 132, 133, 153, 154, 231, 232, 233

HUM 135, 136, 137, 145, 205, 210, 927, 952

MUA – any course

MUS – any course

PHI 101, 105, 114, 120, 121, 145

REL 101

WST 101

**V. Computer Literacy:** (minimum of 1 credit) - Note: Also part of the General Elective category

Select from the following courses:

CSC 105 or CSC 110

**VI. How To Be Successful in College:** (3 semester credits) – Also part of the General Elective Category

SDV 101

**VII. Distributed Electives:** (7 semester credits)

Electives in this area must be chosen from English/Communication, Mathematics/Sciences, Social Sciences, or Humanities/Fine Arts

**VIII. General Electives:** (16 semester credits)

These unrestricted electives may be selected from the previously mentioned areas or any of the following courses:

**Business**

ACC 118, 121, 122, 221, 931

BUS 102, 104, 130, 133, 135, 188, 197, 204, 220, 924, 932, 935, 949

FIN 121

MGT 101, 170, 220

MKT 110, 140, 198

**Education**

EDU 120, 121, 122, 213, 235, 260, 925, 949

**Physical Education**

PEA 122, 135, 152, 155, 188, 222, 235, 288

PEC 112, 113, 128, 162, 163, 164

PEH 102, 115, 142, 162, 176, 210, 215

PET 105, 140, 146, 150, 171, 181, 185, 230, 240, 250

PEV 107, 108, 207, 208

**Other**

CSC 130

MMS 241

SDV 126, 142

\*A maximum of 16 semester credits (subject to Registrar approval) may be awarded for some technical education course work.

**Associate of Science Degree Requirements**

TOTAL REQUIRED: 61 Semester Credits

**ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS**

**I. English and Communication** (minimum of 9 credits)

- A. Complete each of the following:  
ENG 105 and ENG 106
- B. Select one of the following courses:  
SPC 101 or SPC 112
- C. The following courses may be selected as part of general electives:  
COM 140, 142, 149, 948  
ENG 101, 111, 225, 230, 925  
SPC 122

**II. Mathematics and Sciences** (minimum of 30 credits)

One mathematics course (3 semester hours) and one lab science course (3 semester hours) are required. An additional 24 semester credit hours in either mathematics or science must be selected to fulfill the remaining hours required.

- A. You may select from the following courses to meet the mathematics requirement:  
MAT 110, 117, 118, 120, 125, 140, 156, 161, 210, 216, 219, 226
- B. You may select from the following courses to meet the lab science requirement:  
BIO 101 and 103, 120, 121, 122, 127, 161 and 199, 175 and 176, 178 and 179, 187  
CHM 121, 132, 157, 158, 159, 166, 176, 251, 252, 253  
EGR 400, 410, 420, 440  
ENV 105 and 106, 110  
PHS 184 and 186  
PHY 101 and 102, 200, 201, 202

- C. You may select from the above courses or any of the following to fulfill remaining mathematics/sciences credit hour requirements:
  - BIO 925, 949
  - CHM 924, 949
  - EGR 160, 162, 165, 180, 284, 290, 401, 402, 411, 412
  - ENV 142
  - MAT 101, 105, 925, 952
  - SCI 130

**III. Social Sciences** (minimum of 9 semester credits)

- A. You must select one of the following history courses:
  - HIS 110, 111, 151, 152
  
- B. The remaining six semester credits may be selected from the above courses or from the following:
  - ANT 100, 105
  - ECN 110, 120, 130
  - GEO 121, 924, 949
  - HIS 121, 125, 141, 214, 257, 927, 949
  - POL 111, 121, 949
  - PSY 111, 112, 121, 211, 223, 226, 241, 251, 281, 296, 924, 949
  - SOC 110, 115, 120, 135, 147, 170, 230, 240, 242, 244, 245, 261, 280, 924, 949

**IV. Humanities and Fine Arts** (minimum of 8 semester credits)

- A. You must select at least 3 credits from the following literature courses:
  - LIT 101, 110, 112, 113, 140, 141, 150, 152, 153, 157, 161, 165, 167, 168, 171, 175, 181, 190, 802, 804, 806
  
- B. The remaining 5 credits may be selected from any of the above courses or any of the following:
  - ART – any course
  - CLS 106, 150, 155, 175, 185, 215, 216, 217, 222
  - DRA 101, 108, 110, 130, 132, 133, 162, 180, 181, 210, 235, 280, 281
  - FLF 131, 132, 133, 145, 231, 232, 233, 245
  - FLS 125, 131, 132, 133, 153, 154, 231, 232, 233
  - HUM 135, 136, 137, 145, 205, 210, 927, 952
  - MUA – any course
  - MUS – any course
  - PHI 101, 105, 114, 120, 121, 145
  - REL 101
  - WST 101

**V. Computer Literacy:** (minimum of 1 credit) - Note: Also part of the General Elective category

- Select from the following courses:
  - CSC 105 or CSC 110

**VI. How To Be Successful in College:** (3 semester credits) – Also part of the General Elective Education Category  
SDV 101

**VII. General Electives: (3 semester credits)**

These unrestricted electives may be selected from the previously mentioned areas or any of the following courses:

**Business**

ACC 118, 121, 122, 221, 931

BUS 102, 104, 130, 133, 135, 188, 197, 204, 220, 924, 932, 935, 949

FIN 121

MGT 101, 170, 220

MKT 110, 140, 198

**Education**

EDU 120, 121, 122, 213, 235, 260, 925, 949

**Physical Education**

PEA 122, 135, 152, 155, 188, 222, 235, 288

PEC 112, 113, 128, 162, 163, 164

PEH 102, 115, 142, 162, 176, 210, 215

PET 105, 140, 146, 150, 171, 181, 185, 230, 240, 250

PEV 107, 108, 207, 208

**Other** CSC 130

MMS 241

SDV 126, 142

**\*A maximum of 16 semester credits (subject to Registrar approval) may be awarded for some technical education course work.**

## Art & Design Majors- Ottumwa Campus

### ASSOCIATE OF ARTS DEGREE - ART CURRICULUM

| <b>Term 1 Fall Term</b> |                        | <b>Sem. Hrs.</b> |
|-------------------------|------------------------|------------------|
| ART119                  | Two Dimensional Design | 2                |
| ART133                  | Drawing                | 3                |

| <b>Term 2 Winter Term</b> |                           |   |
|---------------------------|---------------------------|---|
| ART118                    | Design, Form and Function | 2 |

| <b>Term 3 Spring Term</b> |                          |   |
|---------------------------|--------------------------|---|
| ART122                    | Three Dimensional Design | 2 |

| <b>Term 4 Fall Term</b> |               |   |
|-------------------------|---------------|---|
| ART200                  | Art History I | 2 |

| <b>Term 5 Winter Term</b> |                |   |
|---------------------------|----------------|---|
| ART201                    | Art History II | 2 |

| <b>Term 6 Spring Term</b> |                 |   |
|---------------------------|-----------------|---|
| ART202                    | Art History III | 2 |

#### **Students should also take the following sequence courses starting during their first year:**

|        |  |   |
|--------|--|---|
| ART134 | Drawing II                                       | 3 |
|        | <i>Offered Fall, Winter, Spring &amp; Summer</i> |   |
| ART140 | Painting   | 2 |
| ART141 | Painting II                                      | 2 |
| ART142 | Painting III                                     | 2 |
|        | <i>Offered Fall, Winter, Spring &amp; Summer</i> |   |
| ART145 | Water Color                                      | 3 |
|        | <i>Offered Spring</i>                            |   |
| ART170 | Ceramics   | 2 |
| ART171 | Ceramic II                                       | 2 |
| ART172 | Ceramics III                                     | 2 |
|        | <i>Offered Fall, Winter, Spring &amp; Summer</i> |   |

### ASSOCIATE OF ARTS DEGREE – GRAPHIC DESIGN CURRICULUM

| <b>Term 1 Fall Term</b> |                               | <b>Sem. Hrs.</b> |
|-------------------------|-------------------------------|------------------|
| ART156                  | Digital Design 1: Illustrator | 2                |
| ART119                  | Two Dimensional Design        | 2                |

| <b>Term 2 Winter Term</b> |                             |   |
|---------------------------|-----------------------------|---|
| ART149                    | Digital Design 2: Photoshop | 2 |
| ART118                    | Design, Form and Function   | 2 |

| <b>Term 3 Spring Term</b> |                            |   |
|---------------------------|----------------------------|---|
| ART150                    | Digital Design 3: Indesign | 2 |
| ART133                    | Drawing                    | 3 |

| <b>Term 4 Fall Term</b> |             |   |
|-------------------------|-------------|---|
| ART134                  | Drawing II  | 3 |
| ART184                  | Photography | 3 |

| <b>Term 5 Winter Term</b> |                |   |
|---------------------------|----------------|---|
| ART113                    | Graphic Design | 3 |
| ART140                    | Painting       | 2 |

**Term 6 Spring Term**

|        |                   |   |
|--------|-------------------|---|
| ART114 | Graphic Design II | 3 |
| ART141 | Painting II       | 2 |

**PHOTOGRAPHY**  
**Recommended Course Sequence**

**First Year****Term 1 Fall Term**

|         |             |   |
|---------|-------------|---|
| ART 184 | Photography | 3 |
| ART 119 | 2D Design   | 2 |

**Term 2 Winter Term**

|         |                             |   |
|---------|-----------------------------|---|
| ART 185 | Photography II              | 3 |
| ART 149 | Digital Design 2: Photoshop | 2 |

**Term 3 Spring Term**

|         |                                 |              |
|---------|---------------------------------|--------------|
| ART 302 | Studio and Portrait Photography | 3            |
| ART 150 | Digital Design 3: In Design     | 2            |
| ART 307 | Photography Practicum I         | 1 (optional) |

**Second Year****Term 4 Fall Term**

|         |                          |              |
|---------|--------------------------|--------------|
| ART 190 | History of Photography   | 3            |
| ART 303 | Commercial Photography   | 2            |
| ART 308 | Photography Practicum II | 1 (optional) |

**Term 5 Winter Term**

|         |  |              |
|---------|--|--------------|
| ART 289 | Photo Journalism                       | 3            |
| ART 304 | Architecture and Landscape Photography | 2            |
| ART 309 | Photography Practicum III              | 1 (optional) |

**Term 6 Spring Term**

|         |                               |              |
|---------|-------------------------------|--------------|
| ART 305 | Wedding and Event Photography | 2            |
| ART 306 | Photography Portfolio         | 1            |
| ART 310 | Photography Practicum IV      | 1 (optional) |

**Elective Recommendations: MKT 110- Principles of Marketing; ART 113 Graphic Design; ART 114 Graphic Design II; BUS 130 Introduction to Entrepreneurship**

**ASSOCIATE OF SCIENCE DEGREE – ENGINEERING MAJORS**

**Term 1 – Fall**

|        |   | <b>Sem. Hrs.</b> |
|--------|---|------------------|
| EGR410 | PLTW Principles of Engineering <sup>1</sup> | 3                |
|        | -OR-  |                  |
| EGR160 | Engineering I                               | 3                |
| MAT210 | Calculus I                                  | 4                |
| PHY200 | Classical Physics I                         | 3                |
| CHM157 | Principles of Chemistry I                   | 3                |
| ENG105 | Composition I <sup>2</sup>                  | <u>3</u>         |
|        |   | 16               |

| <b>Term 2 – Winter</b> |                            | <b>Sem. Hrs.</b> |
|------------------------|----------------------------|------------------|
| EGR165                 | Engineering II             | 3                |
| MAT216                 | Calculus II                | 4                |
| PHY201                 | Classical Physics II       | 3                |
| CHM158                 | Principles of Chemistry II | <u>3</u>         |
|                        |                            | 13               |

| <b>Term 3 – Spring</b> |                                    | <b>Sem. Hrs.</b> |
|------------------------|------------------------------------|------------------|
| MAT219                 | Calculus III                       | 4                |
| PHY202                 | Classical Physics III <sup>3</sup> | 4                |
| -OR-                   |                                    |                  |
| CHM159                 | Principles of Chemistry III        | 4                |
| ENG106                 | Composition II                     | 3                |
| XXXXX                  | Humanities and Fine Arts           | <u>3</u>         |
|                        |                                    | 14               |

<sup>1</sup> Some high schools offer this class (exam required) or allow concurrent enrollment at Indian Hills.

<sup>2</sup> Some students will already have taken an Advanced Placement or concurrent enrollment English Composition class that meets this requirement.

<sup>3</sup> See an academic advisor or the program coordinator before selecting one of these courses.

| <b>Term 4 – Summer</b> |                                 | <b>Sem. Hrs.</b> |
|------------------------|---------------------------------|------------------|
| EGR180                 | Statics                         | 2                |
| EGR162                 | Engineering Math-Matrix Algebra | 2                |
| SPC101                 | Fund. of Oral Communication     | 3                |
| XXXXX                  | Social Science                  | 3                |
| XXXXX                  | Social Science                  | <u>3</u>         |
|                        |                                 | 13               |

| <b>Term 5 – Fall</b> |                                     | <b>Sem. Hrs.</b> |
|----------------------|-------------------------------------|------------------|
| EGR284               | Introduction to Electrical Circuits | 3                |
| EGR290               | Thermodynamics                      | 3                |
| MAT226               | Differential Equations              | 3                |
| XXXXX                | Humanities and Fine Arts            | <u>3</u>         |
|                      |                                     | 12               |

### ASSOCIATE OF SCIENCE DEGREE – SCIENCE MAJORS

| <b>Term 1 – Fall</b> |                           | <b>Sem. Hrs.</b> |
|----------------------|---------------------------|------------------|
| CHM157               | Principles of Chemistry I | 3                |
| MAT210               | Calculus I                | 4                |

| <b>Term 2 – Winter</b> |                            | <b>Sem. Hrs.</b> |
|------------------------|----------------------------|------------------|
| CHM158                 | Principles of Chemistry II | 3                |
| MAT216                 | Calculus III               | 4                |

| <b>Term 3 – Spring</b> |                             | <b>Sem. Hrs.</b> |
|------------------------|-----------------------------|------------------|
| CHM159                 | Principles of Chemistry III | 4                |
| MAT219                 | Calculus III                | 4                |

| <b>Term 4 – Fall</b> |                     | <b>Sem. Hrs.</b> |
|----------------------|---------------------|------------------|
| BIO120               | General Biology 1D  | 2                |
| CHM251               | Organic Chemistry 1 | 2                |
| PHY200               | Classical Physics   | 3                |

| <b>Term 5 – Winter</b> |                      | <b>Sem. Hrs.</b> |
|------------------------|----------------------|------------------|
| BIO122                 | General Biology IIID | 3                |
| CHM252                 | Organic Chemistry II | 3                |
| PHY201                 | Classical Physics II | 3                |

| <b>Term 6 – Spring</b> |                       | <b>Sem. Hrs.</b> |
|------------------------|-----------------------|------------------|
| BIO121                 | General Biology IID   | 3                |
| CHM253                 | Organic Chemistry III | 3                |
| PHY202                 | Classical Physics III | 3                |

**Note:** Principles of Chemistry I has a prerequisite of Introduction to General Chemistry or equivalent background in chemistry.

**Note:** General Chemistry I and General Chemistry II are taught in the summer and are equivalent to Principles of Chemistry I, II, and III.

**Note:** Student should have a strong background in advanced algebra and trigonometry before enrolling in Calculus I. College Algebra and Precalculus can be taken in the freshman year.

### **Arts & Sciences Transfer Majors**

The Arts and Sciences program is designed to prepare students for a variety of majors at the baccalaureate level. During the first two years of undergraduate study, most of the course work consists of general education courses and courses common to any major. Therefore, many students prefer to begin their educational path with a very general or –undecided direction of course work. The Arts and Sciences program is designed around that premise. However, in order to provide direction to those persons who have very definite career goals, as well as those who are experimenting with several major areas of study, Indian Hills has created transfer majors for many baccalaureate institutions where most Indian Hills students transfer. If students know the exact program of study and the college or university where they will transfer, a more specific program can also be tailored to meet individual needs. Suggested courses for students who do not wish to focus on any particular area (undecided) are included as well. For information go to the IHCC website [www.indianhills.edu](http://www.indianhills.edu) select courses and programs, Arts & Sciences.

|                       |  |
|-----------------------|--|
| Accounting            | Associate of Arts                      |
| Agriculture           | Associate of Arts                      |
| Art and Design        | Associate of Arts                      |
| Athletic Coaching     | Associate of Arts                      |
| Biology               | Associate of Arts/Associate of Science |
| Business              | Associate of Arts                      |
| Chemistry             | Associate of Arts/Associate Science    |
| Counseling            | Associate of Arts                      |
| Education             | Associate of Arts                      |
| Elementary Education  |  |
| Secondary Education   |  |
| Physical Education    |  |
| Engineering           | Associate of Arts                      |
| English/Literature    | Associate of Arts                      |
| Entrepreneurship      | Associate of Arts                      |
| Forestry              | One year—No formal award               |
| Graphic Design        | Associate of Arts                      |
| Health                | Associate of Arts                      |
| History               | Associate of Arts                      |
| Mass Media/Journalism | Associate of Arts                      |
| Mathematics           | Associate of Arts/Associate of Science |
| Music                 | Associate of Arts                      |
| Natural Resources     | Associate of Arts                      |
| Photography           | Associate of Arts                      |
| Physics               | Associate of Arts/Associate of Science |
| Political Science     | Associate of Arts                      |
| Pre-Engineering       | One year—No formal award               |
| Pre-Professional      | Associate of Arts                      |
| Pre-Chiropractic      |  |
| Pre-Dentistry         |  |
| Pre-Law               |  |
| Pre-Medicine          |  |
| Pre-Mortuary Science  |  |
| Pre-Optometry         |  |
| Pre-Osteopathic       |  |
| Pre-Pharmacy          |  |

|  |                   |
|--|-------------------|
| Pre-Veterinary                                 |                   |
| Psychology                                     | Associate of Arts |
| Public Relations/Organizational Communications | Associate of Arts |
| Real Estate                                    | Associate of Arts |
| Social Work                                    | Associate of Arts |
| Spanish/French                                 | Associate of Arts |
| Sport and Fitness Management                   | Associate of Arts |
| Theater  | Associate of Arts |
| Undecided                                      | Associate of Arts |

Specific classes and suggested course sequences are available in the Indian Hills College Catalog. Students should consult with an advisor and the four-year institution to which they plan to transfer to determine specific requirements for the major they intend to pursue. The recommended courses are based on a comparison of various programs and should not be considered a substitute for consulting with an Academic Advisor.

### **Criminal Justice Associate of Applied Science**

It is the goal of the Criminal Justice program to provide the students with a general knowledge of the criminal justice system so they might obtain employment in their chosen field within that system. The Criminal Justice program, as an integral part of Indian Hills Community College, believes its main purpose is to provide a program for men and women to prepare for entry-level positions or to continue their education in their chosen field. All applicants to this 21 month program will undergo a criminal background check. The program is closed to all applicants with a felony record or any other criminal record that would be a likely barrier to future employment. Because of the employment requirements, we believe it is not appropriate to allow a student to continue in a program where he/she has no chance to be employable. It would not benefit the student to strive toward unrealistic expectations of employment. Therefore student behavior is assessed throughout the program. The faculty believes the criminal justice system is in constant change which requires college programs to provide a broad education that is essential in criminal justice and that allows for technical courses that reflect those changes. We believe in focusing on major issues concerning criminal justice as a profession and on those people who are actors in a changing profession. Because of the nature of some aspects of criminal justice, we believe we have the responsibility to the community and public to carefully screen and advise those persons choosing criminal justice as a profession. We attempt to counsel students in identifying learning needs, choosing an area of concentration, and directing them to best meet these needs.

Students entering criminal justice have unique pre-employment qualifications because of the nature of public safety work. **These qualifications may include passing extensive criminal/character background checks, physical examinations, polygraph testing, oral boards, drug screening, and psychological testing.** Each student should be aware of these requirements. Those students who choose a seventh term internship must be aware that each agency may ask the student to meet the same hiring guidelines required of any employee of the agency.

Upon completion of the Criminal Justice program, students will be able to:

- understand the major subsystems in the criminal justice field and how each functions know the general concepts of the criminal law based on the Model Penal Code
- understand the impact the United States Constitution has on various criminal justice components and its actors know the theories of crime causation
- be familiar with the steps of a criminal case from beginning to a final court decision
- successfully demonstrate the practical skills required for a career in criminal justice
- communicate effectively, both in writing and orally
- demonstrate the ability to problem-solve and think critically
- be aware of the available career tracks in the field of criminal justice

In each term of the student's academic program, the student will be evaluated by the Program Director, full time, and adjunct staff. Using a variety of assessment instruments (which may include, but not be limited to, academic assessment,

interest inventory, and background assessment), the student will be counseled as to whether to continue the program.

The Criminal Justice program is student-centered concerning institutional approaches, and in being so we believe the student shares the responsibility for learning. By combining general and technical education with assessment, counseling and internship experiences, we believe that the student should meet those hiring standards currently in practice.

**Criminal Justice Curriculum (2 yr.)**

**Fall - Term I**

Ethics in Criminal Justice (CRJ101).....3  
Intro to Criminal Justice (CRJ100) .....3  
Composition I (ENG105).....3  
Public Speaking (SPC112).....3

**Winter - Term II**

Foreign and Domestic Terrorism (SOC147).....3  
Composition II (ENG106) .....3  
Criminal Procedures (SOC244) .....3  
Introduction to Corrections (SOC242).....3

**Spring - Term III**

Patrol Procedures (CRJ110).....3  
Criminal Law (SOC245).....3  
Criminal Investigation (CRJ141).....3  
Introduction to Psychology (PSY111) .....3

**Summer - Term IV**

Computer Essentials (CSC105) .....1  
Firearms (CRJ248).....2  
Culture Elective .....3  
Lab Science Elective.....3  
Math for Liberal Arts (MAT110).....3

**Fall - Term V**

Abnormal Psychology (PSY241).....3  
Criminal Justice Careers Seminar (CRJ263). . . . .3  
Applied Criminalistics (CRJ242).....3  
Interviewing and Writing Strategies (CRJ106).....3

**Winter - Term VI**

Juvenile Delinquency (SOC230) .....3  
Criminology (SOC240)..... 3  
American National Government (POL111) .....3  
Law Enforcement Management (CRJ210).....3

**Spring - Term VII**

Defensive Tactics (CRJ150) .....1  
Internship (CRJ932).....7

## CULINARY ARTS

### Mission

Provide professional skills, knowledge, attitudes and work habits for each student. Support career preparation in the hospitality industry with a wide variety of occupational choices.

### Program Goals

- \*challenge students to be successful in all classes and labs
- \*encourage students to have employment related to the culinary industry
- \*be alert to changes in our industry and share that information with fellow culinarians
- \*encourage students involvement in clubs, activities, and community events related to Culinary Arts
- \*provide students opportunities for competitions
- \*assist students with additional education funding
- \*provide on-going support to our graduates

### Term I

|                                       |   |
|---------------------------------------|---|
| Computer Essentials (CSC105).....     | 1 |
| Safety/Sanitation (HCM101).....       | 1 |
| Food Service Technology (HCM102)..... | 1 |
| Culinary Skills (HCM163).....         | 3 |
| Food Service Lab I (HCM202).....      | 2 |
| Math Principles (HCM261).....         | 1 |
| Approved Culture Course.....          | 3 |

### Term II

|                                    |   |
|------------------------------------|---|
| Garde Manager (HCM145).....        | 3 |
| Cold Food Principles (HCM146)..... | 1 |
| Food Service Lab 2 (HCM203).....   | 2 |
| Culinary Nutrition (HCM232).....   | 2 |
| Approved Culture Course.....       | 2 |

### Term III

|   |   |
|---|---|
| Introduction to Business (BUS102).....  | 3 |
| Principles of Cooking (HDM149).....     | 4 |
| Shellfish, Poultry, Meats (HCM150)..... | 1 |
| Stocks, Soups, Sauces (HDM151).....     | 1 |
| Dining Service (HCM200).....            | 2 |
| Approved Communication Course.....      | 3 |

### Term IV

|  |   |
|--|---|
| Basic Baking (HCM114).....                                 | 2 |
| Basic Baking Lab (HCM115).....                             | 4 |
| International Cuisine Excursion I (HCM184 optional).....   | 6 |
| International Cuisine Excursion II (HCM 185 optional)..... | 6 |
| Fine Dining Experience (HCM201).....                       | 1 |
| Culinary Computer Applications (HCM264).....               | 2 |
| Approved Scientific Systems Course.....                    | 3 |

**Term V**

Introduction to International Business (BUS220).....3

Or

Introduction to Economics (ECN110).....3

Principles of Management (MGT101).....3

Advanced Baking (HCM118).....2

Advanced Baking Lab (HCM119).....4

Approved Mathematical Reasoning.....2

**Term VI**

Principles of Marketing (MKT110).....3

International Cuisine (HCM174) For students who have not taken International Cuisine Excursion I (HCM184) or International Cuisine Excursion II HCM185.....4

Culinary Management (HCM211).....4

Catering & Banqueting (HCM341).....2

**Term VII**

Food Service Entrepreneurship (HCM400).....3

Culinary Industry (HCM401).....3

Culinary Internship (HCM512).....2

## ARTICULATION

### General Articulation Agreements

Articulation agreements are those made between Indian Hills and other colleges which allow for the smooth transfer of IHCC students into four-year programs awarding the baccalaureate degree. Articulation agreements are based upon the assumption that transferring students have completed their Associate in Arts/Science degree. Students without A.A./A.S. degrees may still transfer; however, credits at the transferring institution will be accepted on a course-by-course basis only.

Although all colleges will accept transfer credit from Indian Hills, the following colleges have made the commitment to admit the Indian Hills student with an A.A./A.S. degree into their institutions at a junior level standing:

|                                     |                                |
|-------------------------------------|--------------------------------|
| Briar Cliff College                 | Sioux City, Iowa               |
| Buena Vista University              | Storm Lake, Iowa/Ottumwa, Iowa |
| Central College                     | Pella, Iowa                    |
| Drake University                    | Des Moines, Iowa               |
| Graceland College                   | Lamoni, Iowa                   |
| Grandview College                   | Des Moines, Iowa               |
| Iowa State University               | Ames, Iowa                     |
| University of Iowa                  | Iowa City, Iowa                |
| University of Nebraska              | Nebraska                       |
| University of Northern Iowa         | Cedar Falls, Iowa              |
| Iowa Wesleyan College               | Mt. Pleasant, Iowa             |
| Missouri Western State College      | St. Joseph, Missouri           |
| Northwest Missouri State University | Maryville, Missouri            |
| Northwestern College                | Orange City, Iowa              |
| Palmer College of Chiropractic      | Davenport, Iowa                |
| Simpson College                     | Indianola, Iowa                |
| Southern Illinois                   | Carbondale, Illinois           |
| Truman State University             | Kirksville, Missouri           |
| William Penn University             | Oskaloosa, Iowa                |
| Western Illinois University         | Macomb, Illinois               |
| Ashford University                  | Clinton, Iowa                  |

Once students decide on a transfer institution, they should contact an academic advisor, who will be able to put them in touch with the proper academic advisors at the college or university they plan to attend.

### Specific Department Agreements

The Arts and Sciences Division of Indian Hills also actively seeks to establish articulation agreements with specific academic departments at colleges and universities. These specific department agreements are valuable to those students who identify early on in their college education those academic and professional areas in which they wish to major.

The Academic Advising office has course equivalency guides for each of these specific department agreements available to students.

# POLICIES

## **Appropriate Communication**

Communication with faculty, staff and fellow students should be respectful and appropriate. This includes face-to-face as well as electronic communication. Students who express inappropriate or disrespectful comments to others may be disciplined. Disciplinary consequences may include removal from a course or from the college. This policy is in accordance with the Quality of Life Code stated in the Indian Hills Community College Student Handbook.

## **Attendance**

Class attendance is critical to student success. Students should plan on attending each class meeting. Arts and Sciences faculty members establish their own classroom attendance policies. In general, instructors must comply with three restrictions regarding the formulation of these policies: 1) attendance policies must be stated in the course syllabus; 2) they must be fair; and 3) they must apply equitably to all students.

Students should check with their instructor and the course syllabus regarding attendance policies, as instructors' policies differ. 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.

## **Cell Phones and Pagers**

Students are not allowed to have cell phones or pagers turned on in class unless they are 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.

## Plagiarism and Cheating

Assuming ownership of another person's words or ideas is the essence of plagiarism. Plagiarizing copyrighted material is a legally punishable offense; plagiarizing unpublished material in school is a severe breach of academic principles.

Instructors are not required to produce the documents from which the student has plagiarized in order to prove plagiarism. Stylistic differences between the written work in question and works previously submitted by the student can easily be recognized by instructors and can constitute evidence of plagiarism. Students should be aware of the various types of plagiarism:

### Principles Governing Plagiarism

1. All written work submitted for any purpose is accepted as your own work. This means it must not have been written even in part by another person.
2. The wording of any written work you submit is assumed to be your own. This means you must not submit work that has been copied, wholly or partially, from a book, an article, an essay, a newspaper, another student's paper or notebook, or any other source. Another writer's phrases, sentences, or paragraphs can be included only if they are presented as quotations and the source acknowledged.
3. The ideas expressed in a paper or report are assumed to originate with you, the writer. Written work that paraphrases a source, without acknowledgement must not be submitted for credit. Ideas from the work of others can be incorporated in your work as starting points, governing issues, illustrations, and the like, but in every instance the source must be cited.
4. Remember that any online materials you use to gather information for a paper are also governed by the rules for avoiding plagiarism. You need to learn to cite electronic sources as well as printed and other sources.
5. You may correct and revise your writing with the aid of reference books. You also may discuss your writing with your peers in a writing group or with peer tutors at your campus writing center. However, you may not submit writing that has been revised substantially by another person.

---Greene, Stuart, and April Lidmsky from *Inquiry to Academic Writing*. Boston: Bedford St. Martin's, 2012.

Students should check with their instructor for any additional guidelines on plagiarism. Be aware that many instructors ask that written work be submitted to Turnitin.com, a nation-wide plagiarism detection service. Cheating in any form will not be tolerated. Cheating includes (but is not limited to) copying down some other student's answers on a test, quiz, assignment, or lab report, bringing in ready-made "cheat sheets", knowingly and willingly supplying answers to others and using someone else's words or ideas as though they were your own.

A word about plagiarism and cheating in online courses: students in online courses are expected to abide by the same standards of academic honesty as they would in any other course. Students may not copy or paraphrase other students' discussion posts or responsive writings. Most instructors do not allow students to use Internet sources while answering exam questions. If you have any question about this, be sure to check with your instructor. If you do use outside sources in any of your online work, you must document those sources correctly. It also is assumed that all the work done in an online course is completed by the student who is registered for that course. If all or some of the work in the class is not that of the registered student, this is considered cheating, and the student will be subject to the penalties outlined below.

Both plagiarism and cheating are punishable in the following ways:

- 1) **Automatic failure of the assignment;**
- 2) **Automatic failure from the course;**
- 3) **Expulsion from the college.**

### **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.

### **Appeal of Final Grade**

If a student wishes to appeal a final course grade, the appeal process must be initiated within two (2) weeks following the end of the term in which the course was taught. The student must first contact the course instructor with questions concerning the final grade. If the student is not satisfied with the outcome of the meeting with the course instructor, the Student Appeals Process outlined in the Indian Hills Community College Student Handbook must be followed.

### **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.

## **Credit Exchange Policy**

The Credit Exchange Policy is intended to assist students who are in jeopardy of failing a course. Credit Exchange is an opportunity to exchange courses in order to improve the skills that are necessary to successfully complete transfer or technical credit classes.

### **Credit Exchange Policy for Fall, Winter, and Spring Terms:**

From the 9th day class meeting up to and including the 28th day of class, students can withdraw from transfer or technical credit classes and enroll in developmental education classes with no additional tuition charges, if they are making an even exchange of credits. Students must enroll for the same number of developmental credits as the transfer/technical credits they are dropping in order to incur no additional tuition charges or adversely affect their financial aid. (Example: 3 credit transfer/technical class exchanged for developmental courses equaling 3 credits.)

A maximum of 6 credit hours per term may be exchanged at no additional charge. Developmental credits that are in addition to the six credits being exchanged will be charged at the regular tuition rate. From the 28th day of the term through the end of the term, enrollments in developmental credit classes will be discouraged and students will be charged the regular tuition rate for enrollment in each DV credit course. Students may add developmental classes past this date only with the approval of SUCCESS Center faculty.

### **Procedures for Credit Exchange:**

#### **Student Responsibility**

- Students who want to do Credit Exchange will go to the SUCCESS Center. Students must have the course titles and course numbers of the courses they wish to drop.
- Students will work with SUCCESS Center faculty to select appropriate developmental courses for Credit Exchange.
- Students who add SUCCESS Center credits in excess of the six credits they are exchanging will be financially responsible for each additional credit at the regular credit hour rate and will need to make arrangements for payment with the Business Office and/or the Financial Aid Office.
- Students are responsible for buying texts for developmental courses.

#### **SUCCESS Center Responsibility**

- SUCCESS Center faculty will advise students and recommend the appropriate developmental courses to replace the courses the student is dropping.
- SUCCESS Center faculty will complete an add/drop form for the Credit Exchange courses, listing the courses to be dropped and the developmental courses that are to be added. If students are adding developmental courses in addition to those that are being exchanged, the faculty member will complete a separate registration for the additional courses.
- The SUCCESS Center will immediately send the add/drop form(s) to Enrollment Services. Enrollment Services will process the add/drop form the same day it is received.
- As soon as the add/drop form is processed (which may involve a 24 hour turn-around time), students will be able to access MyHILLS for their developmental course materials.

#### **Personal Issues**

Individuals wishing to contact students in class because of an emergency should phone IHCC Security at (641)683-5300. Students experiencing difficulties in dealing with personal problems are encouraged to seek out counseling for assistance. Any IHCC employee will help students locate the appropriate source necessary to resolve classroom and personal troubles. Individuals should be aware that, for the safety and privacy of students, IHCC employees will not give out a student's schedule.

## **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 Arts and Sciences students will be involved in such an evaluation process at least once during their tenure at Indian Hills.

Assessment efforts in the Arts and Sciences 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 Arts and Sciences Mission Statement. Course data will be reported to the Assessment Committee.
2. **Discipline 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 identified by faculty in that discipline mission statement. The assessment committee must devise assessment tools that will provide usable data to measure student learning outcomes in each discipline.
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 few 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 Arts and Sciences.

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# IHCC INFORMATION SYSTEMS ACCEPTABLE USE POLICY

## Introduction

Information Systems are provided for the use of the Indian Hills Community College students, faculty and staff in support of the programs of the college. Access to the Information Systems is a privilege that is granted by the college. This privilege comes with a responsibility to respect the rights of other users and the rights of the college.

This policy is designed to guide students, faculty, and staff in the acceptable use of computer and information systems and networks provided by IHCC. Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource.

The purpose of these guidelines is to specify user responsibilities and to promote the ethical, legal, and secure use of Information Systems resources for the protection of all members of the IHCC community. The college extends membership in this community to its students and employees with the stipulation that they be good citizens, and that they contribute to creating and maintaining an open community of responsible users.

## Agreement To Comply With Policy

All users of IHCC's Information Systems agree to comply with the policies stated in this document, as well as any additional guidelines established by the college for each individual information system. By use of the college Information Systems, users agree to comply with these and any other college policies.

## Guiding Principles For The Use Of IHCC Information Systems

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

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

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

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

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

## **Responsibilities Of Users Of IHCC Information Systems**

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

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

## **Administration and Implementation**

The Information Systems, facilities, equipment and accounts are owned and operated by IHCC. The college reserves all rights to the technology resources it owns and operates. IHCC may terminate any user's access and service to the information systems without notice. Communication and projects carried on by IHCC staff through college resources are assumed to be business and professional matters.

The college reserves the right to examine all computer files, phone mail or email if it becomes necessary for reasons including, but not limited to, the following:

- \* To enforce its policies regarding harassment and the safety of individuals
- \* To prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations
- \* To safeguard the integrity of computers, networks, and data either at the college or elsewhere
- \* To protect the college against liability

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

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

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

### **Childcare/Restriction of Children in Classrooms**

Although necessities of childcare may occasionally conflict with a student's attendance, children cannot be allowed to accompany a student to a class. The presence of children hinders the instructional process. Neither the comparative safety of any class nor the comparatively good behavior of any child should alter this policy. If a student brings a child to class, the student will not be permitted to attend the class.

### **Dean's List/President's List**

Indian Hills Community College recognizes those students who have excelled in the classroom by compiling a list of Honor Roll students after each term. A student must be enrolled full-time to be included on the Honor Roll. It is made up of a President's List and a Dean's List. The Dean's List is comprised of those students who have a grade point average between 3.5 and 3.9 for a given term. The President's List is made up of those students with a perfect 4.0 grade point average for the term.

## **Services**

Indian Hills Community College offers a variety of classes and services to assist students with reaching their academic and career goals.

### **Adult Literacy Programs and Non Credit ESL Classes**

Students who are preparing to enter a college program or those needing to earn a high school equivalency diploma may enroll in the Adult Basic Education program. These courses are open to the public. Classes are scheduled on the Ottumwa and Centerville campuses and at locations throughout the ten counties of Area 15. Classes are available in basic skills (reading, writing, math), High School Completion, and Community English. The ABE program also offers an Education to Career course. Education to Career (ETC) is a program to support the non-traditional student transitioning to college or to increase skills for the workplace. Skill enhancement in math, writing, and computer literacy are emphasized, as well as strategies to ensure a successful college experience. For more information, interested persons may visit the Community Education Center (CEC) located at the North Campus, 15260 Truman Street or call the Director, Learning Services at (800)726-2585, ext.5181.

### **County Service Centers**

Indian Hills Community College operates eight education centers located in county seat communities. The county service centers provide opportunities for students to take courses and earn credit toward a degree using the Iowa Communications Network (ICN) without leaving their home communities. The centers offer a wide selection of both credit and noncredit courses. Students may register for courses and take career and academic assessments at the centers. To schedule an appointment for Accuplacer at a county service center, contact the center where you would like to take the test.

The County Service Centers are:

- Davis County Center, 501 E. Locust, Bloomfield, IA 52537 (641)664-2050, Fax (641)664-2030
- Jefferson County Center, 112 S. Court, Fairfield, IA 52556 (641)472-6366, Fax (64 1)472-1504
- Keokuk County Center, 909 East Pleasant Valley, Sigourney, IA 52591 (641)622-3385, Fax (641)622-3273
- Lucas County Center, 123 E. Grace, Suite 1, Chariton, IA 50049 (641)774-8614, Fax (641)774-8206
- Monroe County Center, 322 C Avenue East, Albia, IA 52531 (641)932-5297, Fax (641)932-7085
- Van Buren County Center, 201 Main Street, Keosauqua, IA 52565 (319)293-7115, Fax (319)293-7118
- Wayne County Center, 417 S. East Street - Suite 200, Corydon, IA 50060 (641)872-3033, Fax (641)872-3035
- IHCC William Penn Center, 1710 N. Market, Oskaloosa, IA 52577 (641)673-0824, Fax (641)673-5451

Email at [servicecenters@indianhills.edu](mailto:servicecenters@indianhills.edu)

### **English Language Learner**

The IHCC English as a Second Language Department (ESL) provides assistance in oral and written communication skills to students for whom English is not their native language. Tutoring and one-to-one assistance are available. Courses to develop and improve basic English skills are available for credit at the regular tuition rate. These are non-transferrable courses.

### **Library**

Libraries are located on the Ottumwa and Centerville campuses. Each library offers comprehensive services and collections to support the informational needs of students, staff and community patrons. The college ID card serves as a library card, and must be presented to check out materials. Items are circulated for three weeks. Fines are charged for overdue materials.

Information is just a click away at <http://www.indianhills.edu/libraries/index.html>. You can find the library link at the bottom of the college home page. Explore the library's web page for information on library locations, hours, policies, and research tips, and to gain access to thousands of books, CDs, DVDs, video tapes, audio books, e-books and videos, and full-text magazines, journals and newspapers. Online resources are available 24/7, providing staff and students with access to library materials any time or place.

- \* Use the card catalog to find books, videos, CDs, DVDs, e-books, audio books and videos.
- \* Use the database link to find full-text articles on thousands of topics. Database passwords are available through the MyHILLS account under the My Services tab.

Visit the library for reference, interlibrary loan, and photocopy service, research assistance, access to computers, wireless internet access, individual and group study space, and instruction on how to use library resources.

To speak to a librarian, call (800)726-2585 ext.5199 or (641)683-5199 (Ottumwa) or (800)670-3631 ext.2237 (Centerville). Assistance is also available through the library's email account at [library@indianhills.edu](mailto:library@indianhills.edu)

### **Skill Building Classes**

Skill Building courses are available through the IHCC SUCCESS Center. Courses are designed to prepare students for entry into a program or to provide academic tutoring and support for courses in their college major. Courses are offered to improve in the following areas: reading, writing, and math. Skill building classes are also available in orientation to college, library study skills, preparation for advanced mathematics, comprehensive writing skills, English as a Second Language, and many other areas. Students work with instructors in the SUCCESS Center and may also work with peer and professional tutors. Students may enroll in SUCCESS Center courses or request a tutor at any time and are not restricted to enrollment at the beginning of each term. All Skill Building courses are offered for credit.

Peer and professional tutors are available to students in many, but not all specialized subject areas. Tutors are available at no charge to the student, but tutoring is limited to the availability of tutors. The SUCCESS Center does not guarantee that tutors can be arranged for every subject area. Tutoring sessions can be arranged day and/or evening hours, and may be arranged in group or individual sessions.

The Ottumwa and Centerville Centers each contain computer labs for general use by IHCC students. On the Ottumwa campus, the center is housed in the Arts and Science Center (ASCO) and may be reached by calling (800) 726-2585, ext. 5238. The Centerville SUCCESS Center can be reached by calling (800) 670-3641, ext. 2232. The SUCCESS Centers may be contacted by email at [successcenter@indianhills.edu](mailto:successcenter@indianhills.edu)

### **Student Support Services Program**

Student Support Services (SSS) is a federally funded program. Program participants are eligible to participate in special workshops, tutoring, transfer trips to other Iowa colleges, cultural events and trips. Eligible participants may also receive student aid awards. The SSS office may be contacted by phone at (641) 683-5133, or by email at [studentsupportservices@indianhills.edu](mailto:studentsupportservices@indianhills.edu)

### **Testing Centers**

The IHCC Testing Centers offer a variety of tests to measure individuals' aptitudes, abilities, and interests. Testing services are available to current students and to the general public. IHCC Testing Centers also provide licensure and certification testing for professionals and skilled trades. Career Assessment workshops are available to help students select a career or choose/change a college major. Testing Services include college entrance tests (ACT and Accuplacer), CLEP (College Level Examination Program), and graduate school admission tests. New full-time students are required to take the Accuplacer test or provide written transcripts of ACT or SAT scores. The Accuplacer assesses reading, writing and math skills. Accuplacer, ACT and SAT scores are used for academic advising and to determine admission to Health Occupations or other college programs. Testing for professional or occupational certification is available through the following companies: Pearson/Vue, Lasergrade/PSI, Castleworld and Comira. Other tests available include: chemical testing, computer certification tests, dental testing, certified nursing assistants, surgical technician testing, etc. Other tests are available upon request. Accuplacer and General Equivalency Exam tests are available at both IHCC Testing Centers and at IHCC County Service Centers. For a complete schedule of all IHCC testing services in the area, please call (800)726-2585, ext.5142 or email to: [testing@indianhills.edu](mailto:testing@indianhills.edu) In Centerville, please call (800)670-3641, ext. 2214.

## **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 clinic. Students presenting to the clinic with illness or injuries are seen at no charge. There is a small fee for physical exams and vaccinations. Student Health and Wellness Services **DOES NOT** provide care for dependents of students or IHCC staff.

### **Location:**

Student Health and Wellness as well as the Campus Behavioral Health Counseling service are **both** located on the ground floor of Trustee Hall on the mail Ottumwa campus. 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. Walk-ins are welcome and facilitated when clinic flow permits. However, appointments are preferred and recommended whenever possible. Emergencies or urgent problems will take first priority. **Call 641-683-5336 to speak with our appointment desk for scheduling purposes.**

### **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 counselor can assist you with many circumstances; a few examples being:**

- 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

Currently enrolled IHCC students can see the Behavioral Health Counselor at no charge. It is a free service. **Call 641-683-5336 to request a counseling appointment.**

**After Hours and On the Weekends:**

Students requiring EMERGENCY medical treatment after Student Health and Wellness Services clinic is closed 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.

**Confidential Records:**

All medical records are strictly confidential and no individuals other than Student Health and Wellness staff/personnel will have access to them. Clinical records can be released upon a student's written request to do so.

**Staff:**

IHCC Student Health and Wellness clinic is staffed by an advanced registered nurse practitioner, a part-time RN, and a full-time receptionist/office manager.

**Referrals:**

In certain circumstances, the Student Health and Wellness medical staff may find it necessary to refer a student to a local physician or specialist. Responsibility for payment will belong to the student for any referral appointments. Student Health and Wellness does not provide dental care or eye examinations, but will make referrals for those in need of assistance in either of these areas. Student Health Wellness staff 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.

## **COLLEGE TRANSFER**

### **QUESTIONS AND ANSWERS**

1) **When should I begin planning my transfer to a four-year college?**

It is never too early to begin your transfer planning. If you know which college or colleges you are seriously considering, discuss your plans with an academic advisor. The counselor will know if the schools you are considering have any requirements you need to complete here at IHCC. The choice of your college major also affects transfer requirements, so you should not only have early contact with the school, but also with your major's department. Two early admission programs are also available. Planning ahead can save transfer students valuable time and money. Iowa's 2 Plus 2 Guaranteed Graduation Plan is designed to help. Iowa community college students in select majors can use the 2 Plus 2 Plan to supplement their A.A. or A.S. degree with a bachelor's degree from The University of Iowa after just two additional years of study. The Admissions Partnership Program is a partnership between participating community colleges and Iowa State University designed to provide an advantage to current and future students from those colleges who are planning to earn a bachelor's degree at Iowa State. Program participants plan for a successful transfer to Iowa State University through advising activities, social and cultural opportunities, and satisfying academic requirements.

2) **Where can I find information about transferring?**

[www.transferiniowa.org](http://www.transferiniowa.org) - this web site provides transfer information for University of Iowa, Iowa State and University of Northern Iowa.

3) **Don't all colleges require the same thing?**

No. Some have specific requirements that you can meet here as you complete your A.A. or A.S. degree. For example, some colleges require a foreign language to graduate with a four-year degree. You may take Spanish or French here at IHCC, which would count toward your A.A. graduation requirements and also fulfill the requirement of the four-year college you plan to attend later. IHCC academic advisors will help you plan your courses here to your best educational and financial advantage.

4) **Does IHCC have a transfer agreement with my transfer institution?**

IHCC has transfer/articulation agreements (which outline how courses will be accepted) with several institutions. The IHCC catalog gives an overview of the participating colleges under the subject heading "Articulation Agreements." Talk to an academic advisor for more detailed information.

5) **If I change my mind later about which college I want to attend, won't I have wasted a lot of time and taken classes I don't need?**

No. The academic advisor will always advise you to take classes that count toward meeting your IHCC graduation requirements. Many people attend colleges different from their original choices. If you begin looking at several colleges in your first year at IHCC and remain flexible, you'll be less likely to have transfer problems.

6) **Does it make a difference if I transfer without my Associate's degree? Wouldn't just having the 61 hours be the same?**

Some colleges will honor your A.A. or A. S. degree as meeting their general education requirements. In other words, you will have met their first two-year requirements. If the college you will be attending has this policy, it will be to your advantage to finish your degree even if you must stay a little longer. If you do not complete all the degree requirements, your transcript will be evaluated on a course-by-course basis. Some classes may not be accepted by the college as fulfilling its requirements. You may have to take first- or second-year classes at your new school. This will be an additional expense and could delay the completion of your college program. Other colleges will always evaluate each course separately even when you do have your degree. For these schools, early contact will help you select classes here at IHCC that will transfer to these institutions.

7) **When should I apply to a four-year school?**

Each school has its own admissions deadline. You need to contact an admissions counselor at the

college you will transfer to for that specific information. In general, the earlier you make contact with the college, the better. It is a good idea to contact the admissions office six to nine months BEFORE you expect to start classes.

8) **Why contact them so early?**

As stated above, each college has its own deadlines for admission. In addition, there are individual deadlines for scholarship applications, loans, grants and other areas of financial assistance, and even class registration. Contacting schools early also will aid in selecting electives that will be accepted by the transfer college as stated in question/answer four.

9) **What records will my prospective college need to complete transfer of credits?**

Institutions usually require official transcripts of all college, university, and high school course work. Transcript requests should be made in writing and should include your signature. Many institutions have transcript request forms to simplify the process. Call or visit the admissions office of your previous institution to find out what specific information is required.

10) **How do I obtain an official IHCC transcript?**

Go to the registrar's office (in the Bennett Student Services Building on the Ottumwa Campus); complete a "Request for Transcript" form. Your official transcripts will be mailed directly to your transfer institution after grades and/or degrees are posted (usually thirty days after the end of the term).

11) **Will I still be eligible for a Pell Grant at my new college?**

Yes. The Federal Pell Grant is a student aid program that assists undergraduate students. Just as you applied for a Pell Grant here, you will have to apply for a Pell Grant at your new college by completing a FAFSA (Free Application for Federal Student Aid). Contact the new school to obtain any other forms you might need.

12) **Private colleges are so expensive. How does anyone afford to go to them?**

Private colleges, such as William Penn and Buena Vista, often offer grants and scholarships that, along with the Iowa Tuition Grant, can sometimes reduce the costs to the same level as that of public colleges. You should talk with a college representative to check on levels of financial assistance before you eliminate any school you want to attend.

13) **What is the Iowa Tuition Grant? I must not be eligible for this grant because I didn't get it here at IHCC.**

The Iowa Tuition Grant is only available to students who attend private Iowa colleges. It is funded by the State of Iowa and is available to students based on financial need just like the Pell Grant. In fact, you use the same financial assistance form for the ITG as you do for the Pell Grant. The ITGs are awarded only ONCE a year. The deadline is usually in the early spring. If you miss the deadline, you must wait until the next year to apply for this grant. If you are considering going to a private four- year school in Iowa, you will definitely want to apply for this grant.

## ACADEMIC ADVISORS

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](mailto:joni.kelley@indianhills.edu)

**Lynette Van Donselaar, Assistant Registrar**  
Registrar's Office, Ottumwa Campus, Bennett Student Services Building  
(641)683-5114; [lynette.vandonselaar@indianhills.edu](mailto:lynette.vandonselaar@indianhills.edu)

**Academic Advisors:**

**Cammie Richards, Academic Advisor**  
Ottumwa Campus, Bennett Student Services Building  
(641)683-5129; [cammie.richards@indianhills.edu](mailto:cammie.richards@indianhills.edu)

**Ranae Molkenthin, Academic Advisor**  
Ottumwa Campus, Bennett Student Services Building  
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## Activities

### **Performing and Visual Arts Program**

Indian Hills is very proud of its Performing and Visual Arts program. The mainstays of an impressive calendar of events are the student, faculty and professional art exhibits and music recitals that appear through the year. Also highlighting the program are annual dramatic productions and the Indian Hills JazzFest. Aspiring writers are given the opportunity to read their material to public audiences and to publish their works in *The Hills Review*. Many of these events take place in St. John Auditorium, located in the Arts and Sciences building. Indian Hills' uniquely designed Art Gallery is located behind the Library on the Ottumwa campus. Contact: Dr. Jennifer Boyenga at [jennifer.boyenga@indianhills.edu](mailto:jennifer.boyenga@indianhills.edu) or Arts & Sciences at (641)683-1812.

### **The Academy**

Highly motivated students will find that the Arts and Sciences Academy Program is an excellent opportunity to share experiences with people who have similar interests. Specialized classes, field trips, guest speakers, discussion groups, seminars, and honors banquets highlight this distinguished program. Contact: Beverly Bethune at [beverly.bethune@indianhills.edu](mailto:beverly.bethune@indianhills.edu) or (641) 683-5111, ext. 1811.

### **Academic Credit Tours**

Educational trips for academic credit are offered to facilitate classroom learning in the performing and visual arts. Trips are scheduled for fall, spring, and summer terms to major metropolitan areas such as Chicago, Minneapolis, or Kansas City. Students will visit museums, art galleries, or exhibitions, attend concerts or theatrical events, and explore the city while completing cultural assignments. Contact: Arts & Sciences at (641)683-5145.

### **Art Club**

The Indian Hills Community College Art Club provides opportunities for students to experience various areas of art. Specific goals of the Art Club are to create more interest in and understanding of art and the visual and performing arts, assist students in the establishment of occupational and creative goals, strengthen the confidence of students in themselves and their art work, and encourage scholarship. The Art Club meets each month during the academic school year. Activities include field trips, sponsoring invited artists or other guests, discussing recent events of artistic note, and participating in ongoing projects established by members of the Art Club. Contact: Mark McWhorter at [mark.mcwhorter@indianhills.edu](mailto:mark.mcwhorter@indianhills.edu) or (641)683-5111, ext. 1825 or Lisa Fritz at [lisa.fritz@indianhills.edu](mailto:lisa.fritz@indianhills.edu) or (641)683-5111, ext.1816.

### **Science Club**

The purpose of the Indian Hills Community College Science Club (IHCCSC) is to provide opportunities for students to experience various scientific fields including (but not limited to) astronomy, biology, chemistry, geology, physics, and medicine in both academic and industrial environments. Specific goals of the IHCCSC are to create more interest in and understanding of science, assist students in the establishment of occupational goals, strengthen the confidence of students in themselves and their work, and encourage scholarship. Activities include field trips, speakers, discussions of recent scientific papers, and ongoing research projects established by members of the science club. Contact: Dr. Lee Wymore at [lee.wymore@indianhills.edu](mailto:lee.wymore@indianhills.edu) or (641)683-5111, ext.1845.

### **Drama Club**

The purpose of the Indian Hills Community College Drama Club (IHCCDC) is to provide opportunities for students to experience various fields of drama. Specific goals of the IHCCDC are to create more interest in and understanding of drama and the visual/performing arts, assist students in the establishment of occupational and creative goals, strengthen the confidence of the students in themselves and their work, and encourage scholarship. The IHCCDC is an integral part of the instructional and visual/performing arts program. The IHCCDC meets at least monthly during the academic school year. At the September meeting officers are elected and activities are planned for the upcoming year. Activities include field trips, guest speakers, discussions of recent dramatic events, and participation in ongoing projects established by members of the drama club. Contact: Dr. Jennifer Boyenga at [jennifer.boyenga@indianhills.edu](mailto:jennifer.boyenga@indianhills.edu) or (641)683-5111, ext. 1812.

### **Criminal Justice Club**

The Criminal Justice Club was established for students currently enrolled in the Criminal Justice Program to allow them to interact with other students, to engage in community service projects and to assist in the promotion of the program throughout the college. Contact: Don Waltenberger at [don.waltenberger@indianhills.edu](mailto:don.waltenberger@indianhills.edu) or (641)683-5111, ext. 1842.

### **Phi Theta Kappa**

Phi Theta Kappa is a nationally recognized honor society. Students are eligible for membership if they have completed 12 hours of course work leading to an associate degree program and have a GPA of 3.5 or above. A membership fee is required. Contact: Heidi Peterson at [heidi.peterson@indianhills.edu](mailto:heidi.peterson@indianhills.edu) or (641)683-5111, ext. 1832.

### **Jazz Band**

The ensemble allows students to perform an exciting array of unique vocal and instrumental versions of jazz, rhythm and blues, Latin and popular tunes. Much of the music for the group is arranged specifically for current members. Previous experience in jazz or improvisation is NOT a requirement. The band performs a concert in the fall and spring terms in St. John Auditorium, at the annual Holiday Concert in December, and with guest artists at the annual JazzFest. In addition, the Indian Hills Jazz Band performs at several college and community functions throughout the year. During the winter term, the Indian Hills Jazz Band performs extensively at all IHCC home basketball games on stage in the Hellyer Student Life Center. Contact: David Sharp at [david.sharp@indianhills.edu](mailto:david.sharp@indianhills.edu) or (641)683-5111, ext. 1836.

### **Concert Choir**

The chorus presents four concerts per academic year providing opportunities to experience a wide variety of choral literature and styles. Contact: Dr. Janene Sheldon at [janene.sheldon@indianhills.edu](mailto:janene.sheldon@indianhills.edu) or (641) 683-5111, ext. 1833.

### **Allies For Equality**

Allies for Equality seeks to provide support and a safe place for LGBTQA (Lesbian/Gay/Bisexual/Transgender/Questioning or straight Ally) students and to educate the public on LGBT issues. Any student, faculty or staff in favor of LGBT rights is welcome. Contact: Dr. Janene Sheldon at [janene.sheldon@indianhills.edu](mailto:janene.sheldon@indianhills.edu) or (641) 683-5111, ext. 1833.

**Disc Golf**

Enthusiasts and novices alike will experience one of Iowa's finest disc golf courses, meet new people, develop team skills, and get plenty of fresh air and exercise. Contact: Dr. Victor Streeby at [victor.streeby@indianhills.edu](mailto:victor.streeby@indianhills.edu) or (641)683-5111, ext. 1838.

**Culinary Arts Club**

The Culinary Arts Club consists of members from the Culinary Arts Program. The club is required to vote in new officers yearly to oversee and arrange activities for the club throughout the year. The club is required to meet at least once a month to discuss upcoming activities and plan events. The club is also required to do two community service projects each year. The club also does fundraisers and activities to help raise money for expenses for upcoming trips throughout the year. Contact: Mark Fisher at [mark.fisher@indianhills.edu](mailto:mark.fisher@indianhills.edu) or (641)683-5198.

**New Life Campus Fellowship**

New Life Campus Fellowship chapter provides students the opportunity to explore Christian beliefs and ideas as they relate to contemporary culture. The group provides opportunities for study, fellowship, and Christian leadership development. Contact: Rhonda Eakins at [rhonda.eakins@indianhills.edu](mailto:rhonda.eakins@indianhills.edu) or (641) 683-5154.

**Chamber Singers**

The Chamber Singers is a smaller extracurricular choral ensemble which is auditioned each fall term. The group performs at the concerts with the IHCC Chorus, and also performs for various college and community functions. Contact: Dr. Janene Sheldon at [janene.sheldon@indianhills.edu](mailto:janene.sheldon@indianhills.edu) or (641) 683-5111 ext. 1833.

**Talons & Tea Leaves**

The purpose of Talons & Tea Leaves is to provide a welcoming and safe environment for IHCC students, faculty, and staff to express their appreciation for works of fantasy and fiction. Activities include reading groups, trivia games, movie nights, and crafts related to the theme for that term. The theme will rotate through different fictional works (Harry Potter, Lord of the Rings, Doctor Who, etc.) with the club members determining the theme for each term. Contact: Michael Miller at [michael.miller@indianhills.edu](mailto:michael.miller@indianhills.edu) or (641) 683-5111 ext. 1827.

**IMPORTANT PHONE NUMBERS**

|   |                         |
|---|-------------------------|
| Arts & Sciences Arts & Sciences Office..... | (641)683-5144           |
| Bookstore.....                              | (641)683-5168           |
| Business Office.....                        | (641)683-5134           |
| Centerville Campus.....                     | (641)856-2143           |
| Criminal Justice.....                       | (641)683-5111, ext.1842 |
| Day Care.....                               | (641)683-5192           |
| Hellyer Student Life Center.....            | (641)683-5288           |
| Registrar's Office.....                     | (641)683-5114           |
| Security.....                               | (641)683-5300           |
| Student Health Services.....                | (641)683-5335           |
| Student Services.....                       | (641)683-5152           |
| Testing Center.....                         | (641)683-5142           |
| Vocational Rehabilitation.....              | (641)682-7569           |

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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 chalk board, 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

## 2016-2017 INDIAN HILLS CALENDAR

### FALL TERM - 2016

|                     |  |
|---------------------|--|
| <b>August 29</b>    | Fall Term Begins – Classes Begin   |
| <b>September 1</b>  | Staff Workshop – No Afternoon Classes, Morning and Evening Classes will meet |
| <b>September 5</b>  | Labor Day Holiday - College Closed   |
| <b>September 6</b>  | Classes Resume   |
| <b>September 6</b>  | Last Day to Add Classes  |
| <b>September 12</b> | Last Day to Drop Classes   |
| <b>October 6</b>    | Midterm  |
| <b>October 20</b>   | Winter Term Registration Begins  |
| <b>November 3</b>   | Last Day to Withdraw for Fall Term   |
| <b>November 16</b>  | Last Day of Fall Term  |

### WINTER TERM – 2016

|                     |  |
|---------------------|--|
| <b>November 17</b>  | Winter Term Begins - New Student Orientation<br>Evening and Online Classes Begin |
| <b>November 18</b>  | Day Classes Begin  |
| <b>November 23</b>  | Thanksgiving Holiday - College Closes at 2:00 p.m.                               |
| <b>November 24</b>  | Thanksgiving Holiday   |
| <b>November 28</b>  | Classes Resume   |
| <b>November 28</b>  | Last Day to Add Classes  |
| <b>December 1</b>   | Last Day to Drop Classes   |
| <b>December 23-</b> |  |
| <b>January 5</b>    | Winter Break - College Closed  |
| <b>January 9</b>    | Classes Resume   |
| <b>January 11</b>   | Midterm  |
| <b>January 24</b>   | Spring Term Registration Begins  |
| <b>February 7</b>   | Last Day to Withdraw for Winter Term   |
| <b>February 21</b>  | Last Day of Winter Term<br>Winter Term Graduation                                |

### SPRING TERM - 2017

|                    |  |
|--------------------|--|
| <b>February 22</b> | Spring Term Begins - New Student Orientation<br>Evening and Online Classes Begin |
| <b>February 23</b> | Day Classes Begin  |
| <b>March 1</b>     | Last Day to Add Classes  |
| <b>March 7</b>     | Last Day to Drop Classes   |
| <b>April 3-6</b>   | Spring Break - College Closed  |
| <b>April 10</b>    | Midterm  |
| <b>April 10</b>    | Classes Resume   |
| <b>April 18</b>    | Summer Term Registration Begins  |
| <b>May 4</b>       | Last Day to Withdraw for Spring Term   |
| <b>May 9</b>       | Fall Term Registration Begins  |
| <b>May 17</b>      | Spring Term Graduation - Centerville   |
| <b>May 18</b>      | Last Day of Spring Term<br>Spring Term Graduation - Ottumwa                      |
| <b>May 22-25</b>   | Early Summer Break - College Closed  |
| <b>May 29</b>      | Memorial Day Holiday - College Closed  |

*SUMMER TERM – 2017 (1st session, 5/30 - 7/10) (2nd Session, 7/11 – 8/17)*

|                     |   |
|---------------------|---|
| <b>May 30</b>       | First Day of Summer Term - New Student Orientation                    |
|                     | Evening and Online Classes Begin                                      |
| <b>May 31</b>       | Day Classes Begin   |
| <b>June 1</b>       | Last Day to Add Classes for First Summer Session                      |
| <b>June 5</b>       | Last Day to Drop Classes (with 100% Refund) for First Summer Session  |
| <b>June 6</b>       | Last Day to Add Classes for Full Summer Term                          |
| <b>June 12</b>      | Last Day to Drop Classes (with 100% Refund) for Full Summer Term      |
| <b>July 3</b>       | Last Day to Withdraw for First Summer Session                         |
| <b>July 4</b>       | Independence Day Holiday - College Closed                             |
| <b>July 5</b>       | Classes Resume  |
| <b>July 10</b>      | Midterm and Last Day First Summer Session                             |
| <b>July 11</b>      | First Day of Second Summer Session                                    |
| <b>July 13</b>      | Last Day to Add Classes for Second Summer Session                     |
| <b>July 17</b>      | Last Day to Drop Classes (with 100% Refund) for Second Summer Session |
| <b>August 3</b>     | Last Day to Withdraw for Full Summer Term                             |
| <b>August 10</b>    | Last Day to Withdraw for Second Summer Session                        |
| <b>August 17</b>    | Last Day of Summer Classes  |
| <b>August 21-24</b> | Late Summer Break - College Closed                                    |