

2018-2019

ARTS & SCIENCES

CRIMINAL JUSTICE/CULINARY ARTS

Student Policy Manual





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, or Culinary Art course.

Policies and Procedures

Equal Opportunity Policy

It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

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

Individuals with disabilities who require accommodations or special services should contact IHCC Disability Services for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment. Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa Disabilities Center by calling (641) 683-5749. Centerville students should contact the Academic SUCCESS Center at (641) 856-2143, ext. 2214 or email disabilityservices@indianhills.edu.

Accreditation

Indian Hills Community College is a public post-secondary institution accredited by the Higher Learning Commission and is a member of the Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440. Indian Hills Community College is also accredited by the State of Iowa, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-8260.

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Emergency Contact Information

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

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

Emergency 911

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for handwriting practice or general note-taking. The margins are consistent on all sides.

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 on the IHCC Web page (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 April. 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.

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. Orientation is 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 52). 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. 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.

Directions for viewing grades online:

1. Go to the IHCC web site: www.indianhills.edu
2. Click on **Web Advisor**
3. Click on **Students**
4. 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 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. <http://2plus2.admissions.uiowa.edu/>

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

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 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 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/testingcenter.php>.

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. The designated courses are: CSC105 Computer Essentials or CSC110 Introduction to Computers.

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 and Curriculum

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 COURSE REQUIREMENTS (2018-2019)

(Minimum 61 Semester Hours and a 2.0 GPA Needed to Graduate)

Associate of Arts Degree (AA)

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

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

II. Mathematics and Sciences (minimum of 8 semester credits)

One mathematics course (3 semester hours) and one lab science (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
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, 400, 401, 402, 410, 411, 412, 420, 440
ENV 142
MAT 101, 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 history, social science, and behavioral science courses:
ANT 105
ECN 110, 120, 130
GEO 121, 924, 949
HIS 121, 125, 141, 201, 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 semester 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, 930
DRA 101, 108, 109, 110, 130, 132, 133, 162, 180, 181, 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, 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 semester credit counted as

General Elective hours). Select from the following courses:
CSC 105 or 110

VI. Distributed Electives (7 semester credits). Electives in this area must be chosen from English/Communication, Mathematics/Sciences, Social Sciences, or Humanities/Fine Arts.

VII. How To Be Successful In College: SDV101 (3 semester credits)

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 121, 122, 221, 931
BUS 102, 104, 130, 188, 204, 924, 932, 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 COURSE REQUIREMENTS (2018-2019)

(Minimum 61 Semester Hours and a 2.0 GPA Needed to Graduate)

Associate of Science Degree (AS)

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

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

II. Mathematics and Sciences. (minimum of 30 semester 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
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, 400, 401, 402, 410, 411, 412, 420, 440
ENV 142
MAT 101, 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 105
ECN 110, 120, 130
GEO 121, 924, 949
HIS 121, 125, 141, 201, 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 semester 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 elected from any of the above courses or any of the following:
ART - any course
CLS 106, 150, 155, 175, 185, 215, 216, 217, 222, 930
DRA 101, 108, 109, 110, 130, 132, 133, 162, 180, 181, 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, 205, 210, 927, 930, 952
MUA - any course
MUS - any course
PHI 101, 105, 114, 120, 121, 145
REL 101
WST 101

V. Computer Literacy (minimum of 1 semester credit counted as

General Elective hours). Select from the following courses:
CSC 105 or 110

VI. How To Be Successful In College: SDV 101 (3 Semester Credits)

VII. General Electives

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

Business

ACC 121, 122, 221, 931
BUS 102, 104, 130, 188, 204, 924, 932, 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 credits (subject to Registrar approval) may be awarded for some technical education courses work.

Art Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term V		Credits
ART 133	Drawing I	3	ART 201	Art History II	2
ART 119	2D Design	2	XXX XXX	Art Elective	2
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
Total		11	XXX XXX	AA Core Course	3
			Total		13
Term II		Credits	Term VI		Credits
ART 134	Drawing II	3	ART 202	Art History III	2
ART 118	Design, Form and Function	2	XXX XXX	Art Elective	2
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	Total		10
Total		14			
Term III		Credits	TOTAL CREDIT HOURS		74
ART 122	3D Design	2	Art Elective Courses:		
XXX XXX	Art Elective	2	ART 103	Art Excursions I	
XXX XXX	AA Core Course	3	ART 104	Art Excursions II	
XXX XXX	AA Core Course	3	ART 140	Painting	
XXX XXX	AA Core Course	3	ART 141	Painting II	
Total		13	ART 142	Painting III	
Term IV		Credits	ART 170	Ceramics	
ART 200	Art History I	2	ART 171	Ceramics II	
XXX XXX	Art Elective	2	ART 172	Ceramics, III	
XXX XXX	AA Core Course	3	ART 145	Watercolor	
XXX XXX	AA Core Course	3	ART 156	Digital Design 1	
XXX XXX	AA Core Course	3	ART 149	Digital Design 2	
Total		13	ART 150	Digital Design 3	
			ART 184	Photography	
			ART 185	Photography II	

Location: Ottumwa and Centerville Campuses

Start Term: Any Term

- The Associate of Arts Degree is designed for any student who plans to transfer to a 4-year college or university. The AA degree will meet the general education requirements for most colleges or universities.
- Many courses are offered online.
- Check the 4-year college or university you are planning to transfer to for specific course requirements.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Mark McWhorter, Art Professor
mark.mcwhorter@indianhills.edu
800.726.2585, ext. 1825

Lisa Fritz, Art Professor
lisa.fritz@indianhills.edu
800.726.2585, ext. 1816 or ext. 2210

Associate of Science Degree Curriculum

Term I - Fall, Freshman Year

CHM 157	Principles of Chemistry I ¹
MAT 210	Calculus I

Credits

3
4

Term II - Winter, Freshman Year

CHM 158	Principles of Chemistry II
MAT 216	Calculus II

Credits

3
4

Term III - Spring, Freshman Year

CHM 159	Principles of Chemistry III
MAT 219	Calculus III

Credits

4
4

Term IV - Fall, Sophomore Year

BIO 120	General Biology ID
CHM 251	Organic Chemistry I
PHY 200	Classical Physics I

Credits

3
3
3

Term V - Winter, Sophomore Year

BIO 122	General Biology IIID
CHM 252	Organic Chemistry II
PHY 201	Classical Physics II

Credits

3
3
3

Term VI - Spring, Sophomore Year

BIO 121	General Biology IID
CHM 253	Organic Chemistry III
PHY 202	Classical Physics III

Credits

3
3
3

This is the sequence for Math and Science Courses and does not include General Education courses.

Location: Ottumwa Campus

Start Term: Fall Term

¹Principles 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: Students 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.

Biology Curriculum

Associate of Science Degree

Suggested Course Sequence

Term I – Fall

SDV 101	How to be Successful in College	Credits	3
CHM 157	Principles of Chemistry [^]		3
ENG 105	Composition I		3
XXX XXX	Social Sciences course		<u>3</u>
TOTAL			12

Term II – Winter

CSC 105	Computer Essentials	Credits	1
MAT 120	College Algebra*		3
OR			
MAT 165	Statistics		3
ENG 106	Composition II		3
CHM 158	Principles of Chemistry II		<u>3</u>
TOTAL			10

Term III – Spring

MAT 125	Precalculus (if needed; offered Spring only)	Credits	3
CHM 159	Principles of Chemistry III		4
SPC 101	Public Speaking		3
OR			
SPC 110	Fundamentals of Oral Communication		<u>3</u>
TOTAL			7-10

TERM IV – Fall (2nd Year)

BIO 120	General Biology ID**	Credits	4
MAT 210	Calculus I		3
LIT XXX	Literature course***		<u>3</u>
TOTAL			10

Term V – Winter (2nd Year)

BIO 122	General Biology IIID	Credits	3
MAT 216	Calculus II		3
HIS XXX	History elective: 110, 111, 151, or 152		3
XXX XXX	Humanities/Fine Arts course		<u>3</u>
TOTAL			12

Term VI – Spring (2nd Year)

BIO 121	General Biology IID	Credits	3
MAT 219	Calculus III		3
XXX XXX	Social Science course		3
XXX XXX	Humanities/Fine Arts course		<u>3</u>
Total			12

TOTAL CREDIT HOURS

63-66 credits

Location: Ottumwa Campus

Start Term: Fall Term

Math and Science transfer requirements:

* Math requirements vary with each university.

Be sure to check your transfer institution **BEFORE** enrolling in math courses.

**** All biology majors will need a full year of General Biology and Principles of Chemistry or General Chemistry taken in the sequence and term listed.**

***** See back side for literature, social sciences, and humanities/fine arts course offerings.**

[^]OPTION to Principles of Chemistry sequence:

CHM 166	General Chemistry I	5 credits
CHM 176	General Chemistry II	5 credits

These classes are offered during the summer. Completion of these two courses meets the same requirement as taking the three Principles of Chemistry courses.

It is strongly advised to ask the program director or a biology instructor for guidance in meeting the transfer requirements for specific universities.

The Associate of Science degree with biology focus is designed for any student who plans to transfer to a 4-year university with the intent to major in biology.

Contact:

Dr. Lee Wymore, Program Director

lee.wymore@indianhills.edu

800.726.2582, ext. 1845

Michael Miller, Associate Professor

michael.miller@indianhills.edu

800.726.2582, ext. 1827

Business/Accounting Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term V		Credits
CSC 110	Introduction to Computers	3	ACC 122	Principles of Accounting II	3
MAT 120	College Algebra	3	XXX XXX	Business Elective	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
Total		12	Total		12
Term II		Credits	Term VI		Credits
ECN 130	Principles of Microeconomics	3	ACC 221	Cost Accounting	3
XXX XXX	Business Elective	3	MAT 161	Business Statistics(Spring only)	3
XXX XXX	Lab Science Elective	3	XXX XXX	Business Elective/Internship	3
XXX XXX	AA Core Course	3	Total		9
Total		12	TOTAL CREDIT HOURS		70
Term III		Credits	Business Electives:		
ECN 120	Principles of Macroeconomics	3	BUS 102	Introduction to Business	
XXX XXX	Business Elective	3	BUS 130	Introduction to Entrepreneurship	
MAT 156	Statistics*	3	BUS 188	Legal Environment of Business	
XXX XXX	AA Core Course	3	BUS 204	Professionalism in the Workplace	
Total		12	CSC 130	Business Computer Software	
Term IV		Credits	ECN 110	Introduction to Economics	
ACC 121	Principles of Accounting I*	3	FIN 121	Personal Finance	
XXX XXX	Calculus (Fall only)	4	MKT 110	Principles of Marketing	
XXX XXX	AA Core Course	3	MMS 241	Public Relations/Marketing	
XXX XXX	AA Core Course	3	MGT 101	Principles of Management	
Total		13	MGT 170	Human Resource Management	

* Check the 4-year college or university you are planning to transfer to for specific math course requirements.

Location: Ottumwa and Centerville Campuses

Start Term: Any Term

- The Associate of Arts Degree is designed for any student who plans to transfer to a 4-year college or university. The AA degree will meet the general education requirements for most colleges or universities.
- Many courses are offered online.
- Accounting classes must be taken in the second year for transfer to most colleges or universities.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Sherry Langfritz, Program Director/Business Instructor
sherry.langfritz@indianhills.edu
800.726.2585, ext. 1823

Jenny Howk, Accounting Professor
jenny.howk@indianhills.edu
800.726.2585, ext. 1820

Elementary Education Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term VI		Credits
CSC 110	Introduction to Computers	3	PSY 281	Ed. Psychology (Spring Only)	3
SDV 101	How to be Successful in College	3	MAT 118	Math for Elementary Teachers II (Spring only)	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core/Elective Course	3
XXX XXX	AA Core Course	3			
Total		12	Total		9
Term II		Credits	TOTAL CREDIT HOURS		69
EDU 213	Introduction to Education	3	Education Core Course Suggestions:		
XXX XXX	AA Core Course	3	SPC 101 Oral Communications		
XXX XXX	AA Core Course	3	Humanities- select a Literature course and two- 3 credit Humanities courses		
XXX XXX	AA Core Course	3	Science-Select Biology, Chemistry or Earth Science, 2 of 3 lab sciences preferred		
Total		12	Social Sciences-		
Term III		Credits	HIS 151 U.S. History		
EDU 260	Art for Elementary Education (Spring Only)	3	POL 111 American National Government		
XXX XXX	Lab/Science	3	PSY 111 Introduction to Psychology		
XXX XXX	AA Core Course	3	PSY 121 Developmental Psychology		
XXX XXX	AA Core Course	3	PSY 223 Child and Adolescent Psychology		
Total		12	PSY 281 Educational Psychology (Spring Only)		
Term IV		Credits	Education Elective Suggestions		
MAT 117	Math for Elementary Teachers I (Fall Only)	3	PEH 210 Elementary Physical Education		
XXX XXX	Lab/Science	3	ECE 287 Exceptional Learner		
XXX XXX	AA Core Course	3	ECE 170 Child Growth & Development		
XXX XXX	AA Core Course	3			
Total		12			
Term V		Credits	Location: Ottumwa Campus		
XXX XXX	AA Core Course	3	Start Term: Any Term		
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core/Elective Course	3			
Total		12			

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- Many courses are offered online.
- Check the 4-year college or university you are planning to transfer to for specific course requirements.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Deb Vos, Associate Professor of Education
debra.vos@indianhills.edu
800.726.2585, ext. 1835

Secondary Education Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term VI		Credits
CSC 110	Introduction to Computers	3	PSY 281	Ed. Psychology (Spring Only)	3
SDV 101	How to be Successful in College	3	XXX XXX	AA Core/Elective Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core/Elective Course	3
XXX XXX	AA Core Course	3	Total		9
Total		12	TOTAL CREDIT HOURS		69
Term II		Credits	Education Core Course Suggestions:		
EDU 213	Introduction to Education	3	SPC 101 Oral Communications		
XXX XXX	AA Core Course	3	Humanities- select a Literature course and two- 3 credit Humanities courses		
XXX XXX	AA Core Course	3	Science-Select Biology, Chemistry or Earth Science, 2 of 3 lab sciences preferred		
XXX XXX	AA Core Course	3	Social Sciences-		
Total		12	HIS 151 U.S. History		
Term III		Credits	POL 111 American National Government		
XXX XXX	Science/Lab	3	PSY 111 Introduction to Psychology		
XXX XXX	AA Core Course	3	PSY 121 Developmental Psychology		
XXX XXX	AA Core Course	3	Education Elective Suggestions		
XXX XXX	AA Core/Elective Course	3	PEH 210 Elementary Physical Education		
Total		12	ECE 287 Exceptional Learner		
Term IV		Credits	ECE 170 Child Growth & Development		
XXX XXX	Science/Lab	3	PSY 223 Child and Adolescent Psychology		
XXX XXX	AA Core Course	3	PSY 281 Educational Psychology (Spring Only)		
XXX XXX	AA Core Course	3	Location: Ottumwa Campus		
XXX XXX	AA Core/Elective Course	3	Start Term: Any Term		
Total		12			
Term V		Credits			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core/Elective Course	3			
Total		12			

- The Associate of Arts Degree is designed for any student who plans to transfer to a 4-year college or university. The AA degree will meet the general education requirements for most colleges or universities.
- Many courses are offered online.
- Check the 4-year college or university you are planning to transfer to for specific course requirements.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Deb Vos, Associate Professor of Education
debra.vos@indianhills.edu
800.726.2585, ext. 1835

Engineering Curriculum

Associate of Science Degree

Term I - Fall

EGR 410	PLTW Principles of Engineering ¹	3
OR		
EGR 160	Engineering I	3
MAT 210	Calculus I	4
PHY 200	Classical Physics I	3
CHM 157	Principles of Chemistry I	3
ENG 105	Composition I ²	3
Total		16

Term II - Winter

EGR 165	Engineering II	3
MAT 216	Calculus II	4
PHY 201	Classical Physics II	3
CHM 158	Principles of Chemistry II	3
Total		13

Term III - Spring

MAT 219	Calculus III	4
PHY 202	Classical Physics III ³	3
CHM 159	Principles of Chemistry III ³	4
EGR 180	Statics	3
ENG 106	Composition II	3
Total		17

Term IV - Summer

SPC 101	Fundamentals of Oral Communication	3
OR		
SPC 112	Public Speaking	3
OR		
XXX XXX	Social Sciences Elective	3
XXX XXX	Humanities/Fine Arts Course	3
HIS XXX	U.S. History or Western Civilization	3
PSY 111	Introduction to Psychology	3
Total		12

Credits

Term V - Fall

EGR 284	Introduction to Electrical Circuits	3
EGR 290	Thermodynamics	3
EGR 162	Engineering Math-Matrix Algebra	2
MAT 226	Differential Equations	3
LIT XXX	Literature Elective	3
Total		12

Credits

Courses can be taken any term.

SDV 101	How to be Successful in College	3
CSC 110	Introduction to Computers	3

University of Iowa Transfer Sequence

Location: Ottumwa Campus

Start Term: Fall Term

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

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

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

Foreign Language – Spanish Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term V		Credits
CSC 110	Introduction to Computers	3	FLS 232	Intermediate Spanish II	3
FLS 131	Elementary Spanish I*	3	XXX XXX	AA Core Course	3
SDV 101	How to be Successful in College	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	Total		9
Total		12			
Term II		Credits	Term VI		Credits
FLS 132	Elementary Spanish II	3	FLS 233	Intermediate Spanish III	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	Lab Science Elective	3	Total		9
Total		12			
Term III		Credits	TOTAL CREDIT HOURS		63
FLS 133	Elementary Spanish III	3			
XXX XXX	AA Core Course	3			
MAT 156	AA Core Course	3			
XXX XXX	AA Core Course	3			
Total		12			
Term IV		Credits	<p>*Spanish courses need to be taken in the sequence as listed. A typical sequence starts in the Fall term of the first year and is completed in the Spring term of the second year with no summer classes taken.</p> <p>Options:</p> <p>1. Students may choose to take their Elementary Spanish sequence in the Winter, Spring, and Summer terms of the first year. OR</p> <p>2. Students may take an accelerated Elementary Spanish sequence in the summer in order to begin the Intermediate sequence in the fall. The accelerated sequence is completion of all three Elementary Spanish courses in one 12-week summer session.</p>		
FLS 231	Intermediate Spanish I	3			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
Total		9			

Location: Ottumwa Campus

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- Many courses are offered online.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Craig Payne, Program Director
craig.payne@indianhills.edu
800.726.2585, ext. 1831

Ruston Ford, Spanish Professor
ruston.ford@indianhills.edu
800.726.2585, ext. 1815

Graphic Design Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term V		Credits
ART 119	2D Design	2	ART 113	Graphic Design	3
ART 156	Digital Design 1: Illustrator	2	ART 140	Painting	2
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
	Total	10	XXX XXX	AA Core Course	3
				Total	14
Term II		Credits	Term VI		Credits
ART 118	Design, Form and Function	2	ART 114	Graphic Design II	3
ART 149	Digital Design 2: Photoshop	2	ART 122	3D Design	2
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3		Total	11
	Total	13			
Term III		Credits	TOTAL CREDIT HOURS		68
ART 133	Drawing	3			
ART 150	Digital Design 3: InDesign	2			
XXX XXX	AA Core Course	3	Graphic Design Elective Courses:		
XXX XXX	AA Core Course	3	MKT 110	Principles of Marketing	
	Total	11	BUS 130	Introduction to Entrepreneurship	
Term IV		Credits			
ART 134	Drawing II	3			
ART 184	Photography I	3			
XXX XXX	AA Core Course	3			
	Total	9			

Location: Ottumwa Campus

Start Term: Any Term

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- Many courses are offered online.
- Check the 4-year college or university you are planning to transfer to for specific course requirements.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Dr. Jennifer Boyenga, Director of Fine Arts/Theatre
jennifer.boyenga@indianhills.edu
800.726.2585, ext. 1812

Lisa Fritz, Art Associate Professor
lisa.fritz@indianhills.edu
800.726.2585, ext. 1816 or ext. 2210

Music Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I			Term V		
MUS 115	Music Theory I	2	MUS 216	Music Theory V	2
MUS 135	Music Theory Lab I	1	MUS 249	Music Theory Lab V	1
MUS 140/170	Ensemble (Choir/Jazz Band)	1	MUS 241/271	Ensemble (Choir/Jazz Band)	1
MUA XXX	Applied Lesson (Voice/Instrument)	1	MUA XXX	Applied Lesson (Voice/Instrument)	1
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
Total		14	Total		14
Term II			Term VI		
MUS 116	Music Theory II	2	MUS 217	Music Theory VI	2
MUS 136	Music Theory Lab II	1	MUS 304	Music Theory Lab VI	1
MUS 141/171	Ensemble (Choir/Jazz Band)	1	MUS 242/272	Ensemble (Choir/Jazz Band)	1
MUA XXX	Applied Lesson (Voice/Instrument)	1	MUA XXX	Applied Lesson (Voice/Instrument)	1
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	Total		11
Total		14	TOTAL CREDIT HOURS		81
Term III			Recommended Courses for all Music majors:		
MUS 117	Music Theory III	2	MUA 120-224	Applied Piano (Highly recommended)	
MUS 235	Music Theory Lab III	1	MUS 100	Music Appreciation	
MUS 142/172	Ensemble (Choir/Jazz Band)	1	MUS 205	Jazz Appreciation	
MUA XXX	Applied Lesson (Voice/Instrument)	1	Participation in musicals		
XXX XXX	AA Core Course	3	Conducting small ensembles		
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
Total		14			
Term IV			For those majoring in Music Performance add:		
MUS 215	Music Theory IV	2	Vocal: Chamber Choir, Acting I, II, III		
MUS 236	Music Theory Lab IV	1	Instrumental: Jazz Band, Pit Band for Musicals and Piano Accompanying		
MUS 240/270	Ensemble (Choir/Jazz Band)	1			
MUA XXX	Applied Lesson (Voice/Instrument)	1			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
Total		14			

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- Many courses are offered online.
- Check the 4-year college or university you are planning to transfer to for specific course requirements.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Dr. Janene Sheldon, Vocal Music & Piano Associate Professor
janene.sheldon@indianhills.edu
800.726.2585, ext. 1833

David Sharp, Instrumental Music/Jazz Professor
david.sharp@indianhills.edu
800.726.2585, ext. 1836

Photography Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term V		Credits
ART 119	2D Design	2	ART 289	Photojournalism	3
ART 184	Photography	3	ART 304	Architecture & Landscape Photography	2
XXX XXX	AA Core Course	3	ART 309	Photography Practicum III	1
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
	Total	11	XXX XXX	AA Core Course	3
				Total	12
Term II		Credits	Term VI		Credits
ART 149	Digital Design 2: Photoshop	2	ART 305	Wedding & Event Photography	2
ART 185	Photography 2	3	ART 306	Photography Portfolio	1
XXX XXX	AA Core Course	3	ART 310	Photography Practicum IV	1
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
	Total	14	XXX XXX	AA Core Course	3
				Total	13
Term III		Credits	TOTAL CREDIT HOURS		
ART 150	Digital Design 3: InDesign	2			71
ART 302	Studio & Portrait Photography	3			
ART 307	Photography Practicum I	1			
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
	Total	12			
Term IV		Credits	Recommended Courses:		
ART 190	History of Photography	3	MKT 110	Principles of Marketing	
ART 303	Commercial Photography	2	ART 113	Graphic Design	
ART 308	Photography Practicum II	1	ART 114	Graphic Design II	
XXX XXX	AA Core Course	3	BUS130	Introduction to Entrepreneurship	
	Total	9			

Location: Ottumwa Campus

Start Term: Any Term

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- Many courses are offered online.
- Check the 4-year college or university you are planning to transfer to for specific course requirements.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Dr. Jennifer Boyenga, Director of Fine Arts/Theatre
jennifer.boyenga@indianhills.edu
800.726.2585, ext. 1812

Lisa Fritz, Art Associate Professor
lisa.fritz@indianhills.edu
800.726.2585, ext. 1816 or ext. 2210

Theatre Curriculum

Associate of Arts Degree

Suggested Course Sequence

Term I		Credits	Term V		Credits
DRA 130	Acting I	3	LIT 175	Survey of Drama	3
XXX XXX	AA Core Course	3	DRA 280	Theatre Lab III	1
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
	Total	12	XXX XXX	AA Core Course	3
				Total	13
Term II		Credits	Term VI		Credits
DRA 132	Acting II	3	DRA 162	Technical Theatre	3
DRA 180	Theatre Lab I	1	DRA 281	Theatre Lab IV	1
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3	XXX XXX	AA Core Course	3
XXX XXX	AA Core Course	3		Total	10
	Total	13	TOTAL CREDIT HOURS		73
Term III		Credits	Theatre Course Recommendations:		
DRA 133	Acting III	3	For all theatre majors:		
DRA 181	Theatre Lab II	1	DRA 108 Drama Excursions		
XXX XXX	AA Core Course	3	DRA 109 Drama Excursion II		
XXX XXX	AA Core Course	3	DRA 110 Introduction to Film		
XXX XXX	AA Core Course	3	For those majoring in Acting:		
	Total	13	MUA 101 Applied Voice		
			MUS 140 Concert Choir		
Term IV		Credits	For those majoring in technical theatre:		
DRA 101	Introduction to Theatre	3	ART 101 Art Appreciation		
XXX XXX	AA Core Course	3	ART 118 Design, Form & Function		
XXX XXX	AA Core Course	3			
XXX XXX	AA Core Course	3			
	Total	12			

Location: Ottumwa Campus

Start Term: Any Term

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- Many courses are offered online.
- Check the 4-year college or university you are planning to transfer to for specific course requirements.
- See other side of this sheet for Associate of Arts degree core requirements.

Contact:

Dr. Jennifer Boyenga, Director of Fine Arts/Theatre
jennifer.boyenga@indianhills.edu
800.726.2585, ext. 1812

Dr. Ray Slavens, Theatre/English Professor
ray.slavens@indianhills.edu
800.726.2585, ext. 1843

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 select courses and programs, Arts & Sciences.

Accounting	Associate of Arts	Photography	Associate of Arts
Agriculture	Associate of Arts	Physics	Associate of Arts/Associate of Science
Art and Design	Associate of Arts	Political Science	Associate of Arts
Athletic Coaching	Associate of Arts	Pre-Engineering	One Year (No Formal Award)
Biology	Associate of Arts/Associate of Science	Pre-Professional	Associate of Arts
Business	Associate of Arts	Pre-Chiropractic	
Chemistry	Associate of Arts/Associate Science	Pre-Dentistry	
Counseling	Associate of Arts	Pre-Law	
Education	Associate of Arts	Pre-Medicine	
Elementary Education		Pre-Mortuary Science	
Secondary Education		Pre-Optometry	
Physical Education		Pre-Osteopathic	
Engineering	Associate of Arts	Pre-Pharmacy	
English/Literature	Associate of Arts	Pre-Veterinary	
Entrepreneurship	Associate of Arts	Psychology	Associate of Arts
Forestry	One Year (No Formal Award)	Public Relations/ Organizational Communications	Associate of Arts
Graphic Design	Associate of Arts	Social Work	Associate of Arts
Health	Associate of Arts	Spanish/French	Associate of Arts
History	Associate of Arts	Sport and Fitness Management	Associate of Arts
Mass Media/Journalism	Associate of Arts	Theater	Associate of Arts
Mathematics	Associate of Arts/Associate of Science	Undecided	Associate of Arts
Music	Associate of Arts		
Natural Resources	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
- Demonstrate sound ethical values when making decisions in the criminal justice field
- Know the general concepts of the criminal law
- Identify the major theories of crime causation

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

Associate of Applied Science Degree

Term I

CRJ 100	Intro to Criminal Justice
CRJ 101	Ethics in Criminal Justice
ENG 105	Composition I
SPC 112	Public Speaking
Total	

Credits

3
3
3
3
<u>3</u>
12

Term VI

CRJ 210	Law Enforcement Management
POL 111	American National Government
SOC 230	Juvenile Delinquency
SOC 240	Criminology
Total	

Credits

3
3
3
<u>3</u>
12

Term II

ENG 106	Composition II
SOC 147	Foreign and Domestic Terrorism
SOC 242	Introduction to Corrections
SOC 244	Criminal Procedures
Total	

Credits

3
3
3
<u>3</u>
12

Term VII

CRJ 150	Defensive Tactics
CRJ 932	Internship
Total	

Credits

1
<u>7</u>
8

Location: Ottumwa Campus

Start Term: Fall, Spring and Summer Term

Term III

CRJ 110	Patrol Procedures
CRJ 141	Criminal Investigation
PSY 111	Introduction to Psychology
SOC 245	Criminal Law
Total	

Credits

3
3
3
<u>3</u>
12

Term IV

CRJ 248	Firearms
CSC 105	Computer Essentials
MAT 110	Math for Liberal Arts
XXX XXX	Lab/Science Elective
	Approved Culture Elective
Total	

Credits

2
1
3
3
<u>3</u>
12

Term V

CRJ 106	Interviewing & Writing Strategies
CRJ 242	Applied Criminalistics
CRJ 263	Criminal Justice Careers Seminar
PSY 241	Abnormal Psychology
Total	

Credits

3
3
3
<u>3</u>
12

- *Students planning on continuing their education at a 4-year university or college should follow the Associate of Arts degree curriculum with an emphasis in Criminal Justice on the reverse side of this page.*
- *Many of the courses in the Criminal Justice program are offered online. Therefore, students can complete the majority of their coursework online.*

Criminal Justice Curriculum

Associate of Arts Degree

Term I		Credits	Term VI		Credits
CRJ 100	Intro to Criminal Justice	3	CRJ 210	Law Enforcement Management	3
CRJ 101	Ethics in Criminal Justice	3	POL 111	American National Government	3
CSC 105	Computer Essentials	1	SOC 230	Juvenile Delinquency	3
ENG 105	Composition I	3	SOC 240	Criminology	3
SDV 101	How to Be Successful in College	3	Total		12
Total		13			
Term II		Credits	Term VII		Credits
ENG 106	Composition II	3	XXX XXX	Humanities/Fine Arts Elective	2
SOC 147	Foreign and Domestic Terrorism	3	XXX XXX	Literature Elective	3
SOC 242	Introduction to Corrections	3	XXX XXX	Math/Science Elective	2
SOC 244	Criminal Procedures	3	XXX XXX	U.S. History or Western Civilization	3
Total		12	Total		10
Term III		Credits	Location: Ottumwa Campus Start Term: Fall, Spring and Summer Terms		
CRJ 110	Patrol Procedures	3			
CRJ 141	Criminal Investigation	3			
PSY 111	Introduction to Psychology	3			
SOC 245	Criminal Law	3			
Total		12			
Term IV		Credits			
MAT 110	Math for Liberal Arts	3			
SPC 112	Public Speaking	3			
XXX XXX	Humanities/Fine Arts Elective	3			
XXX XXX	Lab/Science Elective	3			
Total		12			
Term V		Credits			
CRJ 106	Interviewing & Writing Strategies	3			
CRJ 242	Applied Criminalistics	3			
CRJ 263	Criminal Justice Careers Seminar	3			
PSY 241	Abnormal Psychology	3			
Total		12			

- *The Associate of Arts Degree is designed for any student who plans to transfer to a 4-year college or university. The degree will meet the general education requirements for most colleges.*
- *Turn page over for Associate of Applied Science Degree Curriculum.*
- *Many of the courses in the Criminal Justice program are offered online. Therefore, students can complete the majority of their coursework online.*

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



Culinary Arts Curriculum

Term I	Credits	Term VI	Credits
CSC 110 Introduction to Computers	3	HCM 174 International Cuisine (lab)	
HCM 101 Safety/Sanitation	1	(For students who	
HCM 102 Food Service Technology	1	have not taken HCM 184 or HCM 185)	4
HCM 163 Culinary Skills (lab)	3	HCM 211 Culinary Management	4
HCM 202 Food Service Lab 1	2	HCM 341 Catering and Banqueting (lec/lab)	2
HCM 261 Math Principles	1	MKT 110 Principles of Marketing	3
HCM 346 Culinary Seminar	1	Total	9-13
Total	12		
Term II	Credits	Term VII	Credits
HCM 145 Garde Manger (lab)	3	HCM 400 Food Service Entrepreneurship (lec)	3
HCM 146 Cold Food Principles (lec)	1	HCM 401 Culinary Industry	3
HCM 203 Food Service Lab 2	2	HCM 512 Culinary Internship	2
HCM 232 Culinary Nutrition (lec/lab)	2	Total	8
XXX XXX Approved Culture Course	3		
Total	11		
Term III	Credits	Associate of Applied Science Degree	
BUS 102 Introduction to Business	3	Location: Ottumwa Campus	
HCM 149 Principles of Cooking (lab)	4	Start Term: Fall Term	
HCM 150 Shellfish, Poultry, Meats (lec)	1		
HCM 151 Stocks, Soups, Sauces	1		
HCM 200 Dining Service	2		
XXX XXX Approved Communication Course	3		
Total	14		
Term IV	Credits		
HCM 114 Basic Baking (lec)	2		
HCM 115 Basic Baking (lab)	4		
HCM 201 Fine Dining Experience (lab)	1		
HCM 264 Culinary Computer Apps.	2		
XXX XXX Approved Scientific Systems Course	3		
Total	12		
Term V	Credits		
HCM 118 Advanced Baking (lec)	2		
HCM 119 Advanced Baking (lab)	4		
MGT 101 Principles of Management	3		
XXX XXX Approved Mathematical Reasoning Course	3		
Total	12		

Hotel & Restaurant Management

Indian Hills' Hotel and Restaurant Management Program will provide students with opportunities to reach management level positions upon graduation as well as provide staff training and recruitment for Iowa's expanding hotel and lodging industry. Students will attend both on-line and on campus classes as well as learn in real time with on-site practicums through sponsoring food service affiliates. The program will provide opportunities for students to earn certification from the American Hotel and Lodging Association as well as the National Restaurant Associations' Manage First Program.



Hotel & Restaurant Management Curriculum

Term I		Credits	Term VI		Credits
HCM 101	Safety/Sanitation	1	HCM 211	Culinary Management	4
HCM 102	Food Service Technology	1	HCM 327	Convention & Meeting Management	3
HCM 163	Culinary Skills (lab)	3	HCM 341	Catering and Banqueting (lec/lab)	2
HCM 202	Food Service Lab 1	2	MKT 110	Principles of Marketing	3
HCM 261	Math Principles	1		Total	12
HCM 346	Culinary Seminar	1			
HCM 608	Introduction to Hospitality	3	Term VII		Credits
	Total	12	HCM 334	Managing Hospitality Human Resources	3
			HCM 512	Culinary Internship	2
Term II		Credits	XXX XXX	Approved Humanities OR	
CSC 110	Introduction to Computers	3	XXX XXX	Behavioral/Social Science Course	3
HCM 203	Food Service Lab 2	2		Total	8
HCM 232	Culinary Nutrition (lec/lab)	2			
HCM 312	Facilities Management	3			
	Total	10			
			Associate of Applied Science Degree		
Term III		Credits	Location: Ottumwa Campus		
BUS 102	Introduction to Business	3	Start Term: Fall Term		
HCM 200	Dining Service	2			
HCM 333	Management of Guest Services	3			
XXX XXX	Approved Speech OR				
XXX XXX	Approved Writing Course	3			
	Total	11			
Term IV		Credits			
HCM 114	Basic Baking (lec)	2			
HCM 115	Basic Baking (lab)	4			
HCM 201	Fine Dining Experience (lab)	1			
HCM 264	Culinary Computer Apps.	2			
XXX XXX	Approved Scientific Systems Course	3			
	Total	12			
Term V		Credits			
HCM 348	Managing Food Service Operations	3			
MGT 101	Principles of Management	3			
XXX XXX	Approved Mathematical Reasoning Course	3			
	Total	9			

Associate of Applied Science Degree

Location: Ottumwa Campus

Start Term: Fall Term

Transfer

Reverse Credit Transfer

Reverse credit transfer is a partnership developed by the Board of Regents and Iowa's public universities in close collaboration with Iowa's community colleges to facilitate the transfer of credits back to one of Iowa's community colleges for the purpose of providing an opportunity for students to attain a degree, diploma or certification.

The agreement builds on the many existing collaborative arrangements between the institutions that promote the success of community college students as they transition to Iowa's public universities.

How does reverse credit transfer work?

Iowa community college transfer students have the opportunity to participate in the reverse credit transfer agreement. Community college students indicate their interest, at the time of application to the university, in applying future credits earned at the university toward the completion of their associate degree, diploma or certification.

By doing so, the student agrees to have his/her university transcript sent back to his/her community college while enrolled at the university. The community college will then evaluate this coursework to determine if degree, diploma or certification requirements are met. The community college makes the decision on whether a degree or other credential will be granted. Any credential will be awarded in the semester/year all final requirements are met.

The sending of the university transcript to the community college does not guarantee the granting of a degree or other credential. This is at the discretion of *and* subject to the degree and residency requirements of the community college, which is the degree granting institution.

The Value of an Associate's Degree

Degree Requirements

	Associate of Arts Credits	Associate of Science Credits
English/Speech:	9	9
Humanities/Fine Arts:	8	8
Mathematics/Science:	8	30
Social Sciences:	9	9
Distributed Electives:	7	-
Computer Class:	1 or 3	1 or 3
How to Be Successful in College:	3	3
General Electives:	14-16	0-1
Total Credits Required:	61	61 credits

Value of an Associate's Degree Using Reverse Credit Transfer

An associate's degree is an important milestone in your education, as well as a valuable credential to have on your resume.

- Research shows that if you transfer with an associate's degree, you are more likely to complete your four-year degree.
- Through reverse transfer, you may earn your associate's degree while pursuing your bachelor's degree.
- Completing your associate's degree provides a more accurate and complete portrait of your educational attainment and can provide a more structured pathway toward further academic study.
- By completing your Associate of Arts degree, you may meet the general education requirements at the university. You are encouraged to speak with your advisor to discuss the details and explore your options.
- Getting your associate's degree will give you a sense of pride and achievement in earning a degree – which is yours for life.
- Earning an associate's degree, a diploma, or certification provides another credential to include on your resume, which
 - May help make you more competitive when applying for jobs and scholarships, and
 - May also help you meet job qualifications/requirements
- The associate's degree may open the door to a good job opportunities, even while you're still working on your bachelor's degree.
 - Employers value the associate's degree as evidence of your commitment to expanding your knowledge and achieving your educational goals.
 - It's the nation's fastest-growing academic credential, and employers recognize its value when recruiting and hiring.
- An earned associate's degree may also open doors for career advancement.
- You may increase your potential for higher income with an associate's degree.
- Earning an associate's degree through reverse transfer ensures that you won't walk away empty-handed should you withdraw prior to completing a bachelor's degree.
- An earned associate's degree is an employable credential and provides a platform on which to build should you return to college for a bachelor's degree at a later time.
- You will have free transcript exchange between/among former and current school during the reverse credit transfer program.

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

Students are not allowed to have cell phones 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.

Academic Misconduct Policy

Academic Integrity Statement

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

Academic integrity means:

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

Academic Misconduct

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

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

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

Academic Integrity Requirements

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

Sanctions for Academic Misconduct

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

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

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

Appeal of Academic Misconduct

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

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

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

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.

Final Grade Appeal Process

Indian Hills Community College students are responsible for maintaining standards of academic performance established by the instructor for each course in which they are enrolled. A student may appeal a final course grade that he/she feels is inaccurate or unwarranted. The final grade appeal process is recognized as the appropriate

method students may utilize to appeal a disputed grade. The final grade appeal process should begin as soon as possible following the date of issue of final grades, and in any case, no later than 10 regular academic days into the next college term following the enrollment period for which the challenged grade was issued. (The college “term” is defined as fall, winter, spring, summer one, summer two, or full summer)

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

Grade Appeal Process

1. The student shall confer with the instructor who issued the challenged grade to ascertain and/or reaffirm the method for grade determination. If the matter is not resolved at this point, the student may proceed to step 2.
2. The student shall confer with the appropriate program director or department chair. The program director or department chair shall confer with the instructor and the student, and the program director or department chair shall render an opinion to the student.
3. If unsatisfied with the opinion of the program director or department chair, the student may confer with the Academic Dean. It is understood that the Academic Dean will initiate a closed meeting between the student and instructor, and act in a mediating role to ensure that no misunderstanding exists regarding the grading policy of the instructor. If the matter is not resolved at this point, the student may initiate a final grade appeal to be reviewed by the Academic Standards Committee. The final grade appeal reviewed by the Academic Standards Committee must be initiated by the student no later than 15 regular academic days into the next college term following the enrollment period for which the challenged grade was issued. (The college “term” is defined as fall, winter, spring, summer one, summer two, or full summer)
4. The student wishing to complete a final grade appeal hearing before the Academic Standards Committee must submit in writing and must fully state the basis for the grade challenged, identifying the reason or reasons the student feels the grade is unwarranted. The written appeal shall be filed by the student with the Executive Dean of Student Services within 15 regular academic days into the next college term. The written appeal should be completed in the form of a standard business letter, identify the course name and the faculty member teaching the course. The appeal letter must document the rationale for the appeal, and include appropriate facts related the final grade being appealed.
5. The Executive Dean of Student Services shall present the student’s written appeal to the chairperson of the Academic Standards Committee. The written appeal shall be sent electronically to the chairperson who will set a hearing date in the consultation with other members of the Academic Standards Committee. The chairperson will have 5 regular academic days to identify the appropriate meeting date, time, and location of the hearing. The chairperson of the Academic Standards Committee will communicate in writing the date of the hearing to the student and faculty member involved in the final grade dispute.
6. At least 5 regular academic days of notice must be given to the parties affected to insure an opportunity to prepare for the hearing. The Academic Standards Committee hearing shall be held in closed session unless the student requests in writing to the Chair of the Academic Standards Committee that it be open. The open session must be requested 2 regular academic days prior to the hearing.
7. During the hearing, both the student making the appeal and the instructor who issued the challenged grade shall be given the opportunity to testify and present evidence and/or witnesses. Each shall have the opportunity to hear and question adverse witnesses.

8. The Academic Standards Committee decision shall be based solely on the evidence introduced at the hearing. The student bears the burden of proving that there are sufficient grounds to change the grade.
9. After hearing the appeal, the Academic Standards Committee shall have up to 2 regular academic days to decide either to reject the appeal or to uphold it. The Office of the Executive Dean of Student Services will be notified of the decision and rationale for the decision in writing by the Academic Standards Committee chairperson. The Executive Dean of Student Services shall in turn notify in writing the student and the instructor who issued the challenged grade. Should the appeal be granted, the committee chairperson and the instructor shall re-examine the student's course work and recommend in writing appropriate steps to rectify the disputed grade. The decision of the Academic Standards Committee is final.
10. A student who wishes to pursue the grade appeal beyond the jurisdiction of the Academic Standards Committee may submit a written appeal within five (5) days through the Executive Dean of Student Services to the Vice President of Academic Affairs, who will review all facts and determine if the student's due process rights were protected.

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.

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.

County Service Centers

Indian Hills Community College operates five education centers located in county seat communities. The county service centers provide opportunities for students to take courses and earn credit toward a degree 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 (641) 472-1504
- **Keokuk County Center**
909 East Pleasant Valley, Sigourney, IA 52591
(641) 622-3385 | Fax (641) 622-3273
- **Monroe County Center**
322 C Avenue East, Albia, IA 52531
(641) 932-5297 | Fax (641) 932-7085
- **IHCC William Penn Center**
1710 N. Market, Oskaloosa, IA 52577
(641) 673-0824 | Fax (641) 673-5451

Email at 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/library/>. 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

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

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.

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. The Accuplacer assesses reading, writing and math skills. Accuplacer, ACT and SAT scores are used for academic advising and to determine admission to Health Science 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 In Centerville, please call (800) 670-3641, ext. 2214.

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 - 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

Lynette Van Donselaar, Assistant Registrar

Registrar's Office, Ottumwa Campus
Bennett Student Services Building
(641) 683-5114 | llynette.vandonselaar@indianhills.edu

Academic Advisors:

Peyton Crosser, Academic Advisor

Ottumwa Campus, Bennett Student Services Building
(641) 683-5243 | peyton.crosser@indianhills.edu

Ashleigh Tierney, Academic Advisor

Ottumwa Campus, Bennett Student Services Building
(641) 683-5297 | ashleigh.tierney@indianhills.edu

Noah Eklund, Academic Advisor

Ottumwa Campus, Bennett Student Services Building
(641) 683-5129 | noah.eklund@indianhills.edu

Activities

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) 683-5228.

Active Minds

Active Minds at IHCC is an affiliate of the national organization Active Minds. It is a student-run organization devoted to increasing awareness of mental health issues. It is not a support group, but rather an organization that works to help educate the student body about mental health and provide information about resources available both on and off campus. **Contact:** Beverly Bethune (beverly.bethune@indianhills.edu) at (641) 683-5111, ext. 1811.

Allies For Equality

The purpose of this club is to provide a safe, supportive environment for lesbian, gay, bisexual and transgender students. **Contact:** Dr. Janene Sheldon (janene.sheldon@indianhills.edu) at (641) 683-5111, ext. 1833.

Art Club

The purpose of the Art Club is to provide interested students with various experiences in the visual arts.

Contact: Mark McWhorter (mark.mcwhorter@indianhills.edu) at (641) 683-5111, ext. 1825 or Lisa Fritz (lisa.fritz@indianhills.edu) at (641) 683-5111, ext. 1816.

Chamber Singers

Is a select, auditioned vocal ensemble of 16-24 students that performs various styles of music. This group performs for IHCC concerts and also for groups and organizations in the Ottumwa community. Auditions occur at the beginning of fall term. **Contact:** Dr. Janene Sheldon (janene.sheldon@indianhills.edu) or (641) 683-5111, ext. 1833.

Concert Choir

This large ensemble is open to any IHCC student. The group performs 3-5 concerts per academic year, providing opportunities to experience a wide variety of choral literature and styles. **Contact:** Dr. Janene Sheldon (janene.sheldon@indianhills.edu) at (641) 683-5111, ext. 1833.

Criminal Justice Club

This club was established for students currently enrolled in the CJ program to engage community service projects and to assist in the promotion of the program. **Contact:** Tim King (tim.king@indianhills.edu) at (641) 683-5111, ext. 1839.

Culinary Arts Club

Students in the culinary program work on community projects, fund-raisers and activities to promote of the program. **Contact:** Mark Fisher (mark.fisher@indianhills.edu) at (641) 683-5198.

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 (victor.streeby@indianhills.edu) at (641) 683-5111, ext. 1838.

Drama Club

Participate in all the areas of theatre: Acting, lighting, sound, costume, make-up, scenic, construction, special effects and marketing. Open to any student, any major. **Contact:** Dr. Jennifer Boyenga (jennifer.boyenga@indianhills.edu) at (641) 683-5111, ext. 1812.

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. **Contact:** David Sharp (david.sharp@indianhills.edu) at (641) 683-5111, ext. 1836.

New Life Campus Fellowship

A student group focusing on Christian fellowship and discipleship. **Contact:** Rhonda Eakins (rhonda.eakins@indianhills.edu) at (641) 683-5111, ext. 1840.

Performing and Visual Arts Program

Student, faculty and professional artists exhibit art and perform concerts, plays, recitals, and musicals throughout the year. **Contact:** Dr. Jennifer Boyenga (jennifer.boyenga@indianhills.edu) or Arts & Sciences at (641) 683-5111, ext. 1812.

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 (heidi.peterson@indianhills.edu) or (641) 683-5111, ext. 1832.

Poetry Club and Writers Club

The Poets and Writers Club encourages artistic expression through creative writing. All genres are explored, and we encourage experimentation. Meetings include an opportunity to make friends, inspire creativity, share writing, publish creative works, and plan and participate in events such as poetry readings. **Contact:** Joy Lyle (joy.lyle@indianhills.edu) at (641) 683-5111, ext. 1824.

Science Club

The Science Club provides opportunities for students to experience various scientific fields including astronomy, biology, chemistry, geology, physics, and medicine. It also provides opportunities for students to interact with other students interested in science and to participate in research projects, field trips, and outreach programs for IHCC. **Contact:** Dr. Lee Wymore (lee.wymore@indianhills.edu) at (641) 683-5111, ext. 1845.

The Academy

An organization for highly motivated students which is an excellent opportunity to share experiences with people who have similar interests. **Contact:** Beverly Bethune (beverly.bethune@indianhills.edu) at (641) 683-5111, ext. 1811.

Important Phone Numbers

Arts & Sciences	(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 Services	(641) 683-5152
Testing Center	(641) 683-5142
Vocational Rehabilitation	(641) 682 -7569

Faculty

Lynett Alexander-North, Laboratory Technician

Arts & Sciences Building, Room 214
(641) 683-5111, ext. 1846 | lynett.alexander-north@indianhills.edu
B.S., University of Iowa
M.S., University of Iowa

Beverly Bethune, Professor of Social Sciences

Arts & Sciences Building, Room 105
(641) 683-5111, ext. 1811 | beverly.bethune@indianhills.edu
B.A., University of Central Arkansas
M.A., Arkansas State University
Ed.S., Arkansas State University

Jennifer Terry Boyenga, Professor of English/Drama and Program Director of Visual and Performing Arts
Arts & Sciences Building, Room 211
(641) 683-5111, ext. 1812 | jennifer.boyenga@indianhills.edu
B.A., University of Northern Iowa
M.A., University of Northern Iowa
Ph.D., Iowa State University

Kameo Cragoe, Associate Professor English

Arts & Sciences Building, Room 110
(641) 683-5111, ext. 1770 | kameo.cragoe@indianhills.edu
B.S., Dakota State University
M.S., South Dakota State University

Adam Darland, Instructor, Culinary Arts

Food Service Complex
(641) 683-5196 | adam.darland@indianhills.edu
A.A.S., Indian Hills Community College

Heather Davison, Professor of History

Arts & Sciences Building, Room 106
(641) 683-5111, ext. 1813 | heather.davison@indianhills.edu
B.A., University of Iowa
M.A., University of Iowa

Justin Doyle, Associate Professor, Biology

Arts & Sciences Building, Room 110
(641) 683-5111, ext. 1822 | justin.doyle@indianhills.edu
A.A.S., Indian Hills Community College
A.A., Indian Hills Community College
B.A., William Penn University
M.S., Mississippi State University

Rhonda Eakins, Professor of English/Literature

Arts & Sciences Building, Room 103
(641) 683-5111, ext. 1840 | rhonda.eakins@indianhills.edu
A.A., Ottumwa Heights College
B.S., Northeast Missouri State University
M.A., Northeast Missouri State University

Mark Fisher, Program Director

Culinary Arts Food Service Complex
(641) 683-5198 | mark.fisher@indianhills.edu

Douglas Flourney, Professor of Chemistry

Arts & Sciences Building, Room 207
(641) 683-5111, ext. 1814 | doug.flourney@indianhills.edu
B.S., Virginia Commonwealth University
Ph.D., University of Wisconsin

Ruston Ford, Professor of Foreign Language

Arts & Sciences Building, Room 105
(641) 683-5111, ext. 1815 | ruston.ford@indianhills.edu
A.S., Snow College
B.A., University of Utah
M.A.T., University of Utah

Lisa Fritz, Associate Professor of Art

Arts & Sciences Building, Room 225
(641) 683-5111, ext. 1816 | lisa.fritz@indianhills.edu
A.A., Ottumwa Heights College
B.F.A., Northeast Missouri State University
M.F.A., Louisiana State University

Jennifer Hess, Associate Professor of Psychology

Arts & Sciences Building, Room 119
(641) 683-5111, ext. 1848 | jennifer.hess@indianhills.edu
B.S., University of Pittsburgh
M.A., Southern Illinois University

April Hollenhorst, Professor of Psychology/Sociology

Arts & Sciences Building, Room 106
(641) 683-5111, ext. 1819 | april.hollenhorst@indianhills.edu
B.S., Bemidji State University
M.S., Winona State University

Jenny Hawk, Professor of Business

Arts & Sciences Building, Room 104
(641) 683-5111, ext. 1820 | jenny.hawk@indianhills.edu
A.A., A.S., Indian Hills Community College
B.S., Truman State University
M.B.A., St. Ambrose University

Suzanne Keller, Professor of Science

Arts & Sciences Building, Room 207
(641) 683-5111, ext. 1821 | suzanne.keller@indianhills.edu
B.A., Simpson College
Ph.D., University of Texas Health Science Center

Timothy King, Program Director of Criminal Justice

Arts & Sciences Building, Room 208
(641) 683-5111, ext. 1839 | tim.king@indianhills.edu
B.S., Truman State
M.S., Tiffin University

Sherry Langfritz, Program Director, Social Sciences and Business

Arts & Sciences Building, Room 104
(641) 683-5111, ext. 1823 | sherry.langfritz@indianhills.edu
B.S., Buena Vista University
M.A., University of Phoenix

Joy Lyle, Professor of English

Arts & Sciences Building, Room 103A
(641) 683-5111, ext. 1824 | joy.lyle@indianhills.edu
B.A., University of Iowa
M.F.A., University of Iowa

Brandea McCann, Associate Professor of Math

Arts & Sciences Building, Room 108
(641) 683-5111 | brandea.mccann@indianhills.edu
B.S., Southern Illinois University
M.A., Iowa State University

Mark McWhorter, Professor of Art

Arts & Sciences Building, Room 225
(641) 683-5111, ext. 1825 | mark.mcwhorter@indianhills.edu
B.A., Morehead State University
M.A., Morehead State University

Michael Miller, Associate Professor of Science

Arts & Sciences Building, Room 203
(641) 683-5111, ext. 1827 | michael.miller@indianhills.edu
B.S., Missouri State University
M.S., Iowa State University

Joseph Owczarzak, Professor of Science

Arts & Sciences Building, Room 207
(641) 683-5111, ext. 1830 | joseph.owczarzak@indianhills.edu
B.A., Augustana College
M.A., University of Arkansas

**Craig Payne, Program Director of English and Humanities,
Professor of English/Humanities**

Arts & Sciences Building, Room 119
(641) 683-5111, ext. 1831 | craig.payne@indianhills.edu
B.A., William Penn College
M.A., Northeast Missouri State University
M.A., University of Iowa
Ph.D., Trinity St. David College, University of Wales

Heidi Peterson, Professor of Science

Arts & Sciences Building, Room 203
(641) 683-5111, ext. 1832 | heidi.peterson@indianhills.edu
B.S., Central
M.S., Palmer College of Chiropractic

Oguz Poroy, Professor of Engineering

Arts & Sciences Building, Room 201
(641) 683-5111, ext. 1829 | oguz.poroy@indianhills.edu
B.S.EE, Bogazici University, Istanbul, Turkey
M.S.EE, Tuskegee University
Ph.D., University of Arkansas

Gordon Rader, Professor, Culinary Arts

Food Service Complex
(641) 683-5313 | gordon.rader@indianhills.edu
Certified Executive Chef, American Culinary Federation
B.S., Art Institute of Pittsburgh

Roger Scott, Professor of English/Humanities

Arts & Sciences Building, Room 104C
(641) 683-5111, ext. 1834 | roger.scott@indianhills.edu
B.A., Drake University
M.A., Iowa State University
M.F.A., University of Alabama

David Sharp, Professor of Music

Arts & Sciences Building, Room 116
(641) 683-5111, ext. 1836 | david.sharp@indianhills.edu
B.M., University of Miami
M.M., University of Nebraska

Janene Sheldon, Associate Professor of Vocal Music and Piano

Arts & Sciences Building, Room M116
(641) 683-5111, ext. 1833 | janene.sheldon@indianhills.edu
B.A. Kearney State College
M.M. University of Nebraska- Lincoln
D.M.A., University of Nebraska-Lincoln

Angie Sieren, Professor of Mathematics

Advanced Technology Center
(641) 683-5111, ext. 1837 | angie.sieren@indianhills.edu
B.A., Wartburg College
M.S.M., Iowa State University

Ray Slavens, Professor, English/Theatre

Arts & Sciences Building, Room 211
(641) 683-5111, ext. 1843 | ray.slavens@indianhills.edu
A.A., East Central College
B.A., University of Missouri
M.A., University of Missouri
Ph.D., Michigan State University

Victor Streeby, Professor of English

Arts & Sciences Building, Room 208
(641) 683-5111, ext. 1838 | victor.streeby@indianhills.edu
A.A., Indian Hills Community College
B.A., University of Iowa
M.A., Iowa State University
Ph.D., University of Wisconsin

Peter Sullivan, Instructor of Criminal Justice

Arts & Sciences Building, Room 208
(641) 683-5111, ext. 1842 | peter.sullivan@indianhills.edu
B.A., Stockton College
M.A., New Mexico State University

Debra Vos, Associate Professor of Psychology

Arts & Sciences Building, Room 119
(641) 683-5111, ext. 1847 | debra.vos@indianhills.edu
B.A., Ottawa University
M.A., Ottawa University
M.E., Northern Arizona University
Ed.S., Walden University

Barbara Walker, Associate Professor of Science

Arts & Sciences Building, Room 207
(641) 683-5111, ext. 1847 | barbara.walker@indianhills.edu
B.S., Northeast Missouri State College
M.A., Truman State University

Camilla Walker, Professor of Mathematics

Arts & Sciences Building, Room 105
(641) 683-5111, ext. 1841 | camilla.walker@indianhills.edu
A.A., Indian Hills Community College
B.S., Northeast Missouri State University
M.A., Northeast Missouri State University

Kara Wilson, Associate Professor of English

Arts & Sciences Building, Room 108
(641) 683-5111 | kara.wilson@indianhills.edu
A.A., Indian Hills Community College
B.A., Evangel University
M.A., Missouri State University

Nathan Wilson, Associate Professor of History

Arts & Sciences Building, Room 104B
(641) 683-5111, ext. 1826 | nathan.wilson@indianhills.edu
B.A., Central College
M.A., California State University

Tim Wright, Professor of Mathematics

Arts & Sciences Building, Room 119
(641) 683-5111, ext. 1844 | tim.wright@indianhills.edu
B.S., University of Iowa
M.S., University of Michigan

**Lee Wymore, Professor of Biology and
Program Director of Science and Mathematics**

Arts & Sciences Building, Room 215A
(641) 683-5111, ext. 1845 | lee.wymore@indianhills.edu
B.S., Colorado State University
M.S., Colorado State University
Ph.D., Cornell University

Arts & Sciences

Darlas Shockley, Executive Dean, Arts & Sciences

Arts & Sciences Building, Room 108
(641) 683-5174 | darlas.shockley@indianhills.edu
B.A., University of Kentucky
M.A., Texas A & M University
M.S.L.S., Clarion University
Ed.S., University of Iowa

Don Waltenberger, Department Chair, Arts & Sciences

Arts & Sciences Building, Room 107
(641) 683-5154 | don.waltenberger@indianhills.edu
B.S., Southeast Missouri State University
M.B.A., Lindenwood University
M.S., Capella University

Library Staff

Ryan Gatlin, Arts & Sciences Building

(641) 683-1734 | ryan.gatlin@indianhills.edu

Sue Kelly, Arts & Sciences Building

(641) 683-5171 | sue.kelly@indianhills.edu

County Service Staff

Ramona Archer, Bloomfield County Center

(641) 664-2050 | ramona.archer@indianhills.edu

Tonya Bunch, Albia County Center

(641) 932-5297 | tonya.bunch@indianhills.edu

Christine Howard, Sigourney County Center

(641) 622-3385 | christine.howard@indianhills.edu

Staff

Janet Poe, Department Secretary

Arts & Sciences Building, Room 108
(641) 683-5144 | janet.poe@indianhills.edu

Amanda Mitchell, Department Secretary

Arts & Sciences Building, Room 108
(641) 683-5145 | amanda.mitchell@indianhills.edu

Jennifer Appler, Department Secretary

Arts & Sciences Building, Room 108
(641) 683-5228 | jennifer.appler@indianhills.edu

Cheryl Talbert, Arts & Sciences Building

(641) 683-5178 | cheryl.talbert@indianhills.edu

Deb Worley, Centerville Campus

(641) 856-2143, ext. 2237 | deb.worley@indianhills.edu

Cherri James, Oskaloosa County Center

(641) 673-0822 | cherri.james@indianhills.edu

Madonna Smithburg, Fairfield County Center

(641) 472-6366 | madonna.smithburg@indianhills.edu

Deb Worley, Centerville Campus

(641) 856-2143, ext. 2237 | deb.worley@indianhills.edu

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:
 - Information repeated by the instructor;
 - Information written on the overhead, the chalk board, class handouts, and/or PowerPoint presentations;
 - Information followed by a pause (time to write it down);
 - 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:
 - Read and understand all the directions;
 - Review the entire test to see if some items are worth more points than others;
 - Plan your test time so that you do not leave any item unanswered;
 - Answer all the easy questions first;
 - Go through the test a second time to answer more difficult questions;
 - 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.

2018-2019 Indian Hills Calendar

FALL TERM – 2018 (August 27-November 14)

August 27	Fall Term Classes Begin
August 30	Staff Workshop (no afternoon classes, morning and evening classes will meet)
September 3	Labor Day Holiday – College Closed
September 4	Classes Resume
September 4	Last Day to Add Classes
September 10	Last Day to Drop Classes
October 4	Midterm
October 17	Winter Term Registration Begins
October 31	Last Day to Withdraw for Fall Term
November 14	Last Day of Fall Term

WINTER TERM – 2018 (November 15-February 19)

November 15	Evening and Online Classes Begin
November 19	Day Classes Begin
November 21	Thanksgiving Holiday – College Closes at 2:00 P.M.
November 22	Thanksgiving Holiday
November 26	Classes Resume
November 26	Last Day to Add Classes
November 29	Last Day to Drop Classes
December 24-January 3	Winter Break – College Closed
January 7	Classes Resume
January 9	Midterm
January 22	Spring Term Registration Begins
February 5	Last Day to Withdraw for Winter Term
February 19	Last Day of Winter Term
	Winter Term Graduation

SPRING TERM – 2019 (February 20-May 16)

February 20	Evening and Online Classes Begin
February 21	Day Classes Begin
February 27	Last Day to Add Classes
March 5	Last Day to Drop Classes
March 28	Staff Workshop (no afternoon classes, morning and evening classes will meet)
April 1-4	Spring Break – College Closed
April 8	Classes Resume
April 8	Midterm
April 18	Summer and Fall Term Registration Begins
May 2	Last Day to Withdraw for Spring Term
May 15	Spring Term Graduation – Centerville
May 16	Last Day of Spring Term
	Spring Term Graduation – Ottumwa
May 20-23	Early Summer Break – College Closed
May 27	Memorial Day Holiday – College Closed

SUMMER TERM – 2019

Full Summer (May 28-August 15) | 1st session (May 28-July 8) | 2nd Session (July 9-August 15)

May 28	Evening and Online Classes Begin for Full Summer Term and First Summer Session
May 29	Day Classes Begin for Full Summer Term and First Summer Session
May 30	Last Day to Add Classes for First Summer Session
June 3	Last Day to Drop Classes (with 100% Refund) for First Summer Session
June 4	Last Day to Add Classes for Full Summer Term
June 10	Last Day to Drop Classes (with 100% Refund) for Full Summer Term
July 1	Last Day to Withdraw for First Summer Session
July 4	Independence Day Holiday – College Closed
July 8	Classes Resume
July 8	Midterm and Last Day for First Summer Session
July 9	First Day of Second Summer Session (Day, Evening, and Online)
July 11	Last Day to Add Classes for Second Summer Session
July 15	Last Day to Drop Classes (with 100% Refund) for Second Summer Session
August 1	Last Day to Withdraw for Full Summer Term
August 8	Last Day to Withdraw for Second Summer Session
August 15	Last Day of Summer Classes
August 19-22	Late Summer Break – College Closed

[illegible]



Life. Changing.

Non-Discrimination Policy: It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

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