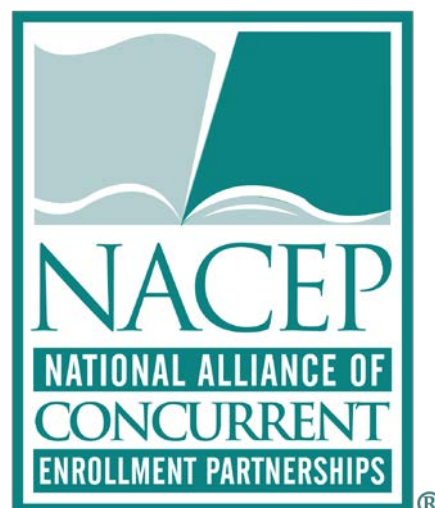




Project Earlybird
High School Student
Handbook
2016-2017



2016-2017 Handbook

for High School Students Enrolled in College Courses: Concurrent Enrollment, PSEO, Senior Year Plus, Career Academy, and Charter School Options

Student Conduct Code

Students are expected to conduct themselves in a responsible manner. Students who enroll accept our policies, regulations and operational procedures. Student behavior, which after due process is found to be disruptive to classes or to destroy the rights of others or property, may result in disciplinary probation or suspension.

Student Rights and Responsibilities

Students of the College have both rights and responsibilities as described in the Iowa Central Community College Student Handbook and in Board Policy. Iowa Central offers each student the freedom to learn and the freedom to enjoy College life in an orderly and lawful manner. In return, Iowa Central expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at Iowa Central, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Iowa Central and its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution. Students are guaranteed their constitutional right to due process in certain circumstances in which due process rights are triggered. Iowa Central forbids unlawful discrimination on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service.

Process for Student to Express Academic Concerns and Complaints

From time to time, a student may have concerns about such issues as scholastic dishonesty, discrimination, disability accommodations, or grading grievance. If the student's concern relates to:

- Educational records, the student should follow the review/grievance procedures in Board Policy Number 404, Access to Educational Records;
- A finding of scholastic dishonesty, the student should follow the appeal process in Board Policy Number 407, Scholastic Dishonesty;
- A student grade, the student should follow the review procedure in Board Policy Number 408, Student Grade Appeal;
- Conduct by the instructor perceived by the student to be a violation of the College's non-discrimination/harassment policy, the student should follow the complaint procedure in Board Policy Number 414, Discrimination Process; or
- A student may have other academic concerns and complaints about a particular classroom experience, specific curricular matters, instructor conduct in the classroom or in another instructional setting that adversely affects the learning environment, misuse of instructor authority to promote a political or social course within an instructional setting, inequities in assignments, scheduling of examinations at other than published times. If such concerns arise the student should follow the procedure in Board Policy 415, Academic Concerns.

Admission

Iowa Central Community College is a comprehensive college with an open door admission policy. There is no application fee for admission to the College.

Ways to Apply

- Apply online at www.iowacentral.edu/admissions
- Request paper application by phone, 800-362-2793 ext. 1008 or 515-574-1008

A student may be accepted by the College, however some academic programs have additional admissions requirements to be considered for acceptance into those programs including academic qualifications and other criteria. Academic programs that have additional requirements are Associate Degree Nursing, Dental Hygiene, Emergency Medical Services, Medical Assistant, Medical Laboratory Technician, Practical Nursing, Radiologic Technology, and Professional Semi-Truck Driving program. To learn about these additional requirements, refer to the Applied Science and Technology Programs section in the catalog.

REGISTERING

Registering for Iowa Central Courses

All high school students who are wanting to enroll in a college course, must complete an application (depending on enrollment type):

- Concurrent (Earlybird) enrollment - will take place at the high school and does not require a parent/guardian signature. Students must complete the entire online Earlybird Registration Application located on the Iowa Central website.
- PSEO enrollment - requires parent/guardian signature if the student is under 18 years of age. Students must contact their high school counselor for the enrollment form, fill it out in its entirety, and submit it to the Distance Learning Office.
- Senior Year Plus – Internet & On-Campus Course enrollment - must be completed with the staff at the high school.
- Regional Career Academy enrollment - must be completed with the staff at the high school and/or the Career Academy coordinator.
- Charter School enrollment - must be completed with the staff at the high school and/or one of Iowa Central's advisors.

Concurrent Enrollment (Project Earlybird)

The concurrent enrollment (Project Earlybird) program, promotes rigorous academic or career technical education (CTE) pursuits by providing opportunities for high school students to enroll in Iowa Central CC courses offered within the high schools. Project Earlybird courses are offered through contractual agreements between Iowa Central CC and local school districts. Iowa Central courses are offered to classes of high school students in grades nine through twelve. The instructor may be a community college instructor or a high school instructor employed by the contracted district, who meets state and college faculty standard requirements. College credit is awarded upon successful completion of the course(s).

Concurrent Enrollment Eligibility & Responsibility

- Students must be high school students who reside in Iowa. Students must meet the same prerequisite, co-requisite, and course admission/placement requirements as traditional college students and take the course for college credit. Students may not take the course for high school credit only.
- Students must complete the online Earlybird Registration Application located on the Iowa Central website.
- Students must take the ACCUPLACER and ALEKS assessments for placement into ENG and MAT courses. Alternative assessments are listed on the Mandatory Assessment and Placement Chart.
- Concurrent enrollment courses are available to public, private, homeschooled, and traditional college students.
- Concurrent enrollment students may be responsible for purchasing textbooks or supplies for any semester in which their enrolled. Students must check with their local school district for policies related to textbooks.

- Additional eligibility and guidelines are available from the Iowa Department of Education’s Senior Year Plus Guide.

For a list of courses offered at your high school, go to http://iowacentral.edu/distance_learning/hs_partnerships.asp?dl=t and click on College Courses Offered at Area High Schools under Related Links.

PSEO

First established in 1987, the PSEO program is intended to promote rigorous academic pursuits and to provide a wider variety of options to high school students. The program allows eleventh and twelfth grade students, as well as ninth and tenth grade students identified as gifted and talented by their local district, to enroll in college courses. Through the program, individual students may enroll in an Iowa Central CC course if a comparable course is not offered at their school. Successful completion of the course may generate high school credit which could apply toward district subject area and graduation requirements.

The school district will pay Iowa Central CC for the cost of the course or \$250, whichever is lower. If the student successfully completes the course, it is provided free to the student (except possible equipment purchases). If a student fails to complete the course and is not eligible for a waiver, the student or his or her parent or guardian may be required to reimburse the district’s cost. Textbooks are loaned to students from the Iowa Central Bookstore and must be returned at the end of the semester.

Student Eligibility (281 – IAC 22.16)

In addition to the Senior Year Plus student eligibility requirements, students also must meet the following requirements to be eligible to enroll in PSEO courses:

- Eligible students shall be residents of Iowa
- An eleventh or twelfth grade student
- A ninth or tenth grade student identified as gifted and talented pursuant to Iowa Code section 257.43
- A student enrolled in an accredited nonpublic school who meets all eligibility requirements may apply to take courses under PSEO through the school district where the accredited nonpublic school is located, provided that neither the accredited nonpublic school nor the school district offers a comparable course.
- A student under competent private instruction who meets all eligibility requirements may apply to take PSEO courses through the public school district in which the student is dually enrolled, provided that the resident school district does not offer a comparable course, and shall be allowed to take such course on the same basis as a regularly enrolled student of the district.
- Students shall not “audit” postsecondary courses. The student must take the course for credit and must meet all of the requirements of the course which are required of postsecondary students.
- Students must meet Iowa Central’s admission requirements (placement test) and any co or pre-requisite of the course they are registering for.

Senior Year Plus – Internet & On-Campus Courses

High school students may choose to enroll in a FlexNet, Online, or on-campus course at Iowa Central CC. Internet courses taken through the Internet Based-Senior Year Plus Program can be concurrent enrollment courses at Iowa Central and are available to high school students. Each high school determines which FlexNet, Online, and on-campus courses are approved.

- **FlexNet** courses are asynchronous, and are taught via the internet using iNET. Students can enroll in a FlexNet course at any time throughout the semester, except the last three (3) weeks of the term, as long as space is available. Enrollment will be closed the last 3 weeks of the term, unless approved by

Distance Learning. Students will have until the last day of the term to complete a FlexNet course. FlexNet courses do not have weekly assignments, but it is highly recommended for students to stay on task.

- **15 Week Online Courses** – Courses are synchronous, and are taught via the internet using iNET. Students can enroll in an Online course only during registration before the term and during the Add/Drop period at the beginning of the term, (the first 5 days of the term). Enrollment is closed after the Add/Drop period. Online courses begin and end with semester dates. Online courses are structured and have weekly required assignments, and deadlines.

The student must fill out the Iowa Central enrollment form with a designated person at the high school, usually the counselor or principal. There is no cost to the student for either the course or for the books. The school is billed for each course. Books are loaned to the students with the understanding that they are returned to the Iowa Central Bookstore at the end of the course.

Regional Career Academy

Students who enroll in the Regional Career Academy will take a specific sequence of courses that will provide skills and an educational base that will allow students to either transfer these college credits into an academic program at the post-secondary level, or seek employment. Students have the opportunity to gain college credit courses in a discipline that interest them, while still attending high school. These career pathways are designed to lead into multiple college programs giving the most flexibility to students who participate.

Students will also participate in an Orientation course and a College Experience (1 credit) course to help acclimate them to the expectations and schedule of each career pathways as well as expose each student to different aspects of post-secondary education.

Career Pathways

Bio-Process Technology

Business

Engineering Technology

Manufacturing Technology

Teacher Academy

General Education – Transfer

Students who wish to participate and are accepted into the Regional Career Academy are committing a full academic year to the career pathway. This means they will attend the academy 5 days a week, for the entire school year. These students will also be held to the same standards that a regular college student is held, and will follow Iowa Central's academic calendar. They will be held accountable to all college policies and procedures that are listed in the Iowa Central student handbook.

Charter School

Charter schools allow students to enroll in college classes while they are still in high school. In order to take classes through the charter school, a student must open enroll in the district that he/she wants to attend if the student does not live in that district. Students can typically earn more college credits through a charter school than through the other methods in which high school students can earn college credits. The charter school has its own rules and regulations so if there are questions, the high school should be contacted.

According to the Senior Year Plus Guidelines, the school districts and Iowa Central CC shall not place restrictions on participation in SYP programming beyond that which is specified in statute or administrative rule. For example, a school district may not require students to exhaust the school district curriculum prior to enrollment in SYP courses; a district may not limit student enrollment in PSEO to one course per semester; a district may not require that SYP courses be taken only during a certain time of day.

GENERAL INFORMATION

Dropping a Course (within 100% refund period)

Students are allowed to try out a course for a short period of time at the beginning of the term without it affecting their College transcript or charges occurring. Students should check with their local school district for their policies on dropping a course.

- Earlybird courses—may drop only during the add/drop period at the student’s high school or within the first five session days of the course, whichever is less.
 - To request to drop, students must contact their instructor or high school administration.
- Internet Based-Senior Year Plus courses and PSEO courses—may drop within the time period which is stated on the Welcome Internet Information email or also found in WebAdvisor.
 - To request to drop, students should login to WebAdvisor and click on “Drop/Withdraw From Class” to complete the online withdraw/drop form.
- Courses on an Iowa Central campus—may drop during the college’s add/drop period which is within the first five days of the semester.
 - To request to drop, students should login to WebAdvisor and click on “Drop/Withdraw From Class” to complete the online withdraw/drop form.
- Career Academy courses at the Eagle Grove Career Academy—may drop during the first five session days of Iowa Central’s semester.
 - To request to drop, students must contact the career academy coordinator.
- Charter courses on an Iowa Central campus—may drop during the first five session days of Iowa Central’s semester
 - To request to drop, students must contact the charter school coordinator.

Withdrawing from a Course (after the 100% refund period)

If a student should find the need to withdraw from an Iowa Central credit course, a “W” grade is placed on a student’s transcript, the school district will be invoiced or if it is PSEO, the student or parent (if the student is under 18 years old) will be invoiced by the school district.

- Earlybird course—may withdraw after the add/drop period at the student’s high school up until approximately the last 20% of the course. The actual date will be provided to each instructor at the beginning of the term.
 - To request to withdraw, students must contact their instructor or high school administration.
- Courses on an Iowa Central campus, Internet Based-Senior Year Plus courses, and PSEO courses—must request to withdraw a minimum of 4 weeks prior to the end of the course in order to receive a “W” grade. Each student’s specific date can be found in the Welcome Email and in the student’s WebAdvisor account under Internet Welcome Information. After the student’s last day to request to withdraw, the option to withdraw is no longer available and the grade of A-F will be entered on the student’s transcript.
 - To request to withdraw, students should login to WebAdvisor and click on “Drop/Withdraw From Class” to complete the online withdraw form.
- Career Academy courses at the Eagle Grove Career Academy—must request to withdraw a minimum of 4 weeks prior to the end of the course
 - To request to drop, students must contact the career academy coordinator.

- Charter courses on an Iowa Central campus— must request to withdraw a minimum of 4 weeks prior to the end of the course
 - To request to withdraw, students must contact the charter school coordinator.

Administrative Withdrawal

If class absences exceed 25 percent of scheduled meetings, a student will be administratively withdrawn from a class. Automatic attendance notifications are sent when the number of absences exceed 15 percent and then again at 20 percent. School-sponsored absences do count towards these percentages, but the policy for contacting instructors prior to any such absences to arrange for missed work in advance is in place to prevent such absences from impacting a course grade. Students should talk to instructors about their absences and work with them to make plans for success before the 25 percent is exceeded. Students need to check an instructor's or program's attendance policy in the course syllabus, which may be more specific and grade-related.

Course Cancellation

The college reserves the right to cancel any courses that have insufficient enrollment. Iowa Central may decline or cancel courses for any of the following reasons:

- Instructor does not meet minimum qualifications of the Quality Faculty Plan
- Qualified instructor is not available
- Course is not approved by the Dean
- Course does not meet the content, rigor, or minimum time requirements
- Financial reasons
- Any other reason deemed necessary by the College

Financial Aid

- Grades from college credit courses while in high school can affect eligibility for financial aid in college. Student must:
 - Maintain a minimum cumulative Grade Point Average (GPA) of 2.0
 - Successfully complete at least 67% of his or her college courses
- If this GPA or completion rate is not met, the student will be on financial aid warning which can affect eligibility of receiving aid.

Scholastic Dishonesty

Iowa Central Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating and plagiarizing. Plagiarism is presenting someone else's words as one's own, whether in writing or in speaking. Cheating and plagiarism, whether intentional or accidental, are serious offenses. Scholastic dishonesty will not be tolerated in any course. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

One is plagiarizing if one:

- Uses direct quotes without quotation marks and textual citation of the material.
- Paraphrases without crediting the source.
- Presents another's ideas as your own without citing the source.
- Submits material written by someone else as your own (this includes purchasing or borrowing a paper).
- Submits a paper or assignment for which one has received so much help that the writing is significantly different from one's own.

One is cheating if one:

- Copies someone else's exam or homework.
- Purposefully allows another student to copy your work or submit work that you have written as his/her own.
- Refers to a text, notes or other materials during an exam without authorization to do so.
- Submits a paper or assignment for which you have received so much help that the writing is significantly different from your own.
- Passes test answers to another student during or before a test.

Disciplinary Action by the Instructor

An instructor who suspects a student of scholastic dishonesty will inform the student of the allegation as soon as possible. It is up to the instructor to determine the disciplinary action to be taken, which could include giving the student a zero for the assignment, reducing the student's grade for the course, assigning an "F" for the course, or other action. The instructor will send a written report of the incident to the student, the appropriate division dean and the Vice-President of Instruction. If the instructor concludes that the incident merits additional disciplinary action (such as suspension or expulsion), he/she will send a written report of the case to the Vice-President of Instruction for recommended additional disciplinary action.

Academic Load

The normal load for a student expecting to graduate in two years with an Associate Degree in the Arts and Sciences Division is 15-16 credit hours per semester. Students in Career programs are required to follow the offerings of their programs. Students who have a marginal high school background may be limited in the number of hours they may carry. This limitation is to help students achieve and is explained during enrollment. If they show good progress, an increased load will be allowed in subsequent semesters. Iowa Central Community College calculates student enrollment according to the following scheme for Fall and Spring:

- Full Time = 12+ credits
- 1/2 Time = 6-8 credits
- 3/4 Time = 9-11 credits
- Less than 1/2 Time = <6 credits

These are commonly accepted credit load counts for reporting purposes for accrediting and state agencies.

FERPA

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

At the postsecondary level, rights under FERPA are afforded the student and not the parents, even if the student is less than 18 years of age. In accordance with this federal law, the college has adopted policies and procedures governing the confidentiality of student educational records. The law states certain information, such as name, address, telephone number, dates of attendance, degrees and awards, full- or part-time status, etc., is directory information, and each college can formulate its own policy about what directory information it will release. Exceptions are made when names and hometowns of graduates are listed in the newspaper, commencement book and when team rosters are published. Students can ask that even directory information be withheld. Requests must be filed every academic school year, within a student's WebAdvisor or in the Registrar's Office.

ADA Compliance - Non-Discriminatory Statement

It is the policy of Iowa Central Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Sam Reeves (Academic Assistance and Special Needs Coordinator) or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

GRADES

Requital of Grades

Definition: Requital of Grades is the process of ignoring a student's prior grades when calculating the credits earned, the quality points, etc. and the grade point average. This new calculation is used for the purposes of graduation and other honor considerations.

Eligibility Guidelines:

1. Students must not have attended any institution of higher education during the previous two years.
2. Submit formal application for requital to the Registrar prior to completing 12 credit hours (excluding developmental credits). Students may pick up an application in the Student Records Office.
3. Students must earn a minimum GPA of 2.00 for 12 credit hours before grade requital will be indicated on the transcript.
4. The requital of grades may be granted only once at Iowa Central and a person's entire transcript will be required.

Results:

1. If approved, the notation appears on the transcript and the calculation of the GPA and credit hours earned begin from the semester of requital and is inclusive of the aforementioned 12 credit hours.
2. For financial aid purposes, the entire transcript, including required grades, will be considered.

Changing Grades

A change of grade, not including a "W," will be accepted by the Registrar only if a Grade Change form is properly signed and dated by the instructor who taught the course and the division dean. A "W" grade will not be changed.

A Grade Change form will be accepted only for the following reasons:

- An error in grade calculation,
- The terms of an Incomplete Grade Agreement were finished,
- A successful resolution of the Student Grade Appeal.

Incomplete Grades

An incomplete ("I") grade in a course does not have an immediate effect on a student's semester GPA. A meeting arranged by the student with the instructor is held to discuss the reason for the incomplete grade. A contract between the student and instructor, stating the details and time schedule of work that is to be made up, must be agreed upon and signed, and must be submitted prior to the end of the term. The maximum time allowed for an incomplete is one year from the start date of the class. After all work is completed, the instructor will make the proper grade changes for the student's permanent record. Incompletes are approved only for unusual circumstances with appropriate documentation.

Grading System

| | |
|---|----------------------------|
| A—Excellent..... | 4 Grade Points |
| B—Above Average..... | 3 Grade Points |
| C—Average..... | 2 Grade Points |
| D—Below Average..... | 1 Grade Point |
| F— Failure..... | No Grade Points |
| W—Withdrawal. | No Grade Points or Credit |
| I—Incomplete. | No Grade Points or Credit |
| L—Credit granted by virtue of prior experience | |
| N—Audit | |
| X—Repeat - (POISE - credit taken prior to September 2004) | |
| R—Repeat - (Datatel - credit taken after September 2004) | |
| P—Passing | |
| Q—No Credit/No Pass | |
| T—Credit by Testing | |
| Grade Designations for Developmental Courses: | |
| AP..... | Excellent / Not in GPA |
| BP..... | Very Good / Not in GPA |
| CP..... | Average / Not in GPA |
| DP..... | Below Average / Not in GPA |
| FQ..... | No Pass / No Credit |

Incomplete Grades

An incomplete (“I”) grade in a course does not have an immediate effect on a student’s semester GPA. A meeting arranged by the student with the instructor is held to discuss the reason for the incomplete grade. A contract between the student and instructor, stating the details and time schedule of work that is to be made up, must be agreed upon and signed, and must be submitted prior to the end of the term. The maximum time allowed for an incomplete is one year from the start date of the class. After all work is completed, the instructor will make the proper grade changes for the student’s permanent record. Incompletes are approved only for unusual circumstances with appropriate documentation.

Final Grades

Student grades are distributed to Iowa Central students via WebAdvisor, (see more on WebAdvisor on page 18 of this handbook).

Grade and Cumulative Grade Point Average (G.P.A.)

The Grade Point Average is determined in the following manner:

- Allow 4 points for an A; 3 points for a B; 2 points for a C; 1 point for a D; and 0 points for an F.
- Multiply the number of points equivalent to the letter grade received in each course by the number of credit hours for the course to arrive at the quality points earned in each course.
- Divide the sum of quality points by the total number of credit hours. The quotient represents the Grade Point Average for the semester.

The Cumulative Grade Point Average is determined in the same manner as the Grade Point Average, except that all of the student’s work, not including developmental courses, is used in the compilation.

Sample computation:

| Per Credit Total | Grade Quality | Class Grade | Points | Quality Points |
|-------------------------|----------------------|--------------------|---------------|-----------------------|
| Communication | A= | 4 | x 5 | = 20 |
| Shop I | B= | 3 | x 4 | = 12 |
| Blueprint Rd. | C= | 2 | x 3 | = 06 |
| Math | D= | 1 | x 2 | = 02 |
| Shop Theory | F= | 0 | x 2 | = 0 |

40 total grade points divided by 16 credits equals a grade point average of 2.50.

Grade Appeal

A student who believes a course grade he/she has received is inaccurate may seek an appeal as follows:

1. Within 60 calendar days following the end of a course, the student will inform the instructor in writing of questions concerning course grade. The writing will address questions concerning the criteria and procedures the instructor used in determining the grade, the process by which it was assigned, and to request error correction, if any, in the grade.
2. Within 14 calendar days after the instructor's receipt of the student's written questions, the instructor will offer to meet with the student to attempt to resolve the questions concerning a grade.
3. If after the discussion with the instructor, the student believes that the grade is still inaccurate, the student will meet with the division dean. This meeting must be scheduled within 10 calendar days after the instructor has offered to meet with the student. Before meeting with the division dean, the student will submit in writing to the division dean his/her questions regarding the grade. The division dean shall meet with the instructor and the student separately and/or together in an effort to resolve the questions regarding the grade.
4. If the steps above do not resolve the questions concerning the grade, the student may submit his/her written questions concerning course grade to the Vice-President of Instruction no later than 10 calendar days after meeting with the division dean. Within 14 calendar days after receipt of the written questions from the student, the Vice-President of Instruction will submit to the student, the instructor, and to the division dean a written decision concerning the appeal of the grade.

Grades Earned in Repeated Courses

Grades earned in courses that have been repeated will be administered and interpreted according to the following guidelines:

- Grades earned in all enrolled classes will be recorded on the permanent transcript.
- In computing the cumulative grade point average for graduation, only the most recent grade earned in a course that has been repeated will be used.
- For purposes of satisfying a prerequisite, the most recent grade earned in a course will be used.

Transfer of College Credit into Iowa Central Community College

When evaluating transcripts from other regionally accredited, post-secondary institutions, Iowa Central considers the guidelines of AACRAO (the American Association of Collegiate Registrars and Admissions Officers). Iowa Central requires a paper copy of an official transcript sent by the other college to the Registrar's Office before credit is placed on the Iowa Central transcript. A student must have 12 semester hours of credit at Iowa Central for transfer credit to be transcribed.

- Transfer courses are evaluated in respect to the program and/or major that the student is seeking at Iowa Central:
- All courses taken, including "F's", are transferred in and are included in the GPA for students seeking an AA, AS, or APS degree. Students are encouraged to repeat the "F" courses at Iowa Central in order to improve their GPA.

- Only courses required by the program are transferred in for the AAS degree and the one year diploma programs.
- Military credit transferring in is based on ACE (American Council on Education) recommendations. Credit is not given for military basic training or for MOS (Military Occupational Specialty) training.
- Sixteen hours of Vocational Technical credit applies toward the 16 hours of elective credit for the AA degree.
- Transfer credit is granted by Iowa Central based on the credits granted at the awarding institution. Quarter hours of credit are converted to semester hours. Other unusual credit granting options are looked at based on the narrative on the reverse side of the sending colleges' transcript.

Students are responsible for monitoring their transfer of credit into Iowa Central. Students are encouraged to provide course descriptions or other documentation about their transfer credit if they do not agree with the Registrar's evaluation of their credit. Transfer credit appears on the Iowa Central degree audit with the label of TE.

Transfer of Credit to another Institution

The college courses taken are to be credit-bearing courses that lead to an educational degree at Iowa Central Community College. Students who plan to transfer to another institution should check with that institution as to how the credits will transfer prior to the enrollment in the Iowa Central course.

Iowa Central has many articulations with institutions within the state of Iowa and a few out of the state. All three regents of University of Iowa, Iowa State University and University of Northern Iowa have articulations with Iowa Central, but specific transfer credit within each program/college may vary. Students should consult with an academic transfer advisor at the institution.

The College's website also contains links to the Regent institutions within Iowa that allow students to view how the university would generally transfer Iowa Central courses.

Assessment of Student Academic Achievement

Iowa Central Community College is a student-centered, learning focused institution dedicated to continuous quality improvement in its instructional programs. To ensure that the educational mission of Iowa Central is realized through its curriculum, the Learning Improvement Process (LIP) Team has developed a comprehensive plan of assessment for student mastery of educational outcomes. The purpose and design of this plan is to provide the faculty and administration with evidence linking Iowa Central's educational expectations with students' learning. Such evidence allows the faculty and college to identify strengths and areas for remediation within the curriculum and its delivery system. Areas for improvement are identified and then addressed through academic and institutional planning and budgeting processes. This evidence further provides faculty with information which can be used to improve curriculum design and classroom instruction.

Assessment of student academic achievement takes place at all levels within the college. The first assessments encountered by students are placement assessments given to assure students' enrollment in the proper English and math courses. Classroom assessments are the most numerous and are intended to improve the teaching and learning which occur within the class. These classroom assessments are also used to measure student achievement of department and program outcomes as well as institutional outcomes. Pre-post exams are given in many classes to establish academic gains in the course. A random group of graduating students will be asked to participate in a capstone exam which includes questions from a variety of general education courses. Students are expected to take all assessments activities very seriously because they directly or indirectly affect their future.

The assessment plan is for the purposes of improving learning and advancing the education mission of Iowa Central Community College. The results of assessment are not intended to be measures of the individual student and have no bearing on either a student's successful completion of an individual course or his or her individual progress toward the degree.

The student academic assessment process at Iowa Central has clearly defined goals:

- To confirm that student learning is at the heart of every assessment initiative. Student learning is the common goal that drives every department and program.
- To use the potential of assessment to promote an environment that encourages learning and curricular innovation.
- To monitor general education requirements.
- To provide valuable feedback for curricular and scheduling processes.
- To ensure the institutional mission is being met.

Iowa Central Community College is committed to this process and will monitor the results and use data obtained to improve instruction.

Assessment Q & A

Who is required to present scores?

Scores are required for all first-time, full-time students; all part-time students taking math or English; and all students whose programs require it (such as health programs).

What test scores are accepted and why are scores necessary?

Iowa Central is committed to preparing its students for the responsibilities they will face in the future. A necessary part of this preparation is being aware of the students' strengths, weaknesses, and goals. In order to obtain this information, Iowa Central requires ALEKS, ACCUPLACER, ACT, COMPASS, SAT, or Iowa Assessments (junior year) scores so they can guide students to appropriate coursework and to eventual academic success. ACT, SAT, or Iowa Assessments tests have usually been taken during high school, but for those who have not taken them, Iowa Central gives the ALEKS and ACCUPLACER assessments free of charge to its students (\$25 fee for processing and proctoring for other institutions).

In what subjects will I be tested?

Students need to have scores from the three areas of writing, reading, and math.

Who is exempt from presenting scores?

- Any transfer student with a 2.0 GPA in college level English or a 2.0 in college level math (from a regionally accredited institution) should be exempt from that specific assessment.
- Any person who holds an Associates of Arts, Science or Professional Studies, Bachelor's, Master's, or Doctorate degree (from a regionally accredited institution) should be exempt.
- International students with a score of at least 500 (paper) or 173 (computer) on their TOEFL should be required to take ALEKS, ACCUPLACER, or to present ACT, SAT, COMPASS or Iowa Assessments scores. However, those with less than 500 or 173 should enroll in Basic Writing -ENG-025 and take the assessment at a later date.

Prerequisites for Courses

Some courses have prerequisites in order to enroll. For courses that have a placement score (math or English), see the Mandatory Placement section of this handbook. Other courses require students to have completed a prior course or skill level prior to enrolling. One example: ENG-105 Composition I is required with a passing grade of a "C" or higher prior to enrolling into ENG-106 Composition II or SPC-112 Public Speaking.

Placement Chart

The Placement Chart on the following page will identify the scores needed to enter English and math courses for Iowa Central credit. This is a requirement of all students attending classes at any location, on campus, online or at a high school.



Mandatory Assessment And Placement Chart 2016-2017

| Reading Placement Scores | | | |
|---------------------------------------|----------------------------|-----------------------|-----------------------|
| Placement Test | SDV-112 Success Seminar | | No Course Required |
| | RDG-048* Basic Reading | RDG-010* Reading I | |
| ACCUPLACER (Reading Comprehension) | < 43 | 44-65 | ≥ 66 |
| COMPASS (Reading) | 0-60 | 61-79 | ≥ 80 |
| ACT (Reading) | 0-13 | 14-17 | ≥ 18 |
| IA Assessment (Reading) | | | |
| Fall of Jr. Year | < 246 | 246-287 | ≥ 288 |
| Midyear of Jr. Year | < 248 | 248-289 | ≥ 290 |
| Spring of Jr. Year | < 250 | 250-292 | ≥ 293 |
| ASSET (Reading Skills) | < 35 | 35-39 | ≥ 40 |
| SAT (Reading) | < 335 | 335-429 | ≥ 430 |

| Writing Placement Scores | | | |
|---------------------------------------|---------------------------|-----------------------------------|---|
| Placement Test | ENG-025* Basic Writing | ENG-101 Elements of Writing | ENG-105 Composition I |
| ACCUPLACER (WritePlacer) | 0-2 | 3-4 | ≥ 5 OR 4 + ≥ 66 in ACCUPLACER Reading Comprehension |
| COMPASS (Writing) | 0-37 | 38-64 | 65-100 |
| ACT (English) | 0-13 | 14-17 | 18-36 |
| IA Assessment (Written Expression) | | | |
| Fall of Jr. Year | < 243 | 243-290 | > 290 |
| Midyear of Jr. Year | < 245 | 245-292 | > 292 |
| Spring of Jr. Year | < 247 | 247-295 | > 295 |
| ASSET (Writing Skills) | 23-34 | 35-39 | 40-54 |
| SAT (Writing) | 200-334 | 335-429 | 430-800 |
| ACCUPLACER (Sentence Skills) | 27-44 | 45-73 | 74-120 |

*denotes a developmental course that is non-transferable and does not count towards graduation

**denotes SYP Programs (Concurrent Enrollment & PSEO) See 2014-2015 Catalog

All placement scores are valid for 3 years from the start the course you are placed in.

| Math Placement Scores | | | | | | | | | | |
|--|----------------------------------|-------------|--------------------------------|-------------|--|-------------|--|-------------|-----------------------|-------------|
| Placement Test | MAT-045* Fundamentals of Math | | MAT-063* Elementary Algebra | | MAT-102 Intermediate Algebra MAT-111 Math for Liberal Arts MAT-117 Math for Elem. Teachers MAT-140 Finite Math MAT-157 Statistics | | MAT-120 College Algebra MAT-127 College Algebra & Trig MAT-130 Trigonometry MAT-165 Business Calculus | | MAT-210 Calculus I | |
| ALEKS (%) | 0-13 | | 14-29 | | 30-45 | | 46-75 | | 76-100 | |
| COMPASS (Math) | P 0-33 | | P 34-63 or A 0-50 | | ** | | ** | | ** | |
| ACT (Mathematics) | 0-15 | | 16-19 | | 20-23 | | 24-27 | | 28-36 | |
| IA Assessment (Math Total/ Mathematics) | Math Total | Mathematics | Math Total | Mathematics | Math Total | Mathematics | Math Total | Mathematics | Math Total | Mathematics |
| Fall of Jr. Year | < 277 | < 278 | 277-310 | 278-313 | 311-317 | 314-321 | 318-326 | 322-330 | > 326 | >330 |
| Midyear of Jr. Year | < 279 | < 280 | 279-313 | 280-316 | 314-320 | 317-324 | 321-329 | 325-332 | > 329 | >332 |
| Spring of Jr. Year | < 282 | < 282 | 282-316 | 282-319 | 317-323 | 320-326 | 324-331 | 327-335 | > 331 | >335 |
| ASSET (Numerical Skills) | 23-37 | | 38-45 | | 46-48 | | 49-55 | | 49-55 | |
| SAT (Math) | 200-384 | | 385-474 | | 475-549 | | 550-619 | | 620-800 | |
| ACCUPLACER (Arithmetic) | 20-48 | | 49-90 | | 91-103 | | 104-119 | | 104-119 | |

High School Partnerships Resources

When high school students enroll in courses through Iowa Central CC, they are entitled to use of the college resources.

Academic Assistance

Regularly scheduled Academic Assistants help students study class materials, proofread papers, and complete assignments. Drop-in academic assistance is a free service available to all Iowa Central students. This is not only for students who are struggling or failing, but also for students who want to raise their grade from a “C” to a “B” or a “B” to an “A”. Academic Assistants are located in a designated area in the Academic Resource Center and are available for a variety of subjects. A schedule of available services can be located in the Academic Resource Center or on the Iowa Central website.

Accommodations

Iowa Central Community College’s Academic Resource Center staff is committed to providing quality service and support to students with disabilities. Their purpose is to remove barriers for students with disabilities to ensure equal access to educational opportunities. Academic Accommodations are determined on an individual basis for each student who applies for services. A conversation about the student’s experience and expectations will help identify the information necessary to support the accommodation request.

Provision of accommodation services to high school students enrolled in Iowa Central Community College courses are provided in accordance with policies and procedures provided for all Iowa Central students.

For more information, or to schedule an appointment, please contact: Samantha Reeves, Academic Assistance and Accommodations Coordinator at reeves@iowacentral.edu or 515-574-1045.

Bookstore

The Bookstore is located in the Student Resource Center. New and used textbooks are available for all Iowa Central courses. The Bookstore also sells Iowa Central apparel, stamps, greeting cards, candy, classroom supplies, batteries, and much more.

Career Services

Iowa Central Community College Career Services utilizes Career Services Manager (CSM) and InterviewStream which are two comprehensive web-based career services management solutions for students and alumni. CSM allows students and alumni to build a dynamic resume and cover letter, research occupational information, and search for jobs.

InterviewStream is the leading practice interview system that allows job seekers the opportunity to see and hear themselves online. Using a webcam, individuals will be able to simulate job interviews by responding to pre-recorded interview questions and practice both verbal and non-verbal communication skills. Afterwards, all interviews are immediately accessible online for friends, family, advisors, and instructors to assess and leave feedback.

Other services available include: resume critiquing, cover letter and thank-you letter assistance, career/job fairs, job searching resources, on-campus interviewing, labor market information, occupational information, internship opportunities, and job opening emails.

Counseling Services

Free student counseling services are available to all current students. Office hours are Monday- Thursday from 8:00 AM- 5:00 PM and Friday from 8:00 AM- 4:30 PM in the Applied Science and Technology

(AST) Building, Office 117G. Services include short-term counseling, consultations, and referrals. Please schedule an appointment by e-mailing reuter@iowacentral.edu or calling 515-574-1051. Students can also fill out an appointment request form through TritonPass under the “Student Forms” section.

Email

Each student is provided access to an email account and is expected to maintain this email account. Students who do not keep their inbox clean will experience some issues in receiving email; therefore, the College expects students to manage their email account appropriately.

Emergency Notification System/TritonAlert

The TritonAlert system allows students, staff and families to receive campus emergency alerts through text messages on a mobile phone, as well as through email. Users can be subscribed and unsubscribed to TritonAlerts from the Emergency Notifications link in TritonPass.

Food Service

Great Western Dining Food Service is available in the Triton Zone. Breakfast, lunch and snacks are all available for purchase. Hours are 7:30 AM-2:30 PM, Monday through Friday.

Health Services

Iowa Central has a Registered Nurse on duty at the Fort Dodge Center Monday-Friday from 7:30 a.m. to 4:00 p.m. Services are confidential and free to Iowa Central students. The service offers emergency treatment for injury or illness and assistance in obtaining the services of local physicians and agencies, if necessary. The service also provides health awareness programs on stress, nutrition, substance abuse, wellness issues, etc. Students injured on campus are encouraged to see the Student Health Nurse. Confidential health and medical questions or concerns that students have can be answered at the Nurse’s Office in the Applied Science & Technology Building, Room 116.

Help Desk

Iowa Central’s help desk is a centralized location for support with media, information services and technology related phone calls or walk-in assistance. The help desk is located in the Student Support Services Building in Room 109. The help desk is staffed Monday-Thursday from 7:30 a.m. to 8:00 p.m., and Fridays from 7:30am until 4:30pm during the college year. You may also contact the help desk anytime (515)574-1111 or email at help@iowacentral.edu.

iNET

iNET is a learning management system that allows you to take classes via the internet in a variety of different formats. Course content, quizzes, exams, syllabi, and a variety of other information may be found in iNET.

Information Media/Online Library

A wide variety of media including books, DVDs, and periodicals is located in the Academic Resource Center. Computers, printers, headphones, and webcams are provided for student use. Photocopying and color printing are available for a nominal fee.

Online services are available both on and off campus: EBSCOhost is a periodical database that offers access to thousands of articles and books; NAXOS allows students to listen to the world’s most comprehensive collection of classical and jazz music; Films on Demand provides instant access to outstanding documentaries and films; and Opposing Viewpoints Resource Center is an electronic version of the immensely popular Opposing Viewpoints series which provides a balanced look at hundreds of current issues. The Academic Resource Center staff provides research assistance and helps with the use of computers.

Microsoft Office Software

Students currently enrolled at Iowa Central are provided access to Microsoft Office 365. This software includes Microsoft Word, Excel, PowerPoint, Access and OneNote along with additional software that may be useful as a student. This access is available as long as you are an enrolled student at Iowa Central. Information regarding access to the software and additional usage information can be found in TritonPass under the Student Tools link.

Smarthinking

Online tutoring is available for students covering a variety of subject matter/disciplines who are not able to visit our Student Success Center at Fort Dodge, Storm Lake or Webster City.

TritonPass

TritonPass is the system that allows students to access all internet resources such as email, WebAdvisor, and iNET in one location and eliminates the hassle of logging in multiple times to access different services. Some items that may be found on TritonPass are: class cancelations, announcements, campus happenings, athletic events, menu calendar, and collegian headlines. TritonPass may be found on the Iowa Central homepage at www.iowacentral.edu.

How to log into TritonPass:

- Go to Iowa Central's homepage (www.iowacentral.edu)
- Click on the TritonPass link on the top of the webpage.
- Type your first and last name into the given boxes under the Username heading on the left hand side of the page, click the search button.
- Your username is your last name with a number behind it. For example; if your name was John Doe, the user name could be listed as DOE1
- Enter your username and password in the appropriate fields in the upper right hand corner of the TritonPass login page; your password is the first three letters of your last name in UPPERCASE and the last four digits of your social security number or last four digits of your student ID number. For example: if your name was John Doe and your SSN was 123-45-6789 then your password would be DOE6789
- If you have followed the instructions to log into TritonPass and are having issues, please contact the help desk.

WebAdvisor

This system allows students to view a wide variety of items such as:

- GradeBook – where all current/daily grades are posted
- Unofficial Transcript
- Schedule of classes per term
- Withdraw/Check status of withdraw
- Check financial aid documentation
- Degree audit/program evaluation
- And other various items

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