

2005

Student Handbook 2005-06

DMACC

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DMACC
DES MOINES AREA
COMMUNITY COLLEGE

STUDENT HANDBOOK | 2005-2006

Premier Copyright Information



STUDENT HANDBOOK

2005 – 2006

“Creating Opportunities for your success.”

This planner belongs to:

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STUDENT NO. _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper

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Note to Students

This Handbook does not address all of the services available, or the policies and regulations affecting DMACC students. If students have questions or concerns not addressed in this Handbook, it is their responsibility to consult appropriate DMACC staff, or the full text of policies and procedures available at all DMACC campuses. DMACC students are responsible to be familiar with policies and procedures affecting their activities. Failure to read the policies and procedures will not be an excuse for non-compliance.

DMACC reserves the right to change, without notice, the services, policies and procedures of the college.

President's Welcome

WELCOME TO DES MOINES AREA COMMUNITY COLLEGE (DMACC). DMACC has over 75 career programs leading to high demand jobs. It's also a great way to complete the first two years of a college education. Students who earn their Associate of Arts degree at DMACC have been very successful after transferring to other colleges and universities.

We at DMACC are proud of our role as the largest two-year college in Iowa. This year, over 23,400 individuals took a college-credit class at DMACC, and nearly 50,000 enrolled in a continuing education offering.

DMACC's goal is to be an engine for economic growth in our region. Iowa's best strategic asset is its educated and productive people. No other educational institution can match our variety of career and technical education, college-level instruction, and training programs for the lifelong learner seeking new skills.

Our college will continue to adapt and grow to meet your needs. We will focus on the positive, build on our strengths, expand capabilities, and seek new ways to collaborate with Iowa's employers and schools.

If you have any suggestions on how we can improve our services to help you succeed, please feel free to contact me personally. Our mission is Creating Opportunities for Your Success. This is not a slogan but a promise.



Sincerely,

A handwritten signature in black ink, appearing to read "Robert J. Denson". The signature is fluid and cursive, with a long horizontal line extending to the right.

Robert J. Denson
President
Des Moines Area Community College

Have you opened your DMACC email yet?

Did you know you have it?



.....

Open the DMACC web site: www.dmacc.edu
Choose “Webmail” under the right hand “Quick Links”
Check OK on the entering a secure site pop up

Enter your User Name:

(First name initial, Middle initial, and Full Last Name.

No spaces, all lower case letters (*Example efhutton*)

Your initial password is the last 4-digits of your student ID number. You will then be prompted to change your password (7 characters in length, case sensitive) *You are in.*

Your e-mail address is First name initial, Middle initial, and Full Last Name. No spaces, all lower case letters
(*Example efhutton@dmacc.edu*)

More information for using the technology at DMACC is available on the HelpDesk Web site at:
<http://www.dmacc.edu/helpdesk> or call 964-7300.

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Scheduling Tips

The following outline provides tips for planning a student class schedule:

- Review the course requirements for the specific degree program as listed on the Program Information Brief.
- If the courses for the program are listed term by term, follow that sequence as closely as possible. Contact an advisor, counselor, or program instructor with any questions or problems.
- Review test scores (ACT/SAT scores or COMPASS scores), high school grades, and relevant college courses to help in determining the level of classes in which to begin. Be honest and schedule college preparatory courses if necessary. Remember college preparatory courses are remedial classes with the purpose of helping to increase skills in English, mathematics and writing. In other words, skills necessary to complete an educational degree.
- Write down the classes needed or desired for the term. Plan to schedule a balanced load. It is best to fill class schedules with a variety of subjects in order to avoid overloading in one subject area or overloading with classes requiring a lot of reading. For example, a student may choose to register for a math class, an English class, a psychology class, and an interesting elective class.
- Refer to the Course Descriptions in the catalog to make sure all prerequisites have been met.
- Check the Credit Course Schedule to determine which classes are available and how many sections are being offered for each relevant class.
- While planning class schedules, start with the classes that have the fewest sections being offered, and work around those. Then fit in the classes with the most sections being offered.

Course Load

When planning class schedules and deciding on the number of classes to take, it is important to consider individual abilities, work obligations, family obligations, and commitments to other outside activities.

During a fall or spring term, a course load of 12 credits or more is considered full-time; during the summer term, 8 credits is considered full-time. Suggestions for determining an ideal course load are outlined below. These suggestions refer to the fall or spring terms only, and are not appropriate for determining summer term course load.

High School Record	Suggested Course Load If Not Working
Mostly A's and B's	15–16 credit hours
Mostly B's and C's	14–15 credit hours
Mostly C's	13–14 credit hours
Employment Obligations	Suggested Course Load
40+ hours/week	3–4 credit hours (1 course)
30–40 hours/week	3–6 credit hours (1–2 courses)
20–30 hours/week	6–9 credit hours (2–3 courses)
Less than 20 hours/week	12–16 credit hours (4–5 courses)

Tuition & Fees

Please refer to the current Credit Course Schedule or DMACC website for tuition and fee rates.

Payment Instructions

HOW DO I MAKE A PAYMENT?

In person at any DMACC Campus (cash, personal check, cashiers check, money order, MasterCard, VISA, Discover, FACTS Payment Plan, online service available).

By mail to: **DMACC, 2006 S. Ankeny Blvd., Ankeny, IA 50023**

By telephone: **515-964-6446 or 800-362-2127 Ext. 6446**

Online: **<http://www.dmacc.edu/gonnapay.asp>**

Credit classes may be canceled if payment or payment arrangements are not made by the payment due date. STUDENTS are responsible for dropping classes if they plan NOT to attend. Please refer to the current Credit Course Schedule for payment due dates and payment plan options.

Payment Policy

Payment for credit class enrollment must be made by the published due date. If fees are paid through approved government agencies or private agencies or employers, it is the student's responsibility to notify the Business Office prior to the payment due date. An installment plan is available upon request. An additional fee is assessed for each installment plan arrangement.

Important: Failure to make complete payment or establish a payment plan by the published due date may result in the cancellation of credit class enrollment unless special arrangements are made with the Business Office. The Financial Aid Office reserves the right to "hold" students' enrollment pending verification of aid requested. Payment for non-credit Continuing Education classes is required before the start of the class.

Indebtedness Policy

Students who have a balance due to the College should contact the Business Office to resolve their debt. Unpaid debts may be referred to a college agency and/or a credit bureau. Students with unpaid financial obligations may have a "hold" put on their record. The hold may permit students to withdraw from credit courses provided the withdrawal deadline is met, but will prohibit students from enrolling in courses, obtaining or sending transcripts, and graduating.

Tuition Refund

Students who withdraw from a class or classes and complete the formal withdrawal/drop procedure may receive a tuition refund. The amount of refund is dependent upon the number of credit hours dropped, the part of term (dates the course is offered) and the date notification is received by Student Records. Please refer to the current Credit Course Schedule for tuition refund deadlines.

Enrollment Changes

Adding or Dropping a Course: Students may add a credit course through the first five days of the semester. Course adds can be in person, by phone, mail, fax, or via the internet. Students are not permitted to attend a course unless officially registered for the course.

Regular full length term students may drop a credit course through the 50th class day of the fall and spring semesters and the 30th class day of the summer term. The last day to drop a course offered during terms other than fall, spring, and summer semesters depends on the length of the term; the applicable date is published in the schedule of classes and is also available by contacting the registration office. Courses dropped during the first week of the semester will not show on the student transcript. Students registered for terms other than regular full length term should contact the Registration Office for deadlines. Deadlines for dropping courses are different than refund deadlines. Information about refund

deadlines can be found in the schedule of classes published before each semester, or by contacting the Registration Office.

Students who withdraw from a course will not be permitted to continue attending the course. Students who have a financial “hold” on their records due to unpaid obligations will not be permitted to drop courses.

Students may be administratively dropped from courses for non-attendance.

Dropping or Adding Courses After the Deadlines: Students who miss the deadline for dropping a course, receiving a refund of tuition and fees, or adding a course may file an appeal asking that the deadline in question be waived. In order to appeal, students complete a Petition for Policy Waiver and submit it to their campus Student Services Office. Students must have exceptional extenuating circumstances that precluded compliance with the deadlines. Documentation must be submitted in support of the petition. Petitions must be submitted no later than midterm of the semester immediately following the semester of enrollment. The Petition for Policy Waiver Committee reviews the petitions and notifies students of the final disposition of petitions in writing.

Auditing a course: Up through the final drop date, students may change a class to audit status by completing a drop/add form or by providing written notification by mail or by fax. Check with the Student Records office for the drop deadline for the course. Tuition and fees for an audit course are the same as for credit. If a student takes a course as an audit, it will not count as credit toward their program of study. Once this procedure is completed, the course may not be changed back to credit status. Students auditing a course are expected to attend the course but are not required to complete regular assignments or exams.

Changes in major or program: Students who want to change their major/program should first visit with a counselor/advisor for details about the major, including entry requirements and enrollment availability. Next, students must complete a new admission application. The completed application should be returned to the Admission Processing Office in Building 1 on the Ankeny Campus. Program changes will become effective once students have been officially accepted into the new major/program. Changes in major/program need to be made prior to registering for courses in the new major.

Enrollment Verification: Students needing official verification of enrollment statements for insurance purposes, loan deferments, or any other reason, may submit a written request either in person, by mail, or by fax to the Student Records office at their particular campus. Phone requests are not accepted. Student signatures are required for release of information. All enrollment verification requests will be processed through the Ankeny campus.

Name Changes/Address Changes: Students wishing to change an address or a name must submit written notification to the Student Records office at their particular campus either in person, by fax, mail or online. Student signatures are required before changes are made, therefore telephone requests cannot be accepted.

Transcript Requests

Des Moines Area Community College will send or issue a transcript when students or former students mail, FAX, or phone in requests to the Registrar's Office. Transcript request forms are available at each campus, but a letter requesting a transcript will be honored.

Transcript requests should include the student's name, social security number, telephone number, dates of attendance and the address to which the transcript should be mailed.

Except during peak periods, transcripts are sent within two working days after the receipt of the request. During peak periods transcript requests are processed in the order they are received. There is no fee for transcripts unless special services are requested. In order for the transcript to be official, it must be sent directly to the receiving institution. Any copy of a transcript that is issued to a student is considered to be unofficial. Transcripts will not be issued for students who have an unpaid financial obligation to DMACC. Students who have access to the DMACC Web Info System can view an unofficial copy of their transcript on the Internet.

Transferring from DMACC to Another Institution

Students considering transfer to another college or university should contact an admissions or transfer counselor at that institution early in the planning process. The following outline provides tips for a successful transfer:

- Meet with a DMACC counselor or advisor each semester to schedule classes for the upcoming semester and discuss transfer plans.
- Keep a copy of all the college catalogs from all colleges attended. These may be needed when discussing transfer credit.
- Students who have not decided on a transfer college should start researching and visiting four-year colleges as soon as possible. Students may research different colleges in the Career and Transfer Resource Center or on the College Source On-line website at www.collegesource.org.
- Students who have selected a transfer college should set up an "official" campus visit as soon as possible. When scheduling a visit, ask for an appointment with an advisor. It is important to take good notes. Also, remember the names of those people who assist with the college visit.

- Request a college catalog, an application, and scholarship information.
- Complete an application for admission to the selected college or colleges. Apply early! Many colleges set firm application deadlines.
- Request to have all college transcripts sent to the transfer school. In order for transcripts to be sent to the transfer school, students must contact each college attended and request that they release all academic transcripts to the selected transfer college.
- Complete financial aid, scholarship, and housing applications. Watch for deadlines and complete all materials as early as possible.
- Attend an orientation/registration day at the transfer school. Some colleges allow students to pre-register for classes. Be alert to any registration/orientation procedures and stay in touch with the transfer school.

EDUCATIONAL ADVISING

“PROVIDING GUIDANCE FROM ADMISSION THROUGH GRADUATION”

As part of your educational planning, include a visit with an advisor.

Some of the things advisors can help with include:

- Information about majors
- Questions about college policies and procedures
- Course selection and registration
- Adding or dropping courses
- Selecting a transfer college
- Understanding how credits transfer
- Checking progress towards graduation

Check out the advising website at www.dmacc.edu/advising. It provides tips on course selection, transfer information, and answers to frequently asked questions.

All DMACC students have access to an advisor. Check the advising website to find out how to schedule an appointment or email an advisor.

Your Future Starts Here!

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Grading System

The grading scale and designations for DMACC coursework are listed below. Please note that it is the option of each faculty member whether or not to incorporate the plus/minus values into their grading scale. The course syllabus should specify the grading scale.

Letter Grade	Numerical Value	Other Grade Designations:
A	4.00	W.....Withdrawn
A-	3.67	I.....Incomplete
B+	3.33	N.....Audit
B	3.00	P.....Pass
B-	2.67	T.....Testing
C+	2.33	L.....Life Experience
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
D-	.67	
F	.00	

Computing GPA

The method of computing grade point average (GPA) is as follows:

- Multiply hours of credit in each course by the appropriate numerical value to find the quality points.
- Total the quality points earned.
- Divide the total quality points earned by the total number of semester hours taken (excluding courses in which a "W", "I", "N", "P", "T", or "L" were received).

Example:

	Semester Hours	Grade	Quality Points
Composition I	3	B+ (3.33) =	9.99
Fundamentals of Speech	3	A (4 .00) =	12.00
Finite Mathematics	4	C- (1.67) =	6.68
Intro to Computer Literacy	3	C+ (2.33) =	6.99
Elementary Spanish	4	D+ (1.33) =	5.32

TOTAL: 17 semester hours 40.98

Divide 40.98 points by 17 semester hours = 2.411

Repeat Coursework

Students may repeat a course previously taken at DMACC if the course is currently being offered. When a course is repeated, only the hours and the grade point value of the last grade earned will be included in calculating the grade point average. Earlier grades recorded for the repeated course will remain on the transcript record, but will be excluded from the GPA calculation. Withdrawing from a course that is being repeated and receiving a grade of “W” does not constitute a course repeat.

Repeat Symbols

I - Grade value included in the GPA calculation

E - Grade value excluded in the GPA calculation

The repeat symbol will be noted in the far right column on the transcript record next to the respective course.

Example:

FL 04-05	PSCH 101	D	3.00	E
SP 04-05	PSCH 101	A	3.00	I

Incomplete Coursework

Students unable to complete some portion of assigned coursework during the regular term may sign a contract with the instructor’s approval for an “I” (Incomplete grade). Students must complete the course by the deadline established by the instructor and specified in the “I” contract. This date may not exceed the midterm date of the following term. If there are extenuating circumstances an Extension of Time Contract may be filed granting an extension to the end of the following term. No extensions may be granted beyond the end of the following term. “I” grades are automatically converted to F if the grade earned is not recorded within the specified time period.

Grade Reports

Final grade reports are issued approximately one to two weeks after the end of a term. Progress grade reports are issued prior to midterm and the deadline for dropping classes. This report notifies students who are not progressing satisfactorily (receiving F, D-, D, D+, or C-grades) of services available to help them improve their academic performance.

Grade Appeals

Students should first attempt to resolve the matter with their instructors. If students wish to proceed further, they should follow the steps outlined in The Appeal of Final Grade procedure. A copy of the procedure is available in any DMACC Student Service office. There is an ombudsperson available on each campus to assist students with the appeal process. (See Policies & Procedures)

Academic Integrity

Academic integrity, doing one's own work in course assignments and in tests, is one of the most important values in higher education. Receiving credit for plagiarizing or cheating violates the value of all degrees conferred. It is unacceptable for students to submit another person's work as their own. If students quote, summarize, paraphrase, or use an author's idea, they must acknowledge the source, otherwise they are plagiarizing. Allowing others to accept credit for work not their own in tests or in written and oral reports is also cheating. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the sanctions outlined in the Academic Misconduct Procedure.

Scholastic Standards

Please see the Policies & Procedures section of this handbook.

Course Substitutions

On a limited basis, students may request course substitutions in their programs of study. Course substitution is defined as "the replacement of one course with another." Course substitutions will be allowed only:

- In clearly warranted situations, such as a scheduling conflict beyond the student's control.
- When the student clearly demonstrates knowledge/competency in the subject area for which the substitution is requested and when such knowledge/competency is accurately assessed through measures such as testing, documentation of prior coursework, or certification.
- When the substituted course reflects similar or complementary content/skills.
- As a reasonable accommodation for a student with a disability.

Non-core courses may not be substituted for courses designated as core requirements for a particular academic award. Adjunct courses may not be used to meet degree requirements other than electives. In programs exceeding twenty-four (24) semester credit hours, no more than one-eighth ($\frac{1}{8}$) of the total number of credits may be substituted. In programs of fewer than twenty-four (24) semester credit hours, only one (1) course of up to four (4) semester credit hours may be substituted.

Students who wish to request a course substitution should contact the program chairperson in their area of study.

Academic Semester Awards

Dean's List: Students who have earned 6 credits in any term with a 3.500 to 3.99 grade point average are honored by being named to the Dean's List. Students are mailed a certificate from their respective Dean and the names of students on the list are published in their "hometown" newspaper.

President's List: Students who have earned 6 credits in any term with a 4.00 grade point average are honored by being named to the President's List. Students are mailed a certificate from the president and the names of students on the President's List are published in their "hometown" newspaper.

Phi Theta Kappa

Phi Theta Kappa recognizes and encourages scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Students are encouraged to contact their campus Student Services office for more information.

Terminology

Application - a form that must be completed for admission to the college.

Articulation - the movement of academic credits from one college to another.

Audit - to attend a class without receiving credit.

College Preparatory - courses designed to aid students whose educational background requires additional strengthening to achieve success in regular college level courses. These courses do not transfer or apply to a student's program of study.

Core - those courses that constitute the body of traditional liberal arts curriculum in the first two years of a baccalaureate degree. Essentially, these courses have universal transfer status among receiving institutions.

Corequisite - a course that must be taken concurrently with another course.

Course Description - statements identifying the contents of a course. Course descriptions are found in the college catalog and on-line.

Cross Enrollment - under a special agreement, students may cross enroll in a class at Drake, Grand View or Iowa State. Students must have earned 12 semester hours at DMACC and be a current, full-time student in good standing. The credits earned while on the cross-enrollment plan will be added to the DMACC transcript. Not available summer term.

Degrees - a title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Bachelor of Arts (BA) and Bachelor of Science (BS).

Drop/Add - after completing registration, students may change their schedules by “adding and/or dropping” classes. Students may add a class during the first week of classes and drop a class up to the end of the tenth week of the term for a full semester class. The drop period is pro-rated for classes with a duration less than the full term.

Elective - courses students elect to take outside of the core requirements. Depending on the number of elective courses required, electives may cover a variety of subject areas or concentrate on one major area.

Full-time Student – students who take a minimum of 12 credit hours during the fall and spring terms and 8 hours during the summer.

Part-time Student - to be classified as part-time, students carry from 1 through 11 credit hours during the fall and spring terms. During the summer term 1 to 7 credit hours is considered part-time.

Prerequisite - successful completion of a course or other criterion necessary for students to succeed in a higher level course.

Semester Credit Hour - a unit of measurement used to determine approximately how many hours students are required to spend in class each week, and how many units will be accumulated toward graduation.

Term or Semester - an enrollment period (15 weeks in the fall and spring sessions and 10 weeks in the summer).

Transfer - student movement from one college to another.

KNOWLEDGE KNOOK BOOKSTORE



Bookstore Information

SEE US ON THE WEB GO TO:

www.dmacc.cc.ia.us/student_services/bookstore.asp

FOR INFORMATION ON:

- Knowledge Knook Bookstore Hours
- Return and Refund Policies
- Payment Methods
- Book buyback schedules

FOR YOUR CONVENIENCE

DMACC's bookstore, The Knowledge Knook, offers many services to provide for student convenience. In addition to course requirements, the bookstores stock supplemental study aids, paper products, office supplies, magazines, calculators, cassette recorders, computer supplies, greeting cards, postage stamps, imprinted gift items, and up-to-date college fashions. They also offer faxing and lamination services.

PHONE NUMBERS

Ankeny Bookstore515-964-6302
Boone Bookstore515-432-5035
Carroll Bookstore.....712-792-8311
Newton Bookstore641-791-1770
Urban Bookstore.....515-248-7212
West Bookstore515-633-2423

ONLINE TEXTBOOKS

Ship textbooks to your home

**Fall online Textbook Sales
Begin mid-August**

**Spring Online Textbook Sales
Begin Mid-December**

**THE KNOWLEDGE KNOOK BOOKSTORE IS THE OFFICIAL BOOKSTORE
SERVING ALL CAMPUSES OF DES MOINES AREA COMMUNITY COLLEGE.**

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Academic Achievement Centers

The Academic Achievement Centers located on each campus are available to all full-time and part-time students in the following categories:

1. Students seeking assistance with college course work, especially in the areas of math, science, English, reading, and study skills.
2. Adults working toward high school completion (GED or adult high school diploma) or completing a program of basic literacy skills (ABE).
3. Students pursuing studies for academic upgrading, prerequisites, or enrichment.

Instructors will diagnose academic skill levels, establish individual programs of study, and assist in the learning process. Students progress at a pace based on ability, interest, needs, and time available for learning. Computer services are also available in the Academic Achievement Centers. These services include various educational and support programs in many areas, and a computer-based educational system (PLATO). Contact the Academic Achievement Centers at each campus for additional information.

Campus Security

Law enforcement and security are provided as warranted by existing conditions to help ensure the safety and security of our campuses. DMACC provides 24-hour/7 day security officer patrol of the Ankeny Campus. At the Urban Campus, security officer patrol is 7 a.m. through 10:30 p.m., Monday through Thursday; 7:00 a.m. through 3:00 p.m. Friday; and 8:00 a.m through 12:30 p.m. Saturday. Security measures may include uniformed security guards, closed circuit television, building security systems, exterior lighting, courtesy phones, and attention to landscape materials. In addition, the Ankeny, Des Moines, Boone, Carroll, Newton and West Des Moines Police Departments patrol and assist the College in their respective jurisdictions. DMACC Security personnel administer traffic and parking regulations and provide assistance to the college community.

Career Planning & Decision Making

Students who pursue general education at DMACC, may find it advantageous to research the area or areas in which they will be majoring. Students need to gather information, evaluate the information, consider their personal values and goals, and make meaningful decisions based on consideration of alternatives and on the information gathered. They should spend time considering their choices and ask themselves questions such as:

- What are their long-range goals?
- What are the hobbies or interests they would like to pursue at DMACC?
- Do they want a major that will teach a specific skill, or one that will lead to a broader education?
- What skills and talents do they have?
- What do they want out of college?
- Have all the possible alternatives been considered?

For assistance in choosing an educational program or career goal, contact the Counseling, Advising and Placement Offices in Building 1, Ankeny Campus or the Student Services Office at Boone, Carroll, Urban, Newton Polytechnic, or West Campuses.

Career Assessment Tools to Aid Planning

Career assessment tests and inventories are available to help students learn more about their interests, abilities & skills, personality, and values. Some of the more frequently used instruments are the Strong Interest Inventory, the Self-Directed Search, and the MyersBriggs Type Indicator (MBTI)

A computerized career guidance system called CHOICES helps users identify careers based on a personal interest checklist and provides up-to-date information for approximately 656 occupations. Carroll Campus features the computerized system DISCOVER with information on over 1200 occupations.

The Career Resource Centers located on the Ankeny and Urban campuses provide information about school opportunities and job characteristics. Occupational information builds student awareness of educational requirements, skills needed, job comparisons in similar careers, and employment opportunities. The educational information describes majors available at all Iowa schools, schools outside Iowa, admission processes, costs, and transfer plans. Career counselors will help students further evaluate the information they have obtained and assist them in their career planning process.

Child Care

The DMACC Child Development Center on the Ankeny Campus provides child care for the children of students and staff. Children ages 2 - 5 are eligible for child care during normal College business hours. Children must attend on a full or part-time regularly scheduled basis. The child care center is open year around on student contact days only. There is generally a waiting list. To make application or for more information call 515-964-6588. For additional child care information, see the Student Services Office.

Children should not be brought to class or left unattended at any time at clinical sites, attendance centers, in a classroom, or on College property.

College Bookstores

The College bookstores are located at all DMACC campuses to serve students, faculty, and staff.

Textbook purchases should be made at the campus location of the class. MasterCard, VISA and Discover charge cards are accepted. A picture ID is required when writing a check in the bookstore. Students with prewritten checks from parents must also present a picture ID Checks must be written for the amount of purchase only and payable to DMACC or Knowledge Knook Bookstore. Hours of operation vary at each campus.

A cash register or financial aid receipt is required for a full refund or exchange of any textbook. Textbooks may be returned within 14 days from the beginning of each semester, as long as the textbook is in the same condition as when purchased. Check with the bookstore for further details of the Bookstore Return Policy. Materials purchased with a check require ten working days for a cash refund.

Students receiving funds from an agency must pick up a voucher in Student Accounts before purchasing books and supplies.

Picture IDs are required for all Financial Aid and Voucher purchases.

Counseling

The College provides professional counselors to assist students in career and educational planning and in solving problems of a personal nature. Counselors help students make decisions and plan for a successful future. Counselors are available to help students choose an educational program or career direction, recommend and interpret career tests and inventories, examine mid-career options, discuss anticipated academic difficulties, and develop an appropriate course of study.

Students who experience difficulty or dissatisfaction with their curriculum are encouraged to make use of the counseling services to explore options or an alternative course of action with a counselor. Counselors can also provide

assistance with study skills, developing satisfying personal and social relationships, solving financial problems, and getting through a crisis.

The Student Assistance Program is available to help students with problems involving school, family, relationships, work, substance abuse, etc. Call the Student Assistance Program at 515-244-6090 to arrange a confidential visit with a counselor. The initial evaluation and referral services are available at no cost to DMACC students.

Dental Services

Dental Hygiene students on the Ankeny Campus provide the following preventive dental services for DMACC students and the community at a reduced fee: Cleaning of teeth, home care instruction, sealants, polishing fillings, fluoride treatment, x-rays, study models, nutritional counseling, blood pressure, and oral cancer screenings. To schedule an appointment call 964-6280.

Educational Advising

Educational advisers are available to assist students in planning their educational programs, meeting graduation requirements, further developing their academic skills, and using resources of the College to meet their educational needs. Assistance is given in selecting a transfer institution and the transferring of credits. The value of the degree, diploma, and certificate programs is explained. For more detailed information on advising services, please go to our advising website at www.dmacc.edu/advising.

Emergency Auto Service

On the Ankeny Campus, students with cars that won't start, have low tires, or locked keys in their car should contact campus security at Ext.#6500 (964-6500 off campus). Assistance may be obtained from the Security officer or, if Security is not available, a commercial car service in Ankeny may be called. DMACC security service is provided free of charge, but charges of any commercial car service will be the full responsibility of the student. At the Boone and Carroll Campus, maintenance staff will assist with starting cars. At the Newton Campus, jumper cables may be borrowed from the Newton SAC through the Information Desk. At the Urban Campus, jumper cables may be borrowed from Security.

Financial Aid & Scholarships

Financial aid is any source of funds available to assist students to pay for the costs of a college education. Students who believe they will need assistance, are encouraged to apply for financial aid.

Most assistance is based on demonstrated financial need; however, some is based solely on merit. Merit programs, including most scholarship programs, help students who have special abilities. Often, students do not have to show financial need to receive money through merit-based programs, but in many instances, will be required to complete the Free Application for Federal Student Aid (FAFSA).

There are four main types of financial aid. Usually, a student is offered a combination of aid (known as a "package") from these four programs:

- Grants
- Loans
- Scholarship
- Work-Study

Students are encouraged to visit the financial aid website at www.dmacc.edu/financial.asp for more information. You will find helpful information on a variety of financial aid topics, including:

- When to apply each year for financial aid consideration,
- The effects of financial on a reduced course load,
- Receiving aid funds,
- If your circumstances change,
- Study Abroad,
- Satisfactory Academic Progress, and
- Refund and Repayment if you withdraw.

Food Services

Vending machines are available at each campus. The Ankeny, Boone, Urban and West Campuses have food services where food is prepared on site. For formal dining, the Culinary Arts students on the Ankeny campus operate the Bistro located in Building 7.

Housing

For student housing options and area apartment information please refer to DMACC's website. DMACC does not own or operate any student housing.

Library

Full library services are provided at the Ankeny, Boone, Carroll, and Urban Campuses. Interactive Resource Rooms are available at Newton and West Campuses. The DMACC Libraries' Web page at <http://www.library.dmaccc.edu> provides all students with access to INNOPAC, the library online catalog, numerous research databases, including EbscoHost, which includes full text articles from over 3,000 periodicals as well as abstracting and indexing for over 6,000 titles, and Lexis/Nexis Academic, links to Internet search tools and other useful Web sites, links to other Iowa libraries, "Ask a Librarian" e-mail reference service, and more detailed information about the library and its services. Information about individual campus libraries can be located by linking to that library from the main library homepage. Students with Internet access at home can access our research databases using their name and library barcode number. DMACC also participates in the State Library of Iowa's Open Access Program, which allows our cardholders to borrow materials from other participating libraries. www.library.dmaccc.edu

Lost & Found

If students lose or find an item on campus, contact the Student Activities Office at the Ankeny Campus, the main office at Boone, Carroll, Urban, or West and the Information Desk at the Newton Campus, where the "lost and found" service is maintained.

Notary Public

Free Notary Public service is located at both the Information Center and the Student Activities Office on the Ankeny Campus, the main office at the Carroll Campus, the Business Office at the Urban Campus, the Information Desk at the Newton Campus, the Provost's Office at the West Campus, and the Evening /Weekend College.

Recreation and Wellness Programs

All current Des Moines Area Community College students, staff/faculty and alumni are eligible to participate in Recreation/ Wellness Activities. Indoor recreational facilities are located on the Ankeny and Boone Campuses.

At the Ankeny Campus, indoor facilities accommodate basketball, volleyball and indoor track. Free weights, CYBEX equipment, exercise bikes, stair climbers, treadmills, and locker rooms are also available for student use. Lockers, padlocks, and towels may be rented on a daily or semester basis.

Family Recreation: Facilities may be used by current students, staff/faculty and alumni. Members may bring only their immediate family or one guest and must accompany them at all times. Children are permitted in the facility after 5:00 p.m.

Please see schedule for operation hours and offerings.

www.dmaccc.edu/wellness/facilities.asp

Rehabilitation Counseling

Through a special agreement with the Iowa Division of Vocational Rehabilitation Services, a rehabilitation counselor is assigned to the College to provide rehabilitation services to eligible students with disabilities. These services include assistance in obtaining vocational evaluations, physical and mental treatment, financial aid and services necessary to obtain employment. Facilities constructed by the College have been designed to be accessible for students with mobility impairments.

Students with Disabilities

DMACC is committed to providing an accessible environment which supports students with disabilities in reaching their full potential. Support services are available for students who have visual, hearing, mobility, learning, or other types of disabilities to ensure equal access to educational opportunities. Specialized software, adaptive equipment, alternative testing, classroom accommodations, and oral interpreting are examples of the support services offered.

DMACC employs a special needs coordinator to work with students to develop and coordinate services based on individual student need. Any student with a disability who requires reasonable accommodation to participate fully at DMACC should follow the steps listed below.

1. Contact the special needs coordinator at (515)964-6850 V, (515)964-6809 TTY or the counseling and advising office on any of the six campuses for an Application for Accommodations.
2. Submit the completed application and supporting documentation to:
Des Moines Area Community College
2006 South Ankeny Boulevard, Bldg. 6-30d
Ankeny, Iowa 50023-8995
Attention: Special Needs Coordinator
3. Schedule a time to meet with the special needs coordinator, counselor, or advisor to discuss coordination of these services.

Student Employment Assistance

Placement services include: lists of job openings (full-time and part-time) available in the area; assistance to students wanting to obtain work in the College Work-Study Program; referrals for internship and summer employment; on-campus recruitment and interviews by employers; and information about companies and the labor market. Individual assistance with resume writing, application letters, interviewing, and job seeking skills is readily available. For further information contact the Ankeny Placement Office (515-964-6463), or the Student Services Offices on the Boone, Carroll, Newton, Urban and West campuses.

Student Health Services

Student Health Services is located on the Ankeny Campus in Building 5 with some services extending to other campus locations. Student Health Services offers medical care and emergency treatment for students and staff who become ill or injured while on campus. A registered nurse is on duty during student contact days. A physician is available one hour, one day per week during the fall and spring semesters. Check with the Campus Nurse for time and day. Student Health Insurance is available for both full-time and part-time students. Confidential counseling and referral for health related problems are available from the campus nurse.

Testing Centers

The Testing Center on each campus provides a site for make-up testing when students have missed class on a test day. The center also serves as a site for administering correspondence tests for courses taken at other institutions and challenge tests for DMACC courses. Students must arrange with their instructors to have tests sent to the Testing Center. When they arrive to take their exams, they will be required to present picture identification, such as a driver's license. For Testing Center hours, students should contact the Information Desk at the Newton Campus and the Testing Center or Academic Achievement Center at the Ankeny, Boone, or Urban campuses, and the Interactive Resource Center at the West campus.

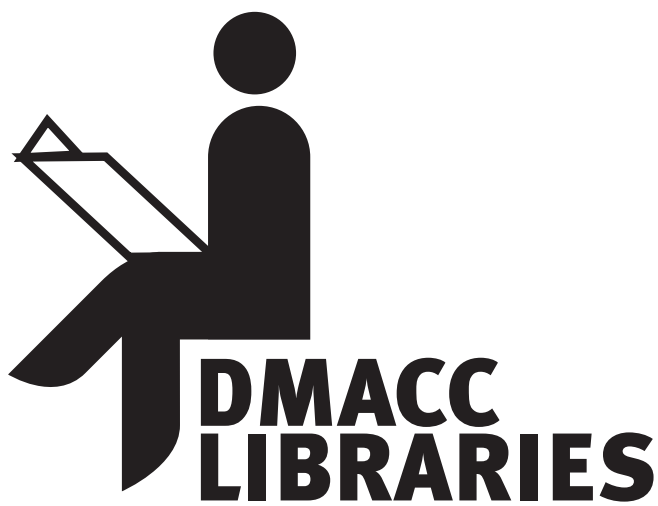
Tutoring

The Tutoring Office provides peer tutors to assist students who have difficulty with a particular course or courses. Knowledgeable tutors can assist students by reviewing the course material, answering questions, and reviewing for exams. Students can be scheduled individually or with a group. The Tutoring Offices hire students as peer tutors. Come work in a fun, flexible environment and earn extra money while on campus.

For more information call the Tutoring Office on the Ankeny campus at 515-965-7004 or stop by Bldg. 6, Room 20. Students interested in tutoring on the Boone, Carroll, Newton, Urban and West campuses should contact the Academic Achievement Center at the campus attended. The College cannot guarantee the availability of tutors.

Veterans' Services

For information on Veterans' Benefits please refer to our website at www.dmac.edu/student_services/veterans_affairs.htm.



www.library.dmac.edu

The libraries are here to help you find and use the information you need to succeed in your DMACC classes as well as to help you develop the information management skills you will need throughout life. Please come visit us, online, in person, or both!

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Student Activities

Much of a student's growth is the result of participation in activities, clubs, and organizations. It is the philosophy of the College that co-curricular activities complement the academic program. The activities are financed by a portion of the service fee which is charged each term in addition to regular tuition. Student representatives elected to the Student Activities Council are responsible for assessment and disbursement of these funds. Student Activity Councils are offered at each campus.

Student Clubs & Organizations

Students are encouraged to participate in student clubs and organizations. The Student Activities Office has a listing of all clubs available and provides a Campus Club Handbook which contains instructions and information regarding official recognition, funding, membership requirements, and college rules and regulations. Students may form a new club by contacting the Student Activities Office for information. Most recognized organizations fall into one of the following classifications:

1. Pre-professional and departmental clubs are joined by students wishing to pursue interests which contribute to the development of career fields.
2. Service organizations have as their primary purpose activities which will contribute positively to the College and the community.
3. Scholastic honorary organizations offer membership on the basis of academic excellence and performance.
4. Special interest organizations are planned by students who desire to develop or broaden their interest in some particular aspect of their lives.

Student Activities Council

As the primary student representative body, the Student Activities Council (SAC), promotes college spirit, provides a focal point for discussions between students and college staff, and gives students a voice in college affairs. This governmental body is responsible for the assessment and disbursement of student activity fees. With these funds, the Council plans a variety of activities and offers a wide range of services designed to enhance campus life. Through its work, students are provided an opportunity to participate in the democratic process. Meetings are held on a regular basis. Any student, administrator, or faculty member may attend meetings of the Student Activities Council and take part in discussion, but only members may vote.

Voter Registration

Students wishing to become registered voters can visit the Iowa Voter registration web site <http://www.sos.state.ia.us/PDFS/elections/voteapp.pdf> to for a registration form. Those wishing to vote may also visit the following locations: County Clerk's office, city and community offices, military recruitment offices, and the Iowa Drivers' License facilities."

Ticket Sales

Discount tickets to various activities and attractions are available at the Student Activities office at Ankeny, the Advising Office at Carroll, or the Business Offices at Boone, Urban, Newton, and West campuses. The Ankeny Campus offers discount tickets to Civic Center events, Worlds and Oceans of Fun, Adventureland Park, Ankeny Springwood Theater, Copper Creek Theater in Pleasant Hill, Woodland Hills Golf Course, and Carmike Movie Theaters in Des Moines. The Carroll Campus offers Adventureland Park, Carroll Community Theatre and Carroll Theater V discounted tickets. Urban Campus offers discount tickets to Adventureland Park, White Water University Park, Carmike Theaters and discounted bus passes for Metro Transit Authority. Ticket offerings vary at the Boone, Newton and West campuses. Check in the main offices for details. Cash and personal checks are accepted.

Intramurals

Intramural activities provide an opportunity for students to participate in a wide variety of sports activities on a recreational basis. A variety of sports and recreational equipment is available for check-out. A year-round program of tournaments and team sports provides for participation on an individual or team basis.

Intercollegiate Athletics

The DMACC athletic department provides opportunities for the student-athlete to compete on a national level. Des Moines Area Community College is a member of the Iowa Community College Athletic Conference (ICCAC) and the National Junior College Athletic Association (NJCAA). The college offers women's intercollegiate athletics in basketball, volleyball and golf. The men compete in basketball and baseball. The men's basketball team has been ranked nationally during the previous five seasons. The women's volleyball team has competed in the national tournament and been nationally ranked on a regular basis. The women's basketball program has national recognition and the women's golf program is beginning its first year of competition.

DMACC Choirs/Drama

DMACC offers Concert Choir, MUSI 144, for two credits at the Ankeny and Boone campuses. Times are available in DMACC Course Schedules. In addition, Ankeny Campus offers, by audition, Chamber Choir, MUSI 145, for one credit. All persons who audition for Chamber Choir must first be registered for Concert Choir. Several volunteer/noncredit choral ensembles, including Ambassadors, madrigal, and swing/show choir are scheduled on the Ankeny Campus as student interest demands. These are open to all DMACC students, whether or not they are in Concert Choir. When vacancies occur, DMACCappella, a high-profile, auditioned ensemble, has auditions open to all persons, whether they are DMACC students or not.

The DMACC drama program offers year round opportunity for students to gain practical experience in theatre production. Fall, spring, and summer semesters students can earn college credit in a variety of areas, including acting, lighting, costumes, promotion, directing, and scenery work. In addition, annual student playwriting contests allow students to see their work produced on campus. DMACC Showcase productions have in recent years traveled to such venues as the Des Moines Civic Center, the Des Moines Art Center, and Chicago's Copley's Theatre. Course offerings include acting classes and Intro to the Theatre, which provides a survey of theatre history and its literature.

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Graduation Analysis Report

Students may visit the credentials/graduation office or mail a request to receive a report of their progress toward completion of requirements for a program of study. Students are encouraged to request a Graduation Analysis Report at least one semester prior to their planned graduation date to assist with planning their final semester.

Graduation Requirements

Students must satisfy the requirements in effect at the time of their first enrollment in their program. If program requirements are not satisfied within five years of the first term of enrollment in their program of study, students can no longer use those requirements effective at the time they initially enrolled in their program and must complete the program requirements effective at the time of their graduation.

All requirements of the chosen program must be satisfied, although adjustments may be made where program curriculum has changed and courses are no longer available. It is the responsibility of the students to know and to observe the requirements of their curriculum and the rules governing academic work.

Application for Graduation & Commencement

Candidates for graduation must complete an application for graduation in order to receive their diploma. Students who do not complete requirements for graduation in the term for which they applied must submit a new application. Students who plan to participate in one of the annual commencement ceremonies must indicate their intent on the application for graduation. There is no graduation fee. Students who plan to receive more than one degree, diploma or certificate need to complete a graduation application for each program. Candidates for graduation should submit their applications to the credentials/graduation office at the Ankeny Campus or the Student Services Office at the other DMACC campuses by the following dates:

Fall October 1

Spring February 1

Summer February 1

(if student plans to participate in the Annual Commencement Ceremonies)

Summer June 1

Students who graduate at the end of Fall, Spring and Summer terms are invited to participate in the Annual Commencement Ceremonies in May. Participation in commencement ceremonies is free of charge.

Graduation with Honors

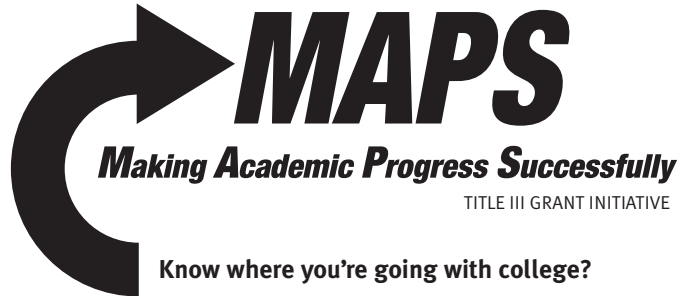
Students who earn a program grade point average of 3.5 or higher in their program of study will graduate with honors. Honor students may wear a gold cord at the commencement ceremony. Their distinction may be noted in the printed commencement program and recorded on their final transcript.

Diplomas

Diplomas are mailed to students approximately three to four weeks after final grades are posted. Students seeking degree verification may request a copy of their transcript showing the degree awarded and date granted from the Academic Records Office. Transcripts may be ordered prior to the end of the term to be sent once grades and graduation status are finalized.

DMACC Alumni Association

Des Moines Area Community College has an active Alumni Association. Headed by a volunteer Alumni Board of Directors, the Association strives to remain in contact and provide service and benefits to alumni. Through annual fund-raising activities, the Association provides scholarships and grants to deserving DMACC students. For more information, contact the Alumni Office at 964-6376.



**Know where you're going with college?
Feel like you don't belong?
Is something holding you back?
Looking for a campus connection?
Let us help you meet your goals!
MAPS can help you meet your goals!**

***MAPS* stands for:
Making Academic Progress Successfully!**

MAPS CAN HELP YOU WITH:

Developing goals
School policies
Issues with a class
Financial aid information
Transfer planning
Registration
Just having a person to talk with...

*MAPS allows you to develop a lasting
connection with a key faculty contact.*

IT'S FREE! IT'S EASY!! It's ON-LINE, BY PHONE, or IN PERSON!

Whatever works for you!

Call 965-7163 or 1.800.362.2127 ext.7163 to get more information.
Or email kaknowles@dmacc.edu

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DMACC Website

DMACC's web site (<http://www.dmacc.edu>) offers a wide variety of information about the College's educational offerings and services.

All official communication with students will be done through the student's DMACC e-mail address. Contact the DMACC helpdesk "helpdesk@dmacc.edu for assistance using webmail.

Passwords, PINs, & User IDs

Students are issued more than one User ID, PIN, and Password upon enrolling at DMACC. It is important for students to remember this information because it provides them access to college networked computers, the Web Information System, their DMACC Webmail (e-mail) account, DMACC coursework and correspondence, and their financial aid information. Below are some hints to help students remember which User ID and PIN or Password is required for each activity.

1. Logging onto an on-campus, networked computer:

- a. User ID is usually the student's first initial, middle initial and last name. If the last name is a common name and the first and middle initials are shared with another DMACC student or employee, then a number is usually assigned at the end of the User ID. For example, Dennis Joseph Smith's User ID would be djsmith. Diane Jean Smith's User ID might then be djsmith23.
- b. Password is usually the last four digits of the student's ID. After initial log-in, the student is required to create a new password.

For assistance, contact the DMACC helpdesk on the web site

2. Logging into the Web Information System from the DMACC homepage:

- a. User ID is the student's ID number (only numbers, no spaces or dashes).
- b. PIN is the student's six-digit birthdate (mmddyy). If DMACC does not have any record of the student's birthdate, then the PIN will be the last six digits of the student's social security number. After initial log-in, the student will be required to change their PIN to a new six-character password (can include numbers or letters or a combination).

3. Accessing Webmail (e-mail) and Intranet from the DMACC homepage:

- a. Same User ID & password as logging onto an on-campus computer (see #1 above). Open the DMACC web site: **www.dmacc.edu**
- b. DMACC e-mail correspondence (course or administrative related) will be conducted via DMACC webmail. Choose “Webmail” under the right hand “Quick Links”.
- c. DMACC Intranet access for Policies, Procedures and Course Competencies is: **<http://dmaccintranet.dmacc.cc.ia.us>**
Check OK on the entering secure site pop up

4. Accessing or providing Financial Aid Information through the official FAFSA:

- a. On The Web address: **www.fafsa.ed.gov**
- b. Your PIN is a four-digit code assigned by the Federal Student Aid Program.

Information Center

The Center provides general DMACC information, specific program descriptions and current course listings. Information can also be obtained at the Student Life or Student Development/Counseling & Advising offices of the Boone, Carroll, Newton, Urban, and West Campuses.

Bulletin Boards

Bulletin boards are for information or announcements relevant to the College, students and staff. Items for posting must be approved, stamped and dated by the Student Activities Office on the Ankeny campus, the Student Life Office at the Urban and Boone campuses and the Information Desk at the Newton and West campuses. The Student Activities Council Advisor approves items for posting at the Carroll campus. Items must not be applied to glass or painted surfaces.

Student Publications

On the Boone Campus, students publish the “The Boone Banner.” On the Ankeny Campus, students publish “The Chronicle.” Carroll Campus students publish “The Chatter” and “Kid’s Korner,” On the Urban Campus, students publish the “Urban Vibe.” These news publications are developed, designed and managed by students, giving staff members experience in all aspects of publication production. Each emphasizes DMACC news, features, entertainment, sports and college events. For additional information, contact the publication faculty advisers at the Ankeny, Boone or Urban campuses. Or e-mail the Boone Banner at banner@dmacc.edu; The Chronicle at chronicle@dmacc.edu; and the Urban Vibe at urbanvibe@dmacc.edu.

College Closings

If there is inclement weather such as a blizzard or ice storm, DMACC students, faculty and staff should listen to radio or television stations for possible college closing announcements. If DMACC is not mentioned, students may call the following phone numbers for a message regarding college closing or view the DMACC website: www.dmacc.edu. Ankeny (515) 964-6200; Boone (515) 432-7203; Carroll (712) 792-1755; Newton (641) 791-3622; Urban (515) 244-4226; West (515) 633-2407

There are no specific guidelines for college closing in terms of inches of snow or temperature since many factors including time of day, total snow fall, intensity of snow fall, wind, visibility, etc. all affect this decision. DMACC gives very serious consideration to all inclement weather and is committed to making decisions to close the College as soon as possible. Weather conditions are monitored continuously in advance of winter storms and decisions are targeted to be made by 6 a.m. for day classes and 4 p.m. for evening classes. However, weather conditions often change very quickly, both for the worse and for the better. It may not be possible to make a closing decision by the target times. Students are encouraged to use their best judgment when determining to attend classes in inclement weather. If students decide not to attend classes due to weather, it is their responsibility to contact their instructors.

WebCT/eCollege and Other Platforms:

DMACC currently uses two main platforms for offering our courses. WebCT and eCollege are the most prevalent, but there are a couple of courses that utilize the publisher's web site or Blackboard. Please determine what platform your course is using. You can find that out by looking at the DMACC schedule or logging in to www.dmacc.edu/online to verify the platform.

eCollege Courses:

To access eCollege courses, go to: www.dmacconline.org

Students taking eCollege courses will use the same log-in ID for eCollege as they do for the DMACC web mail system. The password will be set as the last four digits of your student ID and you may change this password once you are logged into the system. We would suggest that you change the password to be identical to your DMACC web mail password so you only have one password to remember.

WebCT Courses:

To access WebCT courses, go to: <http://webct.dmacc.edu> or link to WebCT from the Courses and Program tab on the main www.dmacc.edu web page.

Your Login and Password are the same as what you use for Webmail.

Please note that a memo will be sent to your DMACC Webmail account with this information as well.

help  **IS JUST A CLICK AWAY!**

.....

Contact the Helpdesk today with any assistance you may need with the following:

- Logging onto an on-campus, networked computer
- Accessing Webmail
- Passwords, PINs, & User IDs
- Web Information System

www.dmacc.edu/helpdesk

OVERWHELMED
and don't know where to turn?

**FIND OUT MORE ABOUT
DMACC COUNSELING SERVICES BY
VISITING OUR WEBSITE AT:**

<http://www.dmacc.edu/counseling/>

*Helpful links are available for information on
mental health and local emergency contacts.*

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Student Right to Know

Institutions are required to provide students with information regarding campus security, alcohol and drug use, crime prevention, reporting of crimes, sexual assaults, Equal Employment Opportunity and Affirmative Action, college policy regarding HIV/AIDS, graduation rates and transfer data, and drug free schools and campus information. This data can be obtained at the Student Services or Provost's office of each campus. It is also available on DMACC's webpage. DMACC students are expected to be familiar with policies and procedures affecting their activities. Ignorance of policies and procedures will not excuse violations. Information concerning sex offenses in the DMACC district may be accessed at the following website: www.iowasexoffenders.com

Nondiscrimination Policy

Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Human Resources Department, the campus Provost's office, or the EEO/AA Coordinator. Persons who wish additional information or assistance may contact the EEO/AA Coordinator, Human Resources, Building. 1, 515-964-6301.

Scholastic Standards

[The following applies only to credit enrollment at DMACC.] Passing grades are required in all courses outlined in the program of study. The cumulative grade point average of 2.000 in all course work applicable to the degree, diploma or certificate of specialization is required for satisfactory completion or progress.

Students who have attempted 12 or more credits are subject to the following academic progress standards:

1. Satisfactory academic progress is indicated by a cumulative grade point average (GPA) of 2.000 or higher.
2. Guidelines for placing a student on "ACADEMIC PROBATION":
 - a. A student whose cumulative GPA falls below 2.000 at the end of any term will be placed on ACADEMIC PROBATION for the next term of enrollment.
 - b. Students on ACADEMIC PROBATION who are assigned more than one C-, D or F grade at progress report time will be restricted from registering for future credit coursework until they have developed an Educational Achievement Plan with a counselor, advisor and/or

program chairperson and obtained the appropriate signatures for approval.

- c. A student on ACADEMIC PROBATION will return to a status of “good academic standing” when his/her cumulative GPA is raised to 2.000 or higher.
 - d. A student on ACADEMIC PROBATION will continue on probationary status if his/her term GPA for the term following his/her placement on probation is 2.000 or higher but the cumulative GPA remains below 2.000. This same rule will apply for the next term of enrollment.
 - e. The College will not award a Certificate of Specialization, Diploma or Degree to a student who has a GPA below 2.000 in his/her chosen program of study. Only grades for coursework applicable to the chosen program of study will be calculated in the program GPA.
3. Guidelines for placing a student on “CONDITIONAL ENROLLMENT:”
- a. A student on probation who earns a term GPA of less than 2.000 will be placed on CONDITIONAL ENROLLMENT for the next term of enrollment.
 - b. If the student is registered for the following term and is placed on CONDITIONAL ENROLLMENT for that term, he/she will be required to meet with a counselor/advisor no later than the first day of the CONDITIONAL ENROLLMENT term to review his/her course selections. Failure to comply will result in canceled classes.
 - c. If the student placed on CONDITIONAL ENROLLMENT is not registered for the next term, he or she must meet with a counselor/advisor prior to re-enrolling in credit coursework.
 - d. A student on CONDITIONAL ENROLLMENT who is assigned more than one C-, D or F grade at progress report time will not be allowed to register for the following term until his/her conditional enrollment term final grades are recorded.
 - e. A student on CONDITIONAL ENROLLMENT who earns a term GPA of 2.000 or higher, but the cumulative GPA remains below a 2.000, will be placed on ACADEMIC PROBATION.
 - f. A student on CONDITIONAL ENROLLMENT who earns a term GPA and a cumulative GPA of 2.000 or higher will be placed in good standing.
4. Guidelines for placing a student on “ACADEMIC SUSPENSION”: A student on CONDITIONAL ENROLLMENT who earns a term GPA of less than 2.000 will be placed on ACADEMIC SUSPENSION and will not be allowed to enroll in credit coursework for a period of one term.
5. Guidelines for RE-ENROLLMENT OF SUSPENDED students:
- a. After non-enrollment for a minimum of one term, a student on ACADEMIC SUSPENSION may apply for re-enrollment.
 - b. In all instances, a readmitted student will be placed on CONDITIONAL ENROLLMENT.

- c. A student seeking re-enrollment must develop an Educational Achievement Plan with a counselor/advisor and/or program chairperson and obtain the appropriate signatures for approval.
 - d. Individual programs may impose additional re-enrollment requirements.
 - e. A student on Academic Suspension for a second or subsequent time may re-enroll only after receiving the written approval of the Director of Student Development.
6. A student placed on ACADEMIC SUSPENSION may appeal that placement to the Director of Student Development. The appeal must be made in writing, and must at a minimum explain the reasons for the past unsatisfactory academic performance and how the student proposes to improve his/her performance. The Director may grant or deny the appeal based on the written statement or may choose to conduct a personal interview with the student or require the student to undergo counseling or academic assessment before making a decision. If the appeal is granted, the Director is authorized to impose reasonable restrictions on the student's subsequent enrollment.
7. Establishing additional Academic Progress Standards:
- a. No program of study at Des Moines Area Community College may establish academic progress standards lower than those specified above.

A program of study at Des Moines Area Community College may establish academic progress standards higher than those specified above, but such standards must first be recommended by the respective academic dean or campus Provost, approved by the Academic Standard Commission, and approved by the Senior Vice President, Academic Affairs.

Student Responsibilities and Rights

DMACC offers each student the freedom to learn and the freedom to enjoy community college life in an orderly and lawful manner. In return, DMACC expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at DMACC, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of DMACC in its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution.

Students at Des Moines Area Community College are guaranteed those rights and freedoms contained in the constitutions and laws of the United States and the State of Iowa, consistent with quasi-judicial decisions pertaining to educational bodies. More particularly, students are guaranteed their constitutional right to due process. Due process is the procedure which grants persons the right to address college actions as outlined below.

All DMACC students have the right to be evaluated in the classroom on the basis of satisfactory progress, academic achievement, and fulfillment of educational requirements, with freedom of expression protected and respected. All DMACC students have the right to obtain clear statements of their academic obligations and responsi-

bilities. A student will have the right to appeal through the established College procedures any action brought or taken by the College against the student which can reasonably be expected to affect the student's status within the College.

Advisors for Students in Academic or Disciplinary Hearings

1. Students who have been charged with violations of the academic or disciplinary procedures have the right to have up to two advisors (including legal counsel) present during the hearing. The student must sign an authorization for release of information form giving the advisor permission to hear the testimony and have access to the written documentation discussed at the hearing which is a confidential part of the student's educational record.
2. DMACC academic and disciplinary hearings are not quasi-judicial proceedings. Therefore, advisors and/or legal counsel may be present (at the student's expense) to advise the student and assist in the preparation of the hearing, but may not actively participate by questioning witnesses, cross-examining witnesses or other participants, or formally addressing the Hearing Officer or Hearing Board. The role of the advisor is to advise the student, and assist the student in performing such questioning. The Hearing Officer and/or chairperson of the Hearing Board will determine whether offered evidence is admissible.
3. Students who are involved in these hearings are provided with the complete policy and procedure statement (ES 4625) of the college and should provide this information to their advisor(s). An ombudsperson is available on each campus for additional assistance. (See ES 4620 Ombudsperson Responsibilities Procedure.)

Ombudsperson Responsibilities

1. The campus ombudsperson is an individual employed by the College to work with the students and instructors to provide information and support regarding appeal procedures for final grade and academic misconduct sanctions. The ombudsperson seeks to maintain confidentiality, neutrality, and independence. The campus ombudsperson is appointed by the administrator in charge of student services at each campus.
2. Students who want to appeal a final grade or an academic misconduct sanction and instructors seeking advice about these actions are to be referred to the campus ombudsperson.
3. It is the responsibility of the campus ombudsperson to explain relevant college policies, procedures, and problem-solving alternatives. The ombudsperson can also serve as an impartial and objective listener to help students and instructors evaluate problems and decide what action they want to take.

4. The ombudsperson can gather information about a complaint in order to generate options for resolution. If a student decides to file an appeal the ombudsperson can provide suggestions on how to prepare and can review documentation for completeness.
5. The campus ombudsperson cannot provide legal advice, render judgments, make decisions on complaints, or represent students or instructors in formal hearings.
6. The person bringing the problem to the ombudsperson always retains the right to determine who he/she wants to attempt to resolve the problem. The ombudsperson will keep conversations confidential except when there is imminent risk of serious harm to people or property.
7. The ombudsperson from the respective campus may attend the meetings of the College Review Board as an observer and provide clarification of the proceedings to the student.

Appeal of Final Grades

The purpose of the Appeal Process for Final Grades is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic authority of the instructor. This procedure recognizes that every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious. Furthermore, instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

1. Assigning of final grades is the responsibility of the faculty member teaching the course. The faculty member is the person best qualified to judge the academic progress of the student enrolled in that course.
2. When a student believes he or she has received an incorrect final course grade, the student will first collect information about the course requirements to help in making an informed decision. Those sources of information will include (1) the course syllabus for the course objectives and instructor's grading system and (2) an informal discussion with the instructor. Grade disputes can be resolved when the errors are computational, computer errors, misunderstandings in completion of assignments, or other easily resolved issues. This is an INFORMAL STEP in the process. Only if the instructor is no longer working at the college or is otherwise unavailable may the student proceed to appeal the final grade without discussing the matter with the instructor.
3. Students are to work with the ombudsperson (See ES 4620) in working through the appeal process. The ombudsperson assures that the student's rights and procedures are understood by the student. The ombudsperson's signature is required on the form.
4. A student may submit a formal grade appeal when he/she believes that a final grade is unfair, arbitrary, or capricious. However, the student bears the burden of providing verifiable evidence that there are sufficient

grounds for changing a grade. The form must be submitted to the instructor within the first three (3) weeks of the next college term (an equivalent exception will be allowed for non-regularly reported grades).

5. To initiate an appeal, a student must complete the Appeal of Final Course Grade Form (Final Course Grade Appeal Form – ES 4660), which will include a detailed description of all relevant information and documentation in support of the appeal and the remedy sought. The form must be submitted to the instructor within the first three (3) weeks of the next college term (an equivalent exception will be allowed for non-regularly reported grades). The instructor will discuss the appeal with the student within five (5) full college class days following receipt of the appeal form; response to STEP ONE on the appeal form will be made to the student within five (5) full college class days of date of this meeting. The original copy of the appeal form will be returned to the student.
6. If resolution of the appeal cannot be made with the instructor, the student may submit the original copy of the appeal to the chairperson/group leader/director within five (5) full college class days of notification of the instructor's decision. The chairperson/group leader/director will discuss the appeal with the student and instructor within five (5) full college class days following receipt of the appeal form; response to STEP TWO on the appeal form will be made to the student within five (5) full college days of the date of this meeting. The original copy of the appeal form will be returned to the student.
7. If resolution of the appeal cannot be made with the chairperson/group leader/director, the student may submit the original copy of the appeal to the academic dean/provost within five (5) full college class days of notification of the chairperson/group leader/director's decision. The academic dean/provost will discuss the appeal with the student, instructor, and chairperson/group leader/director within five (5) full college class days following receipt of the appeal form, and response to STEP THREE on the appeal form will be made to the student within five (5) full college days of the date of this meeting. The original copy of the appeal form will be returned to the student.
8. If resolution of the appeal cannot be made with the academic dean/provost, the student may submit the original copy of the appeal to the Chairperson of College Review Board within five (5) full college days of notification of the academic dean's/provost's decision. The academic dean/provost will inform the student of this right. The academic dean/provost will also certify to the Chairperson of the College Review Board that the steps in the grade appeal have been fulfilled and will forward a copy of all actions taken up to this point in the appeals process. The hearing will be held within five (5) full college class days of receipt of the student's original appeal form, and response to STEP FOUR on the appeal form will be made to the student within five (5) full college days of the date of this meeting.

9. The College Review Board will reach one of the following decisions:
 - a. The College Review Board may reach a resolution that is mutually acceptable to the student and the instructor who issued the grade or sanction. Should the acceptable conciliation involve a grade change, the instructor will submit a change of grade form.
 - b. The College Review Board may determine that it would be unjust to allow the original grade or sanction to stand. The new grade may be higher than, the same as, or lower than the original grade. The Chairperson of the College Review Board and three members from the College Review Board will sign and submit the change of grade form to the Director Student Affairs/Registrar.
 - c. The College Review Board may determine that the original grade or sanction stands.
10. Decisions reached and implemented by the College Review Board are final and binding on all parties.
11. The instructor and student will be advised in writing of the College Review Board decision.
12. Under no circumstance may persons other than the original faculty member or the College Review Board change a grade.
13. The original copy of the appeal form will be returned to the student
14. If any timelines are not met by college personnel, the appeal automatically goes to the next higher level. If timelines are not met by the student, the appeal process is cancelled.

Academic Misconduct

A. The following acts by students are prohibited:

1. Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's writing, and passing it off as the product of one's own efforts, or copying any work and submitting it as original work.
2. Falsifying with respect to any examination, paper, project, application, recommendation, transcript, or test, or by any dishonest means whatsoever, or by aiding or abetting another student to do so.
3. Using materials or collaborating with another person (or persons) during a test, or any other assignment without authorization.
4. Substituting for another student, or permitting another person to substitute for oneself, to take an examination, course, or test, or to provide the work for any assigned project.
5. The acquisition of grades, academic credits, degrees, honors, awards, certification, or professional endorsements by means of cheating.
6. Failing to comply with the policies of the student's program or department stated in College publications.

B. Sanctions

1. Academic misconduct is ordinarily handled within the department/campus concerned.
2. The originator must make a good faith effort to communicate with the student the sanction to be imposed.
3. The instructor may reduce the student's grade, including the assignment of a failing grade (F) for all or any portion of the course. If the sanction relates to the assignment of a grade for all or any portion of the course, the instructor will document the academic misconduct and send a copy of the Academic Misconduct Report Form to the instructor's academic provost, to the Director of Student Affairs/Registrar, and to the student.
4. Any sanctions beyond the assignment of a failing grade for the course are decided by and at the discretion of the appropriate provost. Such sanctions may include probation, restricted enrollment, suspension from a campus, suspension from the college, or expulsion from the college.

C. Appeal Process

1. If the student believes that the sanction imposed by the instructor/provost is unjust, the student may request a review by the College Review Board by contacting his/her campus ombudsperson who will provide assistance and direction in filing the appeal. The student must complete the Appeal of Academic Misconduct Sanction form and submit it to the chairperson of the College Review Board within 21 (twenty-one) calendar days of the date the sanction was imposed. The student will be notified of the date, time, and place of the review, and will be informed of his/her right to appear. After consideration by the College Review Board, the chairperson of the College Review Board will send a written notification of the College Review Board's decision to the student within 21 (twenty-one) calendar days of receipt of the student's appeal.

D. Records

1. The Student Records and Services office shall maintain a record of academic misconduct, and shall notify other areas of the college, as are concerned, with action taken. A copy of the Academic Misconduct Report will be included in the student's educational records. After the receipt of three (3) academic misconduct reports for an individual student, the Director of Student Affairs/Registrar will send a notice to the student that his/her academic record is under review. The review may lead to further academic sanctions.

College Review Board

- A. The College Review Board shall hear and receive evidence regarding the appeal of final grades and of allegations of academic misconduct. The College Review Board shall hear all testimony relevant to the appeal. The College Review Board has the final authority to make determinations regarding the appeal of final grade(s) and allegations of academic misconduct. The College Review Board may uphold or may modify any sanctions(s) that have been imposed.
- B. Throughout the process, the student must consult with the Campus Ombudsperson. The roll of the Ombudsperson is defined in ES 4620.
- C. The College Review Board will be composed of the following voting members: the Chairperson of the College Review Board, as appointed by the Executive Vice President of Academic Affairs or his/her designee; one student representative from each campus appointed by the Student Activities Council President and approved by the Student Activities Council (SAC), one faculty/staff member from each campus as appointed by the Provost or his/her designee for each respective campus from a pre-selected trained pool, and approved by the Executive Vice President of Academic Affairs or his/her designee for the Ankeny campus; and the appropriate Campus Ombudsperson, who will serve as an ex-officio member.
- D. A quorum shall consist of seven (7) members of which two shall be students and two shall be faculty/staff. The Chairperson shall vote only in the event of a tie.
- E. In the event that the SAC president has not appointed student members, the Campus Coordinator of Student Activities may appoint the student representative.
- F. The Chairperson will appoint a substitute for any member when a conflict of interest disqualifies the board member from participating. A conflict of interest exists when a member of the College Review Board is a complaining or defending party to the incident involved or in any other way has a vested interest in the outcome of the hearing.
- G. The student has the following rights at a hearing: (1) to present his or her side of the story; (2) to present witnesses and evidence on his or her behalf; (3) to ask questions of witnesses presenting evidence against the student; (4) to be accompanied by a legal advisor (at the student's expense).
- H. During deliberation, only voting members, the Chairperson, and the Campus Ombudsperson may attend.
- I. The College Review Board will reach one of the following decisions:
 - 1. The College Review Board may reach a resolution that is mutually acceptable to the student and the instructor who issued the grade or

sanction. Should the acceptable conciliation involve a grade change, the instructor will submit a change of grade form.

2. The College Review Board may determine that it would be unjust to allow the original grade or sanction to stand. The new grade may be higher than, the same as, or lower than the original grade. The Chairperson and three board members will sign and submit the change of grade form to the Director Student Affairs/Registrar.
 3. The College Review Board may determine that the original grade or sanction stands.
- J. Decisions reached and implemented by the College Review Board are final and binding on all parties.
 - K. The instructor and student will be advised in writing of the College Review Board decision.
 - L. Under no circumstance may persons other than the original faculty member or the College Review Board change a grade.
 - M. The original copy of the appeal form will be returned to the student.
 - N. If any timelines are not met by college personnel, the appeal automatically goes to the next higher level. If timelines are not met by the student, the appeal process is canceled.

Student Conduct, Discipline, and Appeals

I. STATEMENT OF GENERAL EXPECTATIONS

All students are expected and required to obey college policies, rules and regulations and not violate municipal, county, state or federal law. In addition, all students are expected to conduct themselves in such a manner as to show respect for properly constituted authority, exhibit and maintain integrity and honor in all matters related to the College and not interfere with or disrupt the orderly educational processes of the College.

Jurisdiction of the DMACC Student Conduct Policy

The Student Conduct, Discipline, and Appeals Procedure applies to conduct that occurs on DMACC College Property, at DMACC sponsored activities (including study abroad programs), at clinical sites, attendance centers, or any College facility, and off-campus conduct that adversely affects the DMACC community and/or the pursuit of its educational mission. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree or certificate. This includes conduct that may occur before classes begin, or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Conduct Policy shall apply to a student's conduct even if the

student withdraws from school while a disciplinary matter is pending. The Judicial Officer shall decide whether the Student Conduct Policy shall be applied to conduct occurring off-campus, on a case-by-case basis.

Student Code of Conduct

Students are expected to comply with all Board and Administrative Policies. The following student conduct may be grounds for discipline or suspension in accordance with these procedures. This is not an exhaustive list of all the behavior that may be subject to disciplinary sanctions.

- A. Intentional disruption of the orderly process and educational atmosphere of the college, both in the classroom and on all college property, including, but not limited to: Refusal to comply with faculty or staff direction regarding vocal or physical behavior, unauthorized entry into, obstruction of, or occupation of any room, building or area of the College.
- B. Acting or failing to act in a manner, which causes concern for the health and safety of oneself or others. Assaulting; threatening; verbally or physically abusing; or endangering in any other manner the health or safety of (1) a college student, staff member, or instructor, or (2) any person on the campus or at a college-sponsored supervised function or event.
- C. Misusing or misappropriating college property or private property on campus or at off-campus college activities, including, but not limited to, theft or attempted theft, burglary, possession of stolen property, and destruction, damage, defacement, or mutilation of property belonging to or in the custody of the College or member of the college community or cooperating agencies.
- D. Using or possessing any alcoholic beverage or other intoxicating beverage on college property or at college-sponsored functions except as authorized by college regulations or college authority.
- E. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other addictive, dangerous, or controlled substance on college property or at college-sponsored functions.
- F. Possession of a weapon or firearm on campus without a valid weapon permit or not keeping the weapon or firearm concealed at all times.
- G. Intentionally engaging in a false alarm of a fire, bomb threat, or other catastrophe by verbally reporting one or by tampering with the alarm system or safety equipment. Engaging in the intentional setting of fires or explosions within college buildings or on the campus without proper authority. Threatening to place or attempting to place any incendiary or explosive device or material in or about the College premises or at the site of a college-sponsored activity.
- H. Engaging in forgery, alteration, or misuse of any college records or documents, college keys or keycards, computer user IDs or codes of any kind, or student or staff identification cards.

- I. Failing to identify oneself by name and/or to comply with a proper order of any faculty member or other college official, properly identified (by stating his or her name and title if requested by a student) and acting within the scope of his or her authority.
- J. Disrupting the orderly processes of the College, or obstructing or denying access to services or facilities by those entitled to use such services or facilities. Interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above.
- K. Intentionally disrupting access of other students, faculty, or staff members to college computers and other technology resources. Knowingly obtained without authorization access to a computer account assigned to another person. Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner. Intentionally using any unauthorized account. Using college computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing, threatening or sexually explicit material, or duplicating copyrighted software unlawfully.
- L. Operating a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at college-sponsored activities off-campus. (The Campus Traffic Appeals Committee generally deals with other violations in this area.)
- M. Making noise in the vicinity of the College or college-sponsored activities, which disrupts the orderly, efficient, and disciplined atmosphere of the College, or college-sponsored activity. Engaging in willful misrepresentation of any material fact to faculty or college staff or to others about one's status or academic performance within the College or of the support, sponsorship, or approval by the College of the services or activities of any person, group, or organization.
- N. Disorderly, lewd, indecent or obscene conduct.
- P. Any other willful or intentional conduct which seriously threatens (1) any educational process or other functions of the College, or (2) the health or safety of any member of the academic community.
- Q. Illegal or unauthorized use of college property.
- R. Engaging in behavior which is discriminatory, including harassment of other students and staff, based on race, color, creed, gender, sexual orientation, national origin, religion, age, disability, or to the extent covered by law, veteran status; behavior of this nature will be dealt with in accordance with the procedures set forth in the Discrimination Complaint Procedure for Students, ES4645.
- S. Charges of a serious or aggravated misdemeanor or felony that interferes with the educational mission of the College or which adversely affects the College community.

IV. INVESTIGATION AND CHARGE PROCEDURES FOR ALLEGED VIOLATIONS OF STUDENT CONDUCT

- A. Any person may bring a complaint against a student under these procedures based on the student's alleged violation of one of the above regulations.
 - 1. All such complaints shall be made in writing on the Student Conduct/ Discipline Report Form to the Provost/Dean or the Judicial Officer. The Provost/Dean or Judicial Officer shall investigate and review the complaint, determine whether an informal resolution is possible, or whether formal charges should be instituted.
 - 2. Following the period of investigation, the Provost/Dean, in consultation with the Judicial Officer shall determine if evidence exists for formal charges to be brought against a student for a violation of the Student Conduct Subject to Sanctions.
 - a. If the charges are of a minor nature (suspension is NOT warranted) the case will be heard in an disciplinary conference before the Provost/Dean or Judicial Officer.
 - b. If the charges are of a major nature (suspension is warranted) the case will be heard by the College Judicial Hearing Board. If expulsion is warranted, the case will be referred to the Office of the President.
 - c. If there is a lack of evidence or formal charges are not deemed necessary, an informal resolution may be sought. If an informal resolution is made, the student signs a letter by the Provost/Dean or Judicial Officer stating the terms of the resolution and indicating his/her consent to these terms.
 - 3. If it is determined that formal charges should be brought, the Provost/Dean or Judicial Officer shall send to the student involved a Notice of Charge.

V. INTERIM ACTIONS

- A. **Holds:** The Provost/Dean, Judicial Officer or Executive Dean for Student Services may place a hold on the accused student's registration, transcripts, new awards of financial aid and/or other College records until the case is adjudicated when the following circumstances occur:
 - 1. The student has failed to appear for a hearing with the Provost/Dean or Judicial Officer
 - 2. The alleged conduct is such that, if true, may pose a threat of harm to persons or property
- B. **Disciplinary Removal:** a faculty or staff member may immediately temporarily remove a student from a class, office, attendance center, clinical site or other DMACC related facility for disciplinary reasons. These include, but are not limited to:

1. An attempt or threat by words or actions to cause bodily harm to anyone on campus.
2. Possession, use, sale, or purchase of illegal drugs on campus.
3. Destruction or theft of college property or another person's personal property.
4. Possession of intoxicating beverages on campus.
5. Any activity(ies) causing a major disruption or disturbance.
6. Possession on-campus of any object appearing to be a potentially lethal weapon. Unless approved in writing by the appropriate Provost.
7. A violation of the student code of conduct.
8. Ignoring a summons for a hearing.

The faculty or staff member should complete a Student Conduct/Discipline Report Form documenting the incident and immediately notify the Provost/Dean or Judicial Officer of the disciplinary removal, who then will conduct an investigation.

C. Interim Suspension: The Executive Dean for Student Services, Provost/Dean, or Judicial Officer may take immediate interim action when the student's continued presence may constitute a significant danger to the student, others, or College property by suspending the student from class(es), clinical site, attendance centers or any College facility; denying the student privileges and the ability to participate in activities and/or altering the status of a student for a violation and informing the student of such action and the procedures to be followed.

1. The alleged violation and removal must be immediately reported by the faculty/staff member in writing to the Provost/Dean or Executive Dean for Student Services who will review the allegation, contact the Judicial Officer, and then initiate disciplinary actions as set forth in these procedures.
2. Appeal of Interim Suspension: The student will meet with the administrator who issued the interim suspension no longer than three business days after the interim suspension was issued, who will take one of the following actions:
 - a. Dismiss the allegation;
 - b. Proceed with a formal hearing procedures as set forth in this policy.
3. Reinstatement: If the suspended student receives a favorable appeal or favorable hearing, the student shall be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the disciplinary process.

VI. HEARING PROCEDURES FOR ALLEGED VIOLATIONS OF STUDENT CONDUCT

A. Disciplinary Conference Procedures

Alleged violations of a minor nature (do not warrant suspension) will be adjudicated in an disciplinary conference between the Provost/Dean or Judicial Officer and the student. No other witnesses will be present.

1. The Provost/Dean or Judicial Officer shall send to the student involved a Notice of Charge/Hearing.
 - a. The Notice of Charge/Hearing details the alleged violations of the student conduct code, a summary of the alleged misconduct, the student's rights, the time and date of a disciplinary conference, and a copy of the Student Conduct, Discipline, and Appeals Procedure ES4630.
 - b. The Notice of Charge/Hearing shall be sent by registered mail to the student's last known address or delivered in person with receipt acknowledged in writing by the student.
 - c. If the student charged cannot appear at the time specified, the student must contact the Judicial Officer at least two (2) business days before the hearing is scheduled to arrange a different time for the hearing.
2. If the student has not contacted the Provost/Dean or Judicial Officer and/or does not appear at the hearing, the Provost/Dean or Judicial Officer may make a decision of responsibility or non responsibility and the sanction.
3. At the disciplinary conference, the Provost/Dean or Judicial Officer will review the charges, evidence, and student's rights with the student. The student will have an opportunity to present any evidence or testimony on their behalf.
4. After reviewing the evidence and hearing from the student, the Provost/Dean or Judicial Officer will determine if the student is responsible or not responsible for the alleged violation.
5. Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions:
 - a. Reprimand. Written censure by the College. This written warning serves to remind the student that further violation of the student conduct code may result in more serious sanctions. Early Warning Referral and Student Action Report conferences are examples of sanctions of reprimand. A record of the disciplinary action is kept in the student's disciplinary file.
 - b. Restitution. Reimbursement for damage to or appropriation of Des Moines Area Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Des Moines Area Community College property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

- c. Conduct Probation. A period of review during which the student must demonstrate his/her ability to comply with the Student Code of Conduct, all DMACC policies, and other requirements stipulated for the probation period including limitation of activity or access to College facilities.
 - d. Educational Sanctions. A requirement to participate in a project, class, counseling, or other college/community sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.
6. The Provost/Dean or Judicial Officer's decision as to whether a student responsible for a student conduct violation and the appropriate sanction, if any, will be sent to the student within five business days by registered mail at the last known address provided by the student to the institution. This letter will include the reasoning by which the decision was reached. The action is effective upon the date the notification was written. A copy of the letter will be placed in the student's disciplinary file maintained by the Judicial Officer.

B. College Judicial Hearing Board Procedures

Alleged violations of a major nature (those that may warrant suspension) will be adjudicated by the College Judicial Hearing Board.

1. The Provost/Dean or Judicial Officer shall send to the student involved a Notice of Charge/Hearing.
 - a. The Notice of Charge/Hearing details the alleged violations of the student conduct code, a summary of the alleged misconduct, names of any witnesses intended to be called at the hearing, the time and date of the hearing, the student's rights and a copy of the Student Conduct, Discipline, and Appeals Procedure ES4630.
 - b. The Notice of Charge/Hearing shall be sent by registered mail to the student's last known address or delivered in person with receipt acknowledged in writing by the student.
 - c. If the student charged or the Provost/Dean cannot appear at the time specified, the student or the Provost/Dean must contact the Judicial Officer at least two (2) business days before the hearing is scheduled to arrange a different time for the hearing.
2. If the student has not contacted the Provost/Dean or Judicial Officer and/or does not appear at the hearing, the Provost/Dean or Judicial Officer or College Judicial Review Board may make a decision of responsibility or non responsibility and the sanction.
3. The College Judicial Hearing Board will be comprised of five members (two faculty members, a student, and two staff representatives). The board will hear all evidence in the case including witness testimony and documentation and make a decision as to whether the student is

responsible or not responsible for the alleged violation and determine an appropriate sanction.

4. Each campus will have at least six trained members to serve on the College Judicial Hearing Board.
5. One member of the College Judicial Review Board will serve as Chairperson and shall preside at the hearing; shall inform the student of the charge, the hearing procedures, and his or her rights; and shall answer any questions the student charged may have on these matters.
6. The hearing will be tape-recorded and a copy of the tapes will be maintained for a period of five years. The tape will remain the property of the College.
7. The Provost/Dean or Judicial Officer shall present the College's case and shall offer information, which may include written testimony and witnesses in support of the charge. The student charged may then present his or her case and may offer information, which may include written testimony and witnesses in his or her behalf.
8. The student charged has the following rights at a hearing:
 - Right to due process
 - Right to a hearing
 - Right to notice of allegations and summary of facts in this case
 - Right to have up to two advisor(s) present during the hearing
 - Right to attend the hearing and present on your behalf
 - Right to refuse to participate in the hearing
 - Right to present summary of case from your viewpoint
 - Right to present documentary, testimonial, or physical evidence
 - Right to call witnesses which have a direct bearing on this case
 - Right to submit questions for witnesses
 - Right to the College Judicial Hearing Board's decision based on the evidence presented at the hearing and evaluated by the standard of preponderance of the evidence
 - Right to be notified of the final decision of the hearing
 - Right to appeal the final decision
9. The College Judicial Hearing Board Chairperson may exclude irrelevant, immaterial, or unduly repetitive information.
10. Advisors for the student may assist the student with the preparation of the hearing, but may not actively participate by questioning witnesses, cross-examining witnesses or other participants or formally addressing the hearing participants as stated in Procedure ES 4625.
11. The College Judicial Hearing Board's decision based on the standard of a fair preponderance of the evidence as to whether a student regulation was violated and the appropriate sanction, if any, will be sent within five

business days to the student by registered mail at the last known address provided to the college by the student. This letter will include the reasoning by which the decision was reached. The action is effective upon the date the notification was written. A copy of the letter will be placed in the student's disciplinary file maintained by the Judicial Officer.

12. Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions:
 - a. Reprimand. Written censure by the College. This written warning serves to remind the student that further violation of the student conduct code may result in more serious sanctions. Early Warning Referral and Student Action Report conferences are examples of sanctions of reprimand. A record of the disciplinary action is kept in the student's disciplinary file.
 - b. Restitution. Reimbursement for damage to or appropriation of Des Moines Area Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Des Moines Area Community College property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
 - c. Conduct Probation. A period of review during which the student must demonstrate his/her ability to comply with all DMACC rules and regulations and other requirements stipulated for the probation period including limitation of activity or access to College facilities.
 - d. Educational Sanctions. A requirement to participate in a project, class, counseling, or other college/community sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student's expense.
 - e. Suspension or Termination of the Use of College Property, Resources, or Activities. A student's use of College property or resources involved in the offense, or a student's participation in activities associated with the offense, may be temporarily suspended or permanently terminated.
 - f. Suspension from the College or Certain Courses for a Specified Period. Suspension can be from a class, specific number of classes, program, or a campus. The privilege of re-admission may depend on the fulfillment of certain conditions imposed by the College and/or the program. A suspended student may be prohibited from appearing on the campus, at attendance centers, at off-campus classes at cooperating agencies, or any activity sponsored by the College.
 - g. A recommendation for expulsion (Section VIII below).

VII. APPEAL PROCEDURES

- A. The student may appeal the decision of the Provost/Dean, Judicial Officer or College Judicial Hearing Board. Appeals by the student must be made in writing and delivered to the Senior Vice President of Academic Affairs (or designee) (Appellate Officer) within five (5) business days of receiving the decision. The notice of appeal shall contain the student's name, the date of the decision or action, and reasons for appeal. The following constitute reasons for an appeal:
 - a. The student's due process rights were substantially violated in the hearing process.
 - b. There was not substantial evidence to support the decisions reached.
 - c. There is new material evidence that could not have been discovered at the time of the hearing.
 - d. The sanctions imposed were too severe or not appropriate for the violation.
- B. Failure to appeal or comply with appeal procedures will render the original decision final. In the event of extenuating circumstances, an extension in time may be requested by submitting a written request to the Senior Vice President of Academic Affairs (or designee) stating good reasons for the request of additional time.
- C. Any sanction imposed as the result of an Administrative or College Judicial Board Hearing will remain in effect during the process of appeal. The appellate officer has the authority, under extenuating circumstances, to defer the imposed sanction while the appeal is in process.
- D. The Appellate Officer shall review the case file and if available, the tape recording of the hearing. The Appellate Officer may then ask to meet with each party for a short oral summary of the arguments. The Appellate Officer may do one of the following:
 - Affirm the original decision.
 - Reverse the decision by finding no violation occurred.
 - Remand the case for a new hearing.
 - Remand the case for consideration of new evidence.
 - Reduce the sanction.
- E. The Appellate Officer's decision and reasons for the decision will be delivered to the student and the Judicial Officer by registered mail to the student's last known address within five business days of the receipt of the appeal.
- F. The Appellate Officer's decision is the final decision of the College.

VIII. EXPULSION

The Executive Dean of Student Services or College Judicial Hearing Board may recommend expulsion to the Board of Directors. In that event, the College shall serve the student with Notice of Charges and schedule the matter for hearing before the Board of Directors.

IX. DISCIPLINARY RECORDS

If disciplinary action is taken against a student under the procedures outlined above, and a sanction imposed, a record of the action including a copy of the Student Conduct/Discipline Report Form, Notice of Hearing Letter, and Decision will be sent to the Judicial Officer to be placed in the student's disciplinary file. Record of non-academic disciplinary sanctions will not appear on the student's transcript.

Disciplinary actions are part of the education records of the student, and consequently, are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student's non-academic disciplinary record, except as allowed by law, if prior written permission from the student has not been received.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. See Confidentiality of Student Records/FERPA.

Attendance & Enrollment

- The Financial Aid Office and the Academic Records Office will send preliminary rosters to all faculty at the beginning of each term. Faculty are asked to check these rosters to identify any students who never attended class and return the roster to the Academic Records Office or report over the internet. Students who are reported as never attending will be sent a letter. Students may remain in class if they obtain instructors' signatures and return the letters to the Information Center on the campus they attend by the deadline stated in the letter. Students who do not return the letter may be administratively dropped from the class(es) they did not attend. If students decide not to attend Des Moines Area Community College, it is still their responsibility to drop their classes. The Financial Aid Office may adjust the financial aid of students who were administratively dropped.
- When one-third of the term has passed (i.e., 5th week of a regular term; 3rd week of a summer term), a progress report will be sent to all faculty. Faculty members will report students with grades less than 2.0 ("C-" or less) and report students who stopped attending class. If students quit attending class, the instructor will indicate the last day the students attended class according to their records. The faculty will return the completed roster to the Academic Records Office or report students over the Internet within a week after receipt of the progress report.

- The Financial Aid Office and Academic Records Office will notify the students of reports of low grades or that it was reported they stopped attending class(es). The Financial Aid Office will determine which students have quit attending all classes or have “unofficially withdrawn”.
- If students have stopped attending all classes and receive financial aid, they will be withdrawn as of the most recent date of attendance or as of midterm if the date is unknown. Financial aid programs will be refunded accordingly. Any cash payments awarded to students will be repaid according to the federal repayment formula. The Financial Aid Office will notify the students of the amount to be repaid.
- If students wish to re-enroll after an administrative withdrawal has taken place, they will need the written permission of instructor(s) and will need to pay tuition and fees in full.
- The students will have the established options to an appeal in writing to the Financial Aid Appeals Committee or the Petition for Policy Waiver Committee.

Cellular Phone Use

Des Moines Area Community College is committed to providing an environment conducive to learning. To that end, cellular phone use should be kept to a minimum and conducted in designated areas only. If cellular phones must be used while at DMACC, users should be respectful of others by following the guidelines outlined below.

GUIDELINES

If cellular phone use is necessary, while on campus:

- Turn cellular phone ringer off or set to ‘silent’ upon entering any classroom, computer lab, library, or auditorium.
- Short, quiet cellular phone conversations may take place in corridors, away from doorways. Please move extended conversations outside of the building.
- Move immediately to a hallway when placing or receiving calls. (Take your belongings with you if you must move to make a phone call.)
- Be courteous to others by keeping your voice at a low volume.
- Cell phones with picture taking capabilities are not allowed in changing rooms or locker rooms. Individuals wishing to take photos in any recreation facility must have DMACC permission first.
- Faculty members have the right to limit the use of cell phones with picture taking and text messaging capabilities in their classrooms, especially during examinations.

Parking & Traffic Regulations

Parking regulations apply at the Ankeny, Boone, Carroll, Newton, Urban and West Campuses. The registered holder of a parking permit, regardless of who drives the vehicle, is responsible for that motor vehicle complying with all regulations. Violating parking regulations will result in fines.

Parking lots are marked with signs designating areas for students, visitors, disabled and staff/faculty parking.

Ankeny, Boone, Newton, Carroll Campuses: Parking permits are required for all vehicles driven by daytime students. Stickers and Parking Regulations are available at no charge from the Security Office in Building 12 and at the Information Desk in Building 1 on the Ankeny Campus, and at the Business Office on the Boone, Newton, and Carroll Campuses. Evening and Saturday students are not required to register their vehicles unless parked on the campuses during daytime hours, Monday through Friday.

Urban Campus: Parking permits are required for all vehicles driven on the Urban Campus by students and staff, including evening and Saturday students and staff. Stickers will be provided by the Business Office at the Urban Campus at no charge.

Skate boarding, roller blading, roller skating, bicycle stunt riding, or similar activities are prohibited on all DMACC buildings and grounds, including roads, drives, parking lots and sidewalks. Exceptions may be allowed for official DMACC sponsored programs.

Reporting Crimes

Students, staff, and faculty are encouraged to report all criminal incidents and/or suspicious activity to the following:

- Ankeny Campus - Security Department-964-6500
24 hours a day (6500 on Campus).
- Urban Campus - Security - 248-7200 (7200 on campus),
7:00 a.m.-10:30 p.m., Monday through Thursday;
8:00 a.m.-3:00 p.m. Friday and 8:00 a.m.-12:30 p.m. Saturday
- Boone Campus - Campus Dean - 515-432-5020 (or Building and Grounds
Supervisor @ Ext.#5052 or 515-290-0553 cell phone)
- Carroll Campus - Campus Operator - 712-792-1755
- Newton Campus - Campus Operator - 641-791-3622
- West Campus - Campus Operator - 515-633-2407

In the event of an emergency situation, call 9-911 to expedite the appropriate response by authorities.

All criminal and suspicious incidents reported to the Security Department will be investigated. The local Police Department will be immediately notified of all incidents of murder, rape, robbery, assault, burglary, motor vehicle theft, and any theft over \$150 in value. Timely warnings about crimes considered to be a threat to students

and employees will be disseminated to the college community by methods which may include the student newspaper, College Bulletin announcements, press releases for local newspapers, radio, TV and/or posted notices. Copies of the DMACC Safety and Security Brochure containing Security and Personnel Safety information are available in numerous locations on all campuses.

Student Complaints Concerning Faculty/Staff Actions

I. INSTITUTIONAL REGULATIONS:

The Board of Directors of DMACC confers upon the staff the power to invoke sanctions and promulgate rules to protect the educational processes and the rights of individual students and staff.

- A. Students may file a General Complaint if they feel they have been mistreated by a staff member, if departmental policies and procedures are unclearly written or inconsistently applied, or if a student has extenuating circumstances that may directly affect the educational process. A General Complaint cannot be filed regarding final grades, academic misconduct, discrimination, or sexual harassment (see Appeal of Final Grades Procedure ES 4660 or Academic Misconduct ES 4670).
- B. If the complaint about the faculty or other staff member is one of discrimination, including harassment, based on sex, age, race, religion, national origin, sexual orientation, color, creed, or disability, the student should contact the campus Ombudsperson, the campus Dean/Provost's Office or the Judicial Officer regarding the Discrimination Complaint Procedures for Students ES 4645.

II. PROCEDURE

- A. Student complaints concerning actions of faculty/staff members are pursued first through informal mechanisms.
 - 1. The student should first attempt to resolve the issue with the faculty/staff member involved.
 - 2. If this contact does not result in a satisfactory outcome, the student should follow the established chain of command (e.g., program chair, group leader, director, dean, or provost) within the appropriate department of the College.
 - 3. Students who have concerns with individual faculty/staff members are required to contact the ombudsperson on their respective campus for suggestions, support, and procedures for dealing with complaints against the faculty/staff person. The ombudsperson's signature is required on the General Complaint Form (ES 4640).
- B. General Complaint Procedure

1. A General Complaint will be limited to concerns about classroom management, classroom procedures, departmental policies, or college policies.
2. To initiate a complaint, the student must complete the General Complaint Form.
3. Students are to work with the ombudsperson in working through the complaint process. The ombudsperson has the responsibility of assuring that the students' rights and complaint procedures are understood by the student. This form must be submitted to the faculty/staff member within 21 (twenty-one) calendar days of the event.
4. The faculty/staff member to whom the general complaint has been directed has seven (7) calendar days to respond to the complaint. The faculty/staff member must respond in writing at Step One of the General Complaint Form. The original copy of the complaint form will be returned to the student.
5. If the complaint cannot be resolved at Step One, the student must submit the Original General Complaint Form that includes the Step One signature within seven (7) calendar days to the next appropriate Supervisor/Chairperson/Group Leader/Director. The Supervisor/Chairperson/Group Leader/Director will discuss the complaint with the student and faculty/staff member within seven (7) calendar days following receipt of the written complaint. A written response will be made to the student and faculty/staff member by completing the information on Step Two of the General Complaint Form within seven (7) calendar days of the date of the decision. The original copy of the complaint form will be returned to the student.
6. If the complaint cannot be resolved at Step Two, the student may submit the complaint in writing on the General Complaint Form that includes the Step Two signature within seven (7) calendar days of the receipt of the Step Two decision to the appropriate dean or provost. The dean or provost will discuss the complaint with the student and faculty/staff member within seven (7) calendar days following receipt of the written complaint, and a written response will be made to the student and faculty/staff member by completing the information on Step Three of the General Complaint Form within seven (7) calendar days of the date of the decision. The original copy of the complaint form will be returned to the student.
7. If the complaint cannot be resolved at Step Three, the student may proceed to Step 4 which is the final step by submitting the complaint in writing on the General Complaint Form, which includes the Step Three signature within seven (7) calendar days of the receipt of the Step Three decision to the appropriate Vice President. The Vice President will discuss the complaint with the student and faculty/staff member within seven (7) calendar days following receipt of a written complaint, and a written response will be made to the student and faculty/staff member by completing the information on Step Four of the General Complaint

Form within seven (7) calendar days of the date of the decision. The original copy of the complaint form will be returned to the student, and the final form will be sent back to the Step Two decision maker. This is the final level of the appeal process.

8. Time Limits. If any time limits are not met by the college personnel, the complaint automatically goes to the next higher level. If time limits are not met by the student, the complaint is cancelled.
9. Records of Complaints. All records connected with a student General Complaint will be maintained by college personnel in a separate file at the "step" where resolution of the complaint was accomplished and a complete copy forwarded to the office of the Executive Dean of Student Services. This will not become part of the student's academic record.

Harassment

Harassment that is based upon an individual's race, color, creed, religion, gender, sexual orientation, national origin, age, disability or, to the extent covered by law, veteran status is a form of discrimination. The harassment of College employees, students, and applicants for employment by supervisors, instructors, students, colleagues, or College business associates is prohibited.

A. Harassment

Examples of prohibited behavior include:

1. Abuse that diminishes the dignity of an individual through insulting or degrading remarks or conduct such as racial or ethnic slurs, written or graphic material which shows malice or ridicule toward an individual or group, jokes which are demeaning to a racial or religious group or to a particular nationality or to one's gender;
2. Threats, demands or suggestions that an employee's work status, a student's academic progress, or an applicant's employment opportunity is contingent upon his/her toleration of or acquiescence to harassment.

B. Sexual Harassment

Sexual harassment is a form of discrimination which is based on an individual's gender. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sexist nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

C. Complaint Procedures

If an individual believes they are being harassed on the basis of a protected status (e.g. sex, race, etc.), they should make their objections known to the alleged harasser. If this fails to stop the objectionable behavior, or the individual is not comfortable confronting the alleged harasser, they should immediately bring the matter to the attention of the Dean/Provost, campus Ombudsperson, or Judicial Officer who can provide the student with the Discrimination Complaint Procedures (ES 4645) and Forms.

All reported complaints shall be investigated and information related to a complaint shall be kept confidential to the maximum extent possible. Selected information, including the name of the reporting party, may be disclosed as deemed necessary by the person in charge of the investigation. The College expressly prohibits the intentional filing of a false discrimination claim. An intentional false claim is different from a claim where the conclusion is unfounded or of no eventual determination.

Confidentiality of Student Records/ FERPA

Des Moines Area Community College complies with the laws of the United States and the State of Iowa in the maintenance of, access to, and release of student records. All procedures conform to the Family Educational Rights and Privacy Act (FERPA).

A student has the right to inspect and review his/her educational records. The Student Records Office at DMACC has been designated by the institution to coordinate the inspection and review of such records. A student must make a written request to the Student Records Offices. Only records covered by the Act will be made available within 45 days of the receipt of the written request. Educational records do not include: records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the Security Office; student health records, employment records; and of alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

A student has the right to request and receive a response that explains or interprets his/her educational records.

A student may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case DMACC will permit access only to that part of the record which pertains to the inquiring student.

DMACC will not permit students to inspect and review confidential letters and recommendations placed their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students, who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights,

may discuss their problems informally with the Registrar/Director of Student Affairs. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and the student will be informed by the Registrar/Director of Student Affairs, of his/her right to a formal hearing.

Requests for a formal hearing must be made in writing to the Executive Dean of Student Services, who, within a reasonable period of time after receiving such written requests, will inform the student of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys at the student's expense. The hearing panels, which will adjudicate such challenges, will contain five members from the staff of DMACC appointed by the Executive Dean of Student Services who will insure that the panel members have no vested interest in the outcome of the hearing.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered, in writing, to all parties concerned. If the decision is in favor of the student, the education records will be corrected or amended in accordance with the decision of the hearing panel. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the education records and released whenever the records in question are disclosed.

A student who believes that the adjudication of his/her challenge was unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the Senior Vice President of Academic Affairs. Further, students who believe their rights have been abridged, may file complaints with the: Family Educational Rights and Privacy Act Office, Dept. of Education, Washington, D.C. 20201, concerning the alleged failure of DMACC to comply with the Act.

Except as provided for within the Act, personally identifiable information about students will not be released without the student's written permission. At its discretion, DMACC may release Directory Information in accordance with provisions of the Act. DMACC considers the following Directory information:

- Student name,
- Address,
- Telephone number,
- Date and place of birth,
- Major field of study,
- Dates of attendance,
- Degrees and awards received,
- Previous educational agencies or institutions attended by the student,
- Participation in officially recognized activities and sports, and

Weight and height of members of athletic teams.

email address

Students may withhold Directory Information by notifying the Student Records Office in writing within the first two calendar weeks of any semester. (Form ES4600) Requests for nondisclosure will be honored by the institution for only one calendar year after the date of the written request; therefore, authorization to withhold Directory information must be filed annually in the Student Records Office.

DMACC will maintain a record of access to student's education records. This record is accessible only to the student and the staff in the Student Records Office, or as provided for in the Act. The record of access will not carry access to educational records by personnel at DMACC who have a legitimate educational interest.

A student may request and receive copies of all or part of his/her educational records, with certain exceptions, (e.g. a copy of the academic records, for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). There will be a fee of \$.10 per sheet for records that are copied.

Tobacco & Alcohol

The use of tobacco products, which includes smokeless and smoking tobacco, shall be prohibited in all DMACC buildings. "No Smoking" signs are posted at the entrance to all buildings. The use of alcohol and other controlled substances specified in the Iowa Code is prohibited at all attendance centers of the College district.

Weapons & Firearms on Campus

Students are prohibited from having weapons and firearms on campus except in the following instances:

- The student holds a valid weapon permit and completely conceals the weapon at all times.
- The weapon or firearm is kept in accordance with state and federal law in a closed vehicle located on street, drive or parking facilities on College property, and is completely concealed at all times.

Financial Aid is Every Student's Business

HELPFUL FINANCIAL AID RESOURCES

www.finaid.org
www.studentaid.ed.gov/completefafsa
www.fafsa.ed.gov
www.pin.ed.gov
www.studentaid.ed.gov

SCHOLARSHIPS

www.dmacc.edu/foundation
www.fastweb.com

Direct Loan Website
www.dl.ed.gov

Direct Loan Servicing Center
1-800-848-0979

Federal Student Aid Information Center
1-800-4-FED-AID (1-800-433-3243)

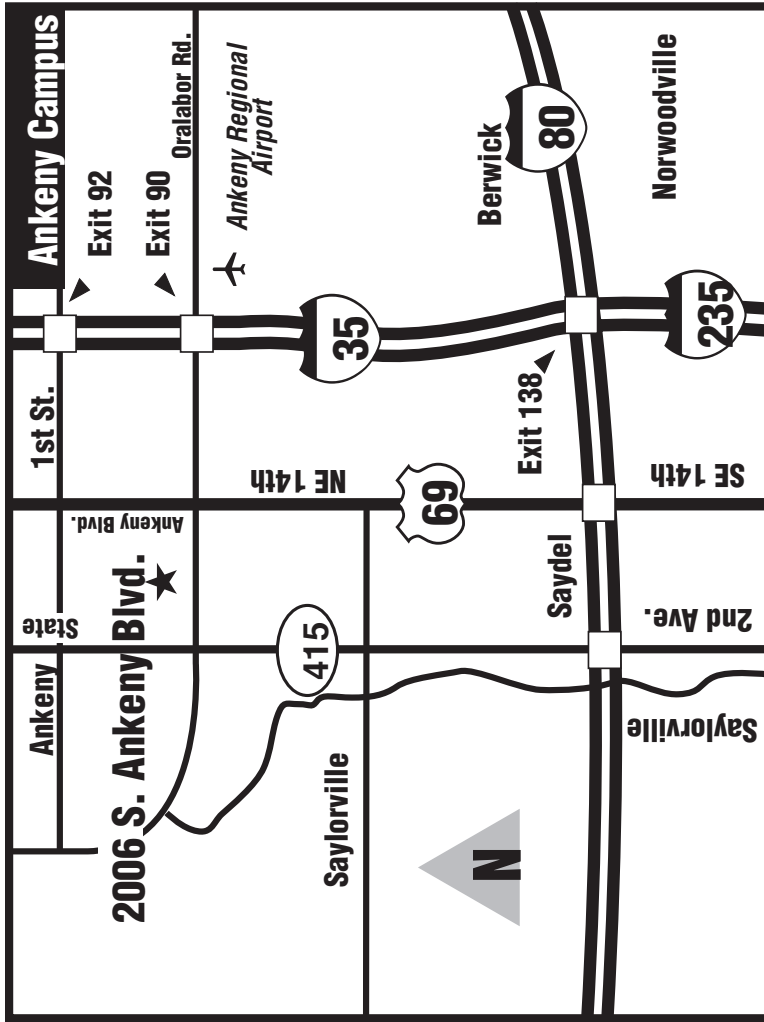
TTY users (for the hearing-impaired)
1-800-730-8913

STUDENT FINANCIAL AID

2006 South Ankeny Boulevard
Ankeny, Iowa 50021-3993
1-800-362-2127, ext. 6282
Fax: 515-964-6391
www.dmacc.edu/financial.asp
DMACC Federal School Code: 004589

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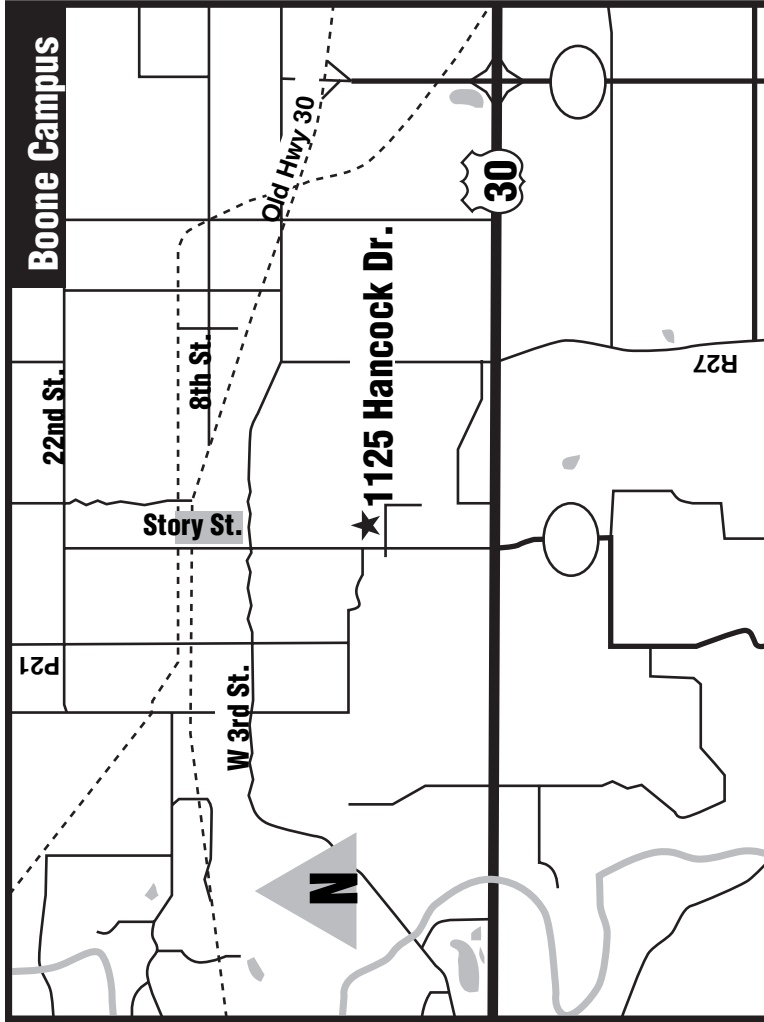
Ankeny Campus

2006 S. Ankeny Blvd., Ankeny Iowa 50023
515-964-6200 Long Distance Call, 1-800-362-2127, Campus Code # 1, and the Ext#

Extensions:

Academic Achievement	6558
Accidents-Auto (on Campus)	6500
Address Changes	6565
Advising	6200
Alumni Association.....	6376
Assessment Center	6595
Athletics/Recreation	6333
Bookstore	6682
Campus Clubs	6359/6376
Campus Events.....	6200
Campus Nurse.....	6352
Career Planning/Counseling.....	6200/6246
Career Transfer Resource Center	6474
Drops/Add	6800
Emergencies	6246/6500
Information Center	6200
Financial Aid	6282/6283
Graduation	6647/6507
Student Health Services.....	6352
International Students	6471
Library	6317
Lost & Found	6359
Program Changes	6495
Scholarships	6278
Security.....	6500
Services/ Students with Disabilities	6850
Student Accounts	6446
Student Employment Assistance.....	6215/6463
Transcripts	6800
Transfer Evaluation	6647/6507
Tutoring Services.....	*7004
Veterans Services.....	6284

*965 (all other numbers have a 964)



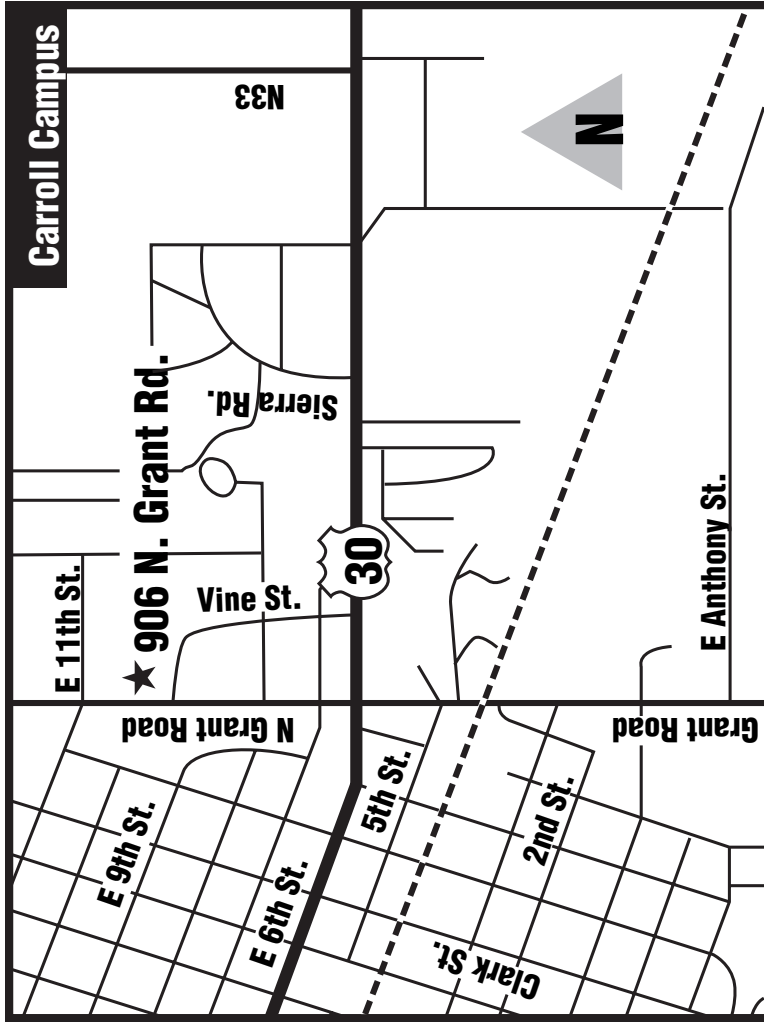
Boone Campus

1125 Hancock DR., Boone, Iowa 50036
515-432-7203 Long Distance Call, 1-800-362-2127, Campus Code #3, and the Ext #

Extensions:

Academic Achievement	5096
Address Changes	5026
Advising	5024/5030
Assessment Center	5096
Athletics/Recreation	5050
Bookstore	5034
Campus Clubs	5078
Campus Events	*7203
Career Planning/Counseling.....	5025
Drop/Adds	5026/*7203
Emergencies	*7203
Financial Aid	5023/5022
Graduation	5026
Information.....	*7203
International Students	5030
Library.....	5040
Program Changes.....	5024/5025/5030
Security	5024/5030
Services for Students with Disabilities	5024
Student Accounts	5022/5023
Student Employment Assistance	5025
Transcripts	5026
Tutoring Services	5096
Veterans Services: (Refer all inquiries to: 964-6284or 800-362-2127 Ext.#6284 Ankeny Campus)	

*432 (all other numbers have a 433 prefix)

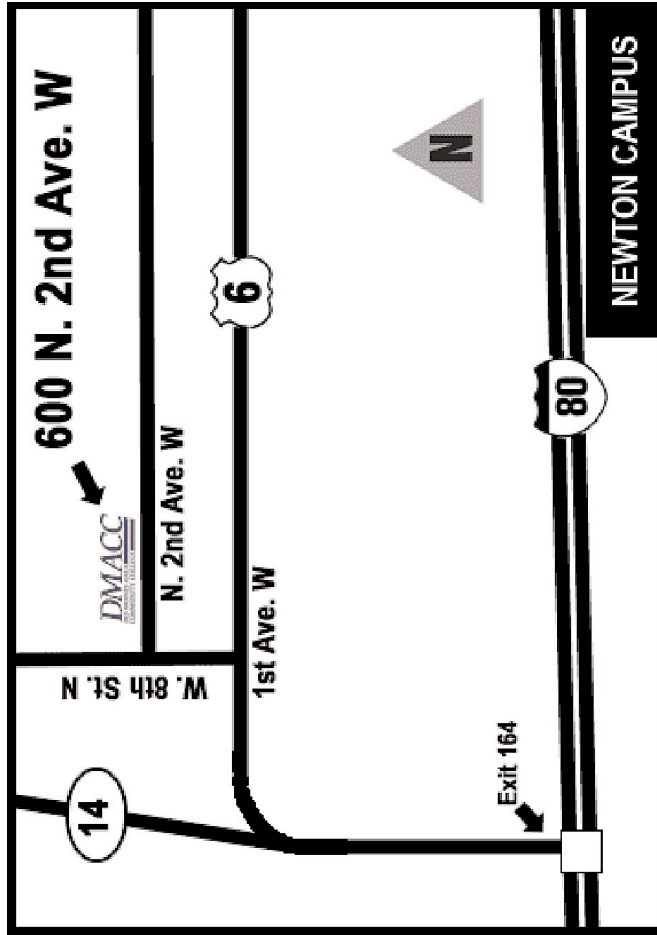


Carroll Campus

906 North Grant Rd., Carroll, Iowa 51401
712-792-1755 Long Distance Call, 1-800-362-2127, Campus Code #4, and the Ext #

Extensions:

Academic Achievement	8333
Accidents-Auto (On Campus)	Operator
Address Changes	8331/8332
Advising	8331/8332
Assessment Center	8303
Bookstore	8310
Campus Clubs	8303/8331/8332
Campus Events.....	8303/8331/8332
Career Planning/Counseling.....	4350
Drop/Adds	4350/8331/8332
Emergencies.....	Operator
Financial Aid.....	8305
Graduation	8303/8331/8332
Health Insurance.....	8331/8332
International Students	8331/8332
Library	8316/8317
Lost & Found.	Operator
Program Changes.....	8331/8332
Security	8312
Services for Students with Disabilities	8332
Student Accounts	8305
Student Employment Assistance.....	8331/8332
Tech. Resource Center	1906
Transcripts	8331/8332
Transfer Evaluation	8331/8332
Tutoring Services	8333
UNI/DMACC 2+2 ECE & Elementary Education	8332
UNI/DMACC 2+2 Indust. Tech. Management	4350
UNI/DMACC Director	8323
Veterans Services: (Refer all inquiries to: 964-6284 or 800-362-2127 Ext.#6284, Ankeny Campus)	



Newton Polytechnic

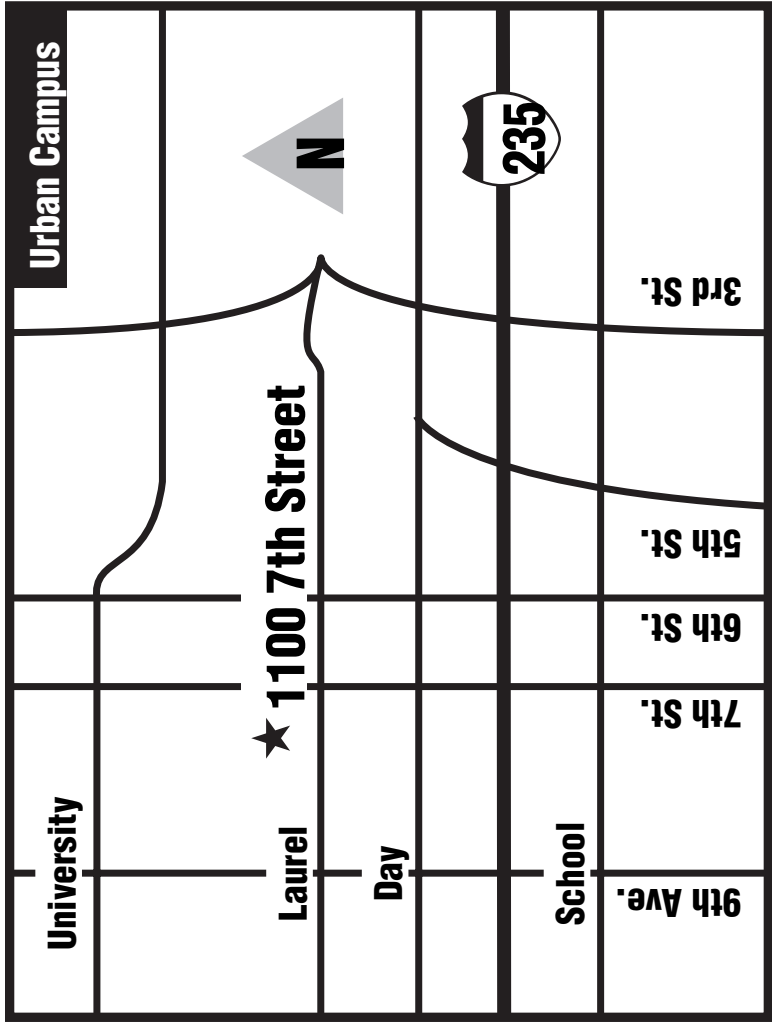
600 N. 2nd Ave. W, Newton, Iowa 50208-3049

641-791-3622

Long Distance Call 1-800-362-2127, Campus Code #5, & the Ext #

Extensions:

Academic Achievement.....	1730
Accidents-Auto (on Campus).....	3622/1720
Address Changes	3622
Advising	1722/1723
Assessment.....	3622
Bookstore	1770
BVU/DMACC 2+2 Elementary Educ.	1723
Campus Clubs	1722/1723
Campus Events.....	3622
Career Planning/Counseling.....	1722/1723
Drop/Adds	3622
Emergencies.....	3622
Financial Aid	1725
Graduation	1722/1723
Health Insurance/Services.....	3622/1725
Interactive Learning Center (Library)	1731
International Students.....	1722/1723
Lost & Found.....	3622
Program Changes	1722/1723
Scholarships.....	1725
Security.....	3622/1795
Services for Students W/ Disabilities	1730
Student Accounts	1725
Student Employment Assistance	1722/1723
Transcripts.....	964-6800 or 800-362-2127, ext. 6800
Transfer Evaluation.....	1722/1723
Tutoring Services.....	1730
Veterans Services: (Refer all inquiries to: 964-6284 or 800-362-2127 Ext.# 6284, Ankeny Campus)	



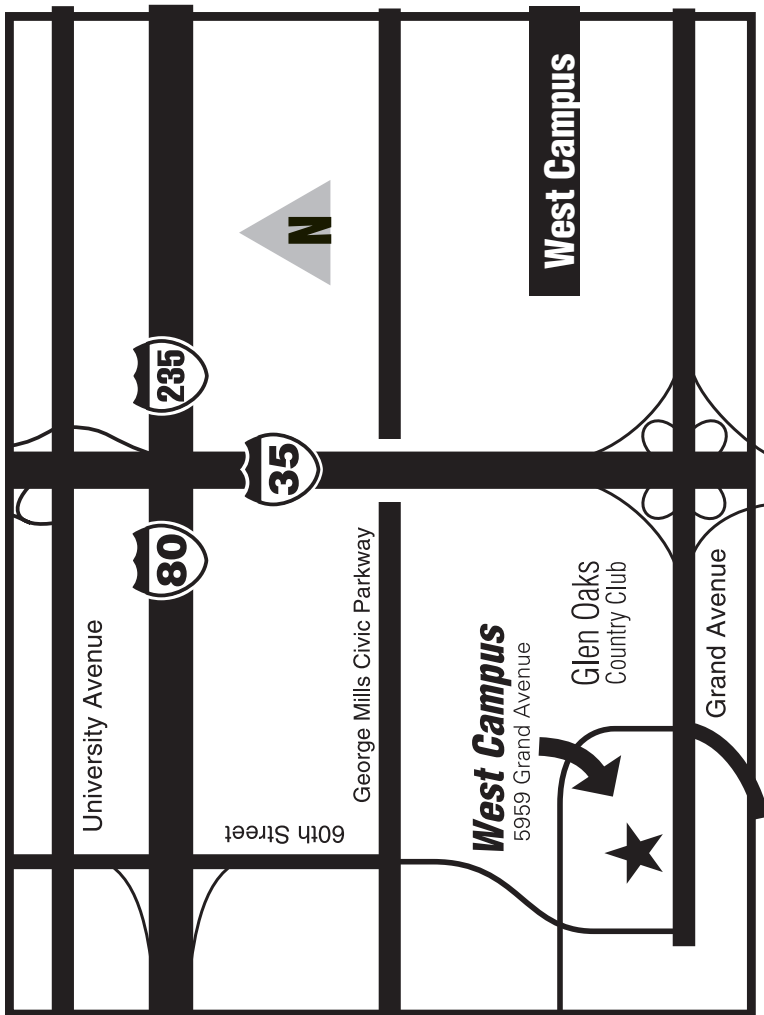
Urban Campus

1100 – 7th St., Des Moines IA 50314
515-244-4226
Long Distance, Call 1-800-362-2127, Code #2, and the Ext #

Extensions:

Academic Achievement	7204
Address Changes	*4226
Advising	*4226
Assessment Center/GED	7218
Bookstore	7212
Campus Clubs	7515
Campus Events	*4226
Career Planning/Counseling	**7717/7727
Drop/Add	(Ankeny Campus, 964-6800 or 800-362-2177 ext. 6800)
Emergencies	*4226
Evening/Weekend Services Director	7512
Financial Aid	7202
Graduation	(Ankeny Campus, 964-6647 or 800-362-2177 ext. 6647)
Health Insurance/Services	*4226
Information	*4226
International Students/ESL	7515
Iowa New Choices	7520/7239
Library	7210
Lost & Found	*4226
Program Changes	*4226
Security	7200
Services/ Students with Disabilities	**7727
Student Accounts	7505
Student Employment Assistance	7505
Student Support Services	7516
Transcripts: (Ankeny Campus, 964-6800 or 800-362-2177 ext. 6800)	*4226
Transfer Evaluation: (Ankeny Campus, 964-6647 or 800-362-2177 ext. 6647)	*4226
Tutoring Services	7232
Veterans Services: (Refer all inquiries to: 964-6284 or 800-362-2127 Ext.#6284, Ankeny Campus)	
Work Study	7522
Youth at Risk (Ankeny Campus/Enrollment, 965-7003)	7245

**244 prefix, **697 prefix, (All other numbers have 248 prefix)



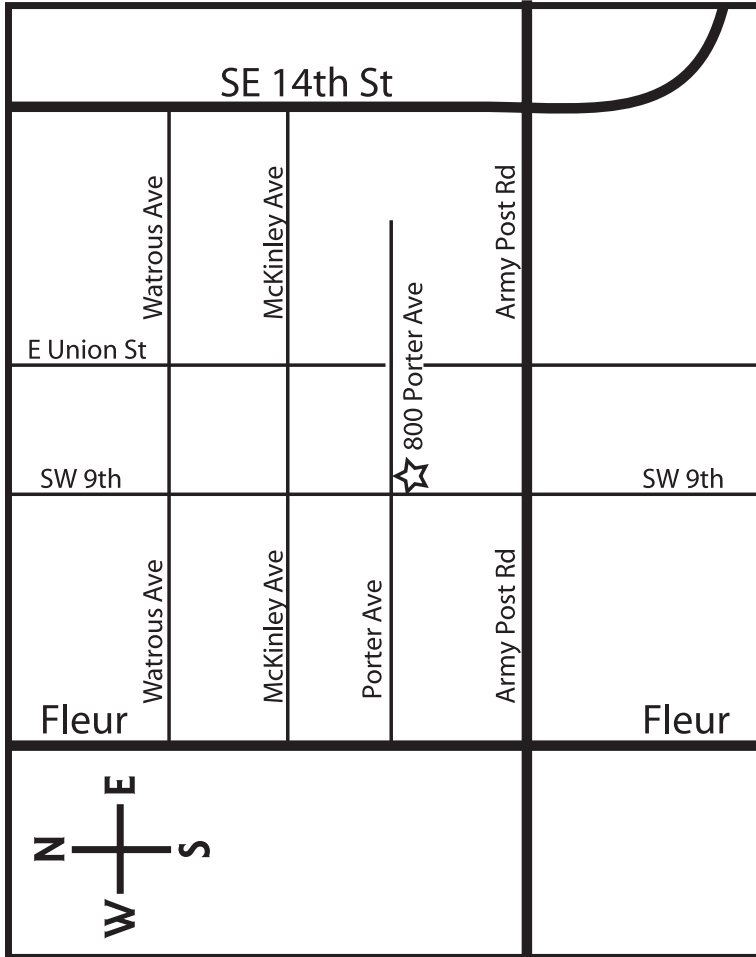
West Campus

5959 Grand Ave., West Des Moines, IA 50266-5302

515-633-2407 Long Distance, Call 1-800-362-2127, and the Ext. 2407

Extensions:

Academic Achievement Center	2472
Accidents on Campus	2400
Address Changes	2408
Advising	2405
Assessment Center	2426
Bookstore	2423
Campus Clubs/Events	2407
Career Planning/Counseling.....	2405
Drops/Adds.....	2408
Emergencies on Campus	2400
Information	2407
Financial Aid.....	2411
Graduation	2407
Health Insurance	2407
International Students	2407
Lost & Found	2407
Program Changes	2408
Resource Center.....	2426
Security.....	2400
Services/Students with Disabilities	2405
Student Accounts.....	2411
Student Employment Assistance.....	2405
Transfer Evaluation	2405
Tutoring Services	2472
Veteran Services – Ankeny	964-6284



DMACC SUCCESS CENTER

800 Porter Avenue, Des Moines, IA 50315
phone: 287-8700, fax: 287-8739

Directions from Interstate 35 South

Take the Hwy 5 Bypass Exit east, take the SW 9th Exit off Hwy 5 headed north. Continue on 9th until you get to Porter and turn right. Head east on Porter Ave to 800 Porter Ave, about a 1/2 of a block. We are on the south side of the road.

From Interstate 235 or Downtown

Take the south Keo Way exit. Take Keo until 9th Street- turn south onto 9th. Take 9th Street for about 6 miles until you reach Porter Ave. Head east on Porter for a half a block, we are the building on the south side of the road.

Extensions:

Adult Basic Education Programming	287-8700
Director	287-8701
ESL Educational Advisors	287-8704
	287-8703
ESL Consultant	287-8702
Front Desk / Information	287-8700
GED Testing	287-8705
Instructors Correspondence	287-8707
ESL – Youth at Risk	287-8715
Instructional Assistant	287-8706
Special Education	287-8716
Youth at Risk	287-8709
Social Worker	287-8714
YAR Educational Advisors	287-8708
	287-8713

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- Associate of Science in Emergency Medical Services (ASEMS)
- Associate of Science in Medical Assisting (ASMA)
- Associate of Science in Nursing (ASN)
- Associate of Science in Radiologic Technology (ASRT)
- Associate of Science in Surgical Technology (ASST)

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- Nuclear Medicine Technologist

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Academic Calendar

Fall 2005

- August 29** Beginning of Fall Term
- October 21** Midterm
- November 7** Last day to Drop Regular Term Classes
- November 24 & 25** Holiday, College Closed
- December 16** End of Semester

Spring 2006

- January 9** Beginning of Spring Term
- January 16** Holiday, College Closed
- March 3** Midterm
- March 10** No Classes (President's Day)
- March 20 - 24** Spring Break
- March 28** Last Day to Drop Regular Term Classes
- May 4** End of Term