1972

Student Handbook 1972-73

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STUDENT RESPONSIBILITY FOR STUDENT HANDBOOK INFORMATION

Each student is responsible for knowledge of the information appearing in this Handbook, and the most current issue of the catalog. The college reserves the right to change regulations and policies as may be deemed necessary and desirable.

Cover designed by, Marilyn Schuler, a Commercial & Advertising Art Student at DMACC.
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WELCOME

We are pleased that you feel there are opportunities available to you at Des Moines Area Community College. This publication is designed to answer your routine questions as you begin a rewarding experience at the college. Should you need additional assistance or information of a personal or academic nature, we have a number of professionally trained counselors whose sole function is to help you.

Those of us who are privileged to have a part in the development and operation of these fine facilities are proud of them. I challenge you to make maximum use of them and of the very capable staff eagerly waiting to assist you.

Welcome to Des Moines Area Community College.

Paul Lowery
Superintendent
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The College

Des Moines Area Community College is a publicly supported two-year institution serving the Des Moines metropolitan area and surrounding counties. The college district (Merged Area XI) includes all or major portions of Audubon, Boone, Carroll, Dallas, Guthrie, Jasper, Madison, Marion, Polk, Story, and Warren counties, and minor parts of eleven adjacent counties. It encompasses 6,560 square miles, or approximately 11 per cent of the land area of the state. Approximately 20 per cent of the state’s population resides within the district.

The College is a multi-campus institution with the central campus and administrative offices located at Ankeny, Iowa, a branch campus at Boone, and attendance centers in Carroll and Des Moines.

A nine-member Board of Directors elected by the residents of the merged area governs the College.

Accreditation

Des Moines Area Community College was granted Candidate for Membership status by the North Central Association of Universities and Secondary Schools. This is the second step in a three-step process to become a full member of the North Central Association. When an institution is granted candidate status, the Association recognizes the potential of the candidate institution to qualify for full membership within a three-year period.

Membership denotes, to other educational institutions and the general public, recognition of the quality of a school’s program. North Central Association’s objective methods of institutional evaluation provide stimulation for educational advancement of member schools.

The college also holds membership in the American Association of Junior Colleges and the Iowa Association of Community Colleges and Vocational-Technical Institutes.
### AREAS OF INSTRUCTION

#### Career Education
- Accounting Specialist
- Agricultural Supply
- Architectural Drafting
- Associate Degree Nursing (RN)
- Auto Mechanics
- Auto Parts Specialist
- Bookkeeping & Accounting
- Building Trades
- Child Care
- Clerical
- Commercial & Advertising Art
- Commercial Cooking
- Commercial Horticulture
- Computer Operator
- Computer Programmer
- Conditioned Air
- Dental Assistant
- Department Store Marketing
- Diesel Mechanics
- Electronics Maintenance
- Electronics Technician
- Executive Secretary
- Fashion Merchandising
- Health Care Administration
- Hotel & Restaurant Management
- Industrial Marketing
- Job Shop Machinist
- Key Punch
- Mechanical Drafting
- Medical Assistant
- Medical Laboratory Assistant
- Merchandising Operations
- Operating Room Technician
- Practical Nursing
- Printing
- Secretarial
- Tool & Die
- Welding

#### General Education
(College Transfer)

#### Para-Professional Programs,
- Alcohol & Drug Rehabilitation
- Counseling Associate
- Community Corrections
- Counselor Associate
- Community Mental Health
- Associate
- Criminalistics
- Environmental Control
- Technician
- Health Care Administration
- Industrial Security
- Law Enforcement
- Library Technician
- Mental Retardation Associate
- Recreational Leadership
- Specialist
- Social Service Associate
- Special Education Associate
- Teacher Associate

#### Pre-Professional Programs
- Pre-Business Administration
- Pre-Dentistry
- Pre-Engineering
- Pre-Journalism
- Pre-Law
- Pre-Medicine
- Pre-Nursing
- Pre-Optometry
- Pre-Pharmacy
- Pre-Teacher Education (Elementary)
- Pre-Teacher Education (Secondary)

#### Continuing Education
- Adult Basic Education
- Adult High School Diploma
- High School Equivalency
- Community Services
- College Transfer
- Americanization
- General Adult
- Supplemental Vocational-Technical Courses
INFORMATION FOR STUDENTS

Registration

The college calendar indicates the dates on which newly entering students are to register. Dates for registration of returning students will be publicized each quarter. All required fees are due and payable in full during the scheduled registration periods. Timely purchase of books and supplies are the responsibility of the student.

Students are expected to show evidence of fee payment in order to be admitted to classes.

Late Registration

A late fee of $5.00 is charged if students do not complete registration during the assigned registration period.

Registration after the first five days of classes each quarter is possible only upon recommendation of a counselor with authorization of the Registrar.

Dropping and Adding Courses

Students may add courses only during the first five class days of each quarter.

Students may drop a course through the day prior to the final examination. A "W" grade will be recorded.

"Drop/Add Notice" forms may be obtained from a counselor or the Office of the Registrar.

Audit (To Attend Class Without Credit)

A student who wishes to audit a class may register for the course during registration or change from "credit" to "audit" status through the day prior to the final examination. The completion of a "Drop/Add Notice" is required. The cost of auditing a course is $9.00.

Withdrawal Policy

Students may withdraw from college through the day prior to the final examination. Students who file the official "Withdrawal Form" in the Office of the Registrar will receive a "W" for all courses. Students not following this procedure will receive a penalty grade of "F". If conditions warrant it, an instructor may initiate withdrawal procedures for a student no longer in attendance, whereby the student will receive a "W".

In unusual circumstances (death, disability, etc.), the Office of the Registrar may initiate withdrawal for a student retroactively when the situation becomes known.

Refund of Tuition

Students who complete withdrawal procedures before the end of a quarter will be eligible for refund of tuition according to the following schedule:

<table>
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<tr>
<th>Type of Withdrawal</th>
<th>Percentage of Refund</th>
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<tr>
<td>Within the first five class days of the quarter</td>
<td>80%</td>
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<tr>
<td>Within the first ten class days of the quarter</td>
<td>60%</td>
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<tr>
<td>Within the first fifteen class days of the quarter</td>
<td>40%</td>
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<tr>
<td>Within the first twenty class days of the quarter</td>
<td>20%</td>
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No refunds will be made after the twentieth class day of the quarter.

The College maintains a policy in full conformity with the Veterans Administration Regulations 14252 (c) (13) regarding refunding of tuition, fees, and other charges in event of withdrawal of a Veteran in training under Chapter 37, Title 38, United States Code.

Program fees charged to Career Education students in programs where applicable, will be refunded in the same percentage as the tuition refund.

Other fees charged to students are non-refundable with the exception of the graduation fee and those fees appropriate to single courses cancelled by the College.

Grading System

The following grading scale and transcript designation is employed:

- A - Superior
- B - Above Average
- C - Average
- D - Below Average
- F - Failing
- W - Drop or Withdrawn
- I - In Progress
- AU - Audit, No Credit
In Progress and Failing Mark Policies

If a student does not complete some portion of assigned course work during the regular quarter, a mark of In progress may be assigned. In such cases, the student must then complete the course work by the mid-term date of the following quarter. If there is an unusual emergency, such as serious injury or illness, an extension of this period may be granted by the instructor and the Registrar. Such permission must be obtained in writing on a form available from the Registrar’s office. In progress grades automatically become failures unless the work is satisfactorily completed within the time period specified.

If a student fails a required course in the General Education Division, he must repeat and pass that course in order to graduate. If an elective course is failed, the student has the option of repeating the course or substituting another course during a later quarter. When a passing grade is earned in a previously failed course, only the letter grade is recorded on the permanent record and included in the computation of the grade point average. This privilege does not pertain to courses failed while in attendance at other colleges and universities. The Des Moines Area Community College cannot make changes in the grades issued by other institutions.

A student failing a required course in the Career Education Division must successfully complete work assigned to remove the failing grade by the mid-term date of the following quarter or the course must be repeated. For removal of failure grades see the “Probation Policy” elsewhere in this catalog.

Repeating Courses

Students may repeat courses in which they have earned a grade of “C” or less if they wish. When a course is repeated, only the final grade earned will be entered on the official transcript and included in computation of the grade point average.

Final Examinations

All students must be present for scheduled final examinations. In case of illness or other emergency during final examination week, a student may be excused and have the exam re-scheduled by his instructor. In cases where illness or emergency extends more than a few days, the procedure for incomplete work should be followed.

Unsatisfactory Academic Progress

As soon as possible after mid-term, students who are doing unsatisfactory work will be notified of those deficiencies by the Registrar’s office. Such notices will be mailed to the student’s home address. Upon receipt of such notice the student should contact all instructors involved, and arrange to see a Counselor if appropriate.

Academic Probation

The following conditions will lead to a student being placed on academic probation:

General Education

Failure to earn a grade point average of 1.50 in any quarter.
Failure to earn a cumulative grade point average of 1.60 at the end of the Freshman year.
Failure to earn a cumulative grade point average of 1.70 at the end of the second quarter of the Sophomore year.

Career Education

Failure to achieve passing grades in all required courses undertaken in the quarterly program of study.

Students who fail to meet these requirements may be advised to reduce their academic load or otherwise adjust their program of study. Full-time Career Education students who fail required courses must accomplish whatever is necessary to remove the failing grade by midterm of the following quarter or adjust their programs of study to permit repeating the course in a later quarter.

Academic Suspension

The following conditions may lead to a student being suspended for academic reasons:

General Education

Failure to earn a grade point average of 1.00 in any quarter.
Failure to earn a cumulative grade point average of 1.50 at the end of the Freshman year.
Failure to earn a cumulative grade point average of 1.60 at the end of the second quarter of the sophomore year.

Career Education

For full-time students, failure to earn passing grades in at least two-thirds of the regular program of study in any quarter.
For part-time students, failure to earn a grade point average of 1.00 in any quarter.

Continued enrollment in either General Education or Career Education is determined on the basis of evidence of success and progress in the curriculum. Suspension from a General Education or Career Education curriculum does not mean the student cannot continue in the College.
Graduation Application and Fee

Each student in a Career Education or General Education curriculum who plans to earn an Associate Degree or Diploma must file a "Graduation Application" with the Office of the Registrar. The form must be filed in the Office of the Registrar by mid-term of the quarter preceding the quarter in which the student expects to complete graduation requirements. A student will be considered a candidate for graduation only upon proper completion and filing of the Graduation Application form.

While a student may complete requirements for graduation during any quarter, commencement exercises will be held only at the end of spring and summer quarters. Each student who enrolls as a candidate for either a degree or a diploma in General Education or Career Education curriculum is assessed a $10.00 graduation fee as a part of their final quarter registration costs. When the student graduates, the fee will cover the cost which the college incurs in connection with his graduation. Should he withdraw from college before graduation, the fee will be refunded if the student completes established withdrawal procedures. Students completing course work in the fall or winter quarters are encouraged to participate in the spring commencement exercises.

Request for Transcripts

Transcripts of courses taken at Des Moines Area Community College are issued upon written request by the student to the Office of the Registrar. Request forms for this purpose are available in the Registrar's office. While a student is enrolled in the College, transcripts will be supplied free of charge for the purposes of school, job, and/or military placement to a maximum of six transcripts. A charge of $1.00 each will be made for transcripts for purposes other than indicated above, and for all transcripts, after graduation or withdrawal from college, with the exception that the first transcript is provided free of charge. Each student's records are confidential, so a transcript will be issued only upon written request by the student.

Transferring to Other Institutions

The College is continually working to provide students up-to-date information regarding transfer to other educational institutions. The counselors and advisors will make every effort to assist students in designing programs of study to meet the curriculum requirements of senior institutions.

Students transferring to a four-year institution are generally required to have maintained a grade point average of at least 2.00 for all college work previously attempted. Students intending to transfer to a four-year college or university should begin to make plans as early as possible in their college programs, using the following guide:

Obtain a current catalog of the institution to which you wish to transfer and study its entrance requirements and suggested freshman and sophomore programs in the major field in which you are interested.

Confer with a College counselor or faculty advisor about fulfilling these requirements.

Confer, either by letter or by personal interview, with a department representative at the senior institution for further information about curriculum and transfer regulations.

Check carefully, a quarter or two before transfer, to be certain all requirements will be met and all regulations observed to the satisfaction of the senior institution.
Conduct and Discipline

The College assumes that men and women of college age are able and willing to maintain standards of self-discipline appropriate to membership in a college community. The College purposely refrains from establishing a rigid code of conduct in that belief.

Acceptance of admission to the Community College carries with it obligations in regard to conduct both on and off campus. Students are expected to conduct themselves in such a manner as to be a credit both to themselves and the College. They are responsible for the observance of both the laws governing the community and the regulations established by the College.

Any student, or group of students, who fails to observe either the general standards of conduct as stated above, or any specific regulation adopted by the college, or who acts in a manner not in the best interests of fellow students or the College, shall be liable to disciplinary action.

Any student who has in his possession, or consumes or uses on school property, alcoholic beverages or drugs punishable by civil law, will be subject to disciplinary action. This ruling applies to functions sponsored by the College or any of its organizations on or off the campus. Any student with a personal problem in this area may seek confidential help from the counseling staff.

The possession or presence of dangerous weapons unlawful to possess in public will not be permitted on college property.

Smoking is permitted in Student Centers and in other noted areas on the campus. No smoking is permitted in classrooms or laboratories.

Due Process Procedures--Campus Judicial Board

The College recognizes that enrollment as a student neither denies an individual his rights as a citizen of the college community, nor relieves him of any of the basic responsibilities of such citizenship.

Under the chairmanship of the Assistant Superintendent of Student Services, the Campus Judicial Board hears cases referred to it either by individual students or by administrative officers of the College. Decisions of the Judicial Board may be appealed to the Superintendent of the College, final disposition rests with the Board of Directors of the College.

APPEALS MECHANISM FOR CODE OF CONDUCT

- Allegation of student violation
  - Action initiated by the student
  - Action initiated by college administration

Student Services
Advises student of procedures to be followed.

Board of Directors
Superintendent
Has authority to suspend or dismiss. Hears appeals from Campus Judicial Board.

DMACC
Campus Judicial Board
If suspension or dismissal is involved, the decision is recommended to the Superintendent of the College.
Attendance In Class

Regular class attendance and consistent study habits are essential to success in college and are expected of all students at Des Moines Area Community College. Therefore, the College has adopted the following Attendance Policy:

Experience has demonstrated that absence and tardiness contribute to academic failure. Any absence interferes with the learning process. The legitimacy of the reason for absence in no way minimizes the loss incurred. Therefore, the College is committed to the importance of regular attendance in all classes.

Instructors will hold all classes as scheduled, and students are expected to be in attendance. If a student is absent, the instructor is in the best position to judge the effect of that absence on the student's progress. When, in the judgement of the instructor, any student's absences are seriously affecting his learning, the student will be referred to the Counseling Center. Students so referred will be notified that they are on attendance probation.

Continued absences from that class during the quarter will result in the instructor suspending the student from the course. The instructor will notify the student by using the Class Suspension Notification Form.

Any student who has been suspended from a course because of excessive absence has the right of appeal. Such appeal shall be made first to the Director of the Division of the College involved. Further appeal may be made to the Campus Judicial Board.

The student shall continue to be enrolled and attend class if he appeals the suspension decision, until disposition by the Judicial Board. Student rights and due process procedures will be assured through the Judicial Board process.

After any absence, it is the responsibility of the student to contact his instructors to obtain make-up assignments, and to be sure they are completed. All instructors recognize the unavoidable nature of illness. It is institutional policy to support and encourage student involvement in significant activities and experiences outside the classroom. However, no absence, whatever the reason, relieves the student of the responsibility for completing all work assigned.

Emergency leaves may be granted for short periods of time if the student presents satisfactory reasons and secures advanced approval from his instructors. Examples: (Hospitalization, National Guard, or Reserve Duty). Emergency leave forms are to be secured from a counselor, signed by the instructor and returned to a counselor.

Instructors are expected to give make-up assignments for all work if the emergency leave petition is approved. Under no circumstances will leaves be granted at the end of a quarter when finals would be missed or course requirements not fulfilled. Students desiring leaves should contact their college counselor.
Change of Name or Address
Each student is responsible to keep the school informed of any change of name or address. Students should report immediately to the Office of the Registrar any change that will assist the College in keeping records accurate and current.

Sickness or Accident
In case of serious accident or illness the nearest faculty or staff member will take charge. If neither of the above is available, call the College Operator by dialing “O” for assistance.

Parking and Traffic Regulations
General
a. Vehicles will be parked in designated parking stalls only. Stalls are indicated by yellow lines or yellow wooden bumper markers. “No Parking” signs are used only in high traffic areas; they are not used throughout the campus.
b. The maximum speed limit on all campus streets is 25 m.p.h. unless otherwise posted. The maximum speed limit in all parking areas is 10 m.p.h.
c. Pedestrians shall be given the right-of-way at all crosswalks.

Registration and Parking Permits
a. All motor vehicles driven on campus by students and college personnel must be registered with the Security Office.
b. The person to whom a parking permit is issued is responsible for all violations involving the vehicle displaying the permit.
c. Parking permits are to be affixed in such a way as to be always visible, according to the following directions;
   1. Convertibles and trucks - lower left-hand corner of the windshield (i.e. driver’s side).
   2. All other cars and station wagons - lower left-hand corner of the rear window (i.e. driver’s side).
   3. Two-wheeled or three-wheeled vehicles - on the windshield, dash, or may be placed in a plastic window display card holder and attached to the handle bar.
d. The use of tape or fastening methods other than the adhesive found on the permit is not permitted, except as noted in c, 3, above.

Penalties for Violations
a. Upon receipt of a ticket for a violation, the individual shall, within three business days, pay the fine or file a written notice of appeal.
   1. All fines are to be paid in the Business Office.
   2. Appeals must be filed in writing in the Student Affairs Office.
b. Failure to pay a fine will result in a denial of the privilege of driving or parking a vehicle on campus for the duration of the quarter.

Parking Regulations
a. Head-in parking only shall be used in all parking lots.
b. All vehicles shall be parked within stall markers (i.e., yellow wooden bumpers on rock lots or painted lines on hard-surfaced lots.)
c. Motorcycles and motor scooters are to be parked in spaces specifically designed for them. Other vehicles parked in these designated areas will be considered illegally parked.
d. Reserved parking stalls are provided for physically handicapped students and are restricted for their use. Requests for reserved parking are to be submitted to the Student Affairs Office.
e. Crosswalks, building entrances and fire hydrants must be kept clear at all times.
Dear Student:

As a student at Des Moines Area Community College, many services are available to help you succeed in your chosen educational program and to enrich your college experiences. This Student Handbook has been developed to help you become familiar with these services so that you may utilize them as fully as you desire.

The Handbook also contains information concerning the basic policies, procedures, and regulations of the College which will affect you as a student. These policies have been developed through a continuing joint effort of students, faculty, and administration. We urge you to take time to become familiar with the Handbook now, and also to maintain it as a ready reference when questions may arise.

Des Moines Area Community College offers you excellent facilities, a well-qualified and dedicated staff, and a comprehensive program of student services, all with the major objective of helping you achieve your educational goal. The most important factor, however, still must come from within yourself. That is your own commitment to your goal, and your willingness to work to achieve it.

We wish you every success in your experience as a student at D.M.A.C.C. We're happy to have you with us.

Leonard Bengtson  
Assistant Superintendent of Student Personnel Services

SERVICES FOR STUDENTS
STUDENT PERSONNEL SERVICES

Introduction To Student Services

The College, through the Office of Student Personnel Services, provides professional staff facilities to assist individuals and groups on matters affecting student life. Student Services exists to help the student with problems related to counseling, personal and social adjustment, finances, health, recreation, housing, and job placement.

The Student Services staff encourages students to consult with them about the problems they encounter in their life on campus. These services are available to all students, whether enrolled as part-time or full-time Career Education, General Education or Adult and Continuing Education Division.

Admissions

The functions of the Admissions Office are to provide the prospective student and residents of the College district with information about the College and its offerings. Experienced counselors are available to assist those applying to the various programs and courses offered.

A "rolling admissions" policy is utilized allowing applicants to gain an early admissions decision. The College reserves the right to guide the placement of students on the basis of aptitude and achievement testing, prior academic and work experience records, and vocational counseling.
Students who have withdrawn from College and wish to be readmitted will need to fulfill the current admission procedures.

**Counseling Service**

The DMACC philosophy is that every student has a purposeful role to fulfill in our society and that the contribution of each cannot be overlooked. The counseling department is eager to work with students to help them develop to the fullest of their natural abilities.

Self-satisfaction in life is dependent on an individual’s own image as he appears to himself and those around him. Acceptable self-image can only occur through the real knowledge that one is making full use of his total faculties and is making his contribution to the betterment of a democratic society.

The College maintains a staff of professional counselors to assist students in making these major decisions during their college stay.

**Registrar**

The Registrar’s Office is responsible for maintaining all active and inactive student records. Student records include: transcripts, test results, grades, attendance, class schedules, and other information as it relates to each student. Requests for college transcripts to be sent, evaluation of transfer credits, Veteran’s records, and graduation arrangements are handled in the Office of the Registrar.

**Student Affairs**

The Student Affairs Office is the hub of student information, student activities, student publications, as well as the center of student government programs. The College strongly encourages student participation in a program of social, cultural, educational and recreational activities that augment classroom instruction. This office is the place where students can sign up for intramurals, get information on clubs, join the publications staff, make contact with student government representatives, and keep up with the activities of college student life.

**Financial Aid**

The goal of the financial aid program is to make it possible for all qualified students to complete an instructional program at the College, regardless of their economic circumstances.

Scholarships, grants, loans, work-study employment, and regular part-time employment may be available, either singly or in combination, to help a student meet the financial obligations involved in obtaining an education.

It is expected that the student and his family will make a maximum effort to provide for his educational expenses. Financial assistance from the College should be used only to supplement the resources of the student and his family. Eligibility for most types of financial aid is based primarily on need.

Aid awards are made for only one academic year. It is necessary to reapply each year that a student wants to be considered for assistance.

Due to the increased requests for financial assistance, it is extremely important to apply early for aid. If you are experiencing financial difficulties, please contact the Office of Financial Aids and schedule a personal interview.

College scholarship services provide the need analysis, and forms are available in the Financial Aids office.

Financial aid available to foreign students is extremely limited. Therefore, in financial planning, foreign students should not anticipate such assistance.

**PART-TIME EMPLOYMENT**

Students, either accepted or presently enrolled, may seek part-time employment openings through the Placement Office by filling out an application for part-time work. The application may be accompanied with an interview.

Students should weigh carefully the amount of time they can afford working in part-time employment, as time must also be reserved for study, rest, and recreational activities.

**Graduate Placement**

The Placement Office provides job placement counseling and other services to all students desiring employment while they are enrolled in the College or job placement after graduation or termination of enrollment. Among placement functions performed are:

College scholarship services provide the need analysis, and forms are available in the Financial Aids office.

Financial aid available to foreign students is extremely limited. Therefore, in financial planning, foreign students should not anticipate such assistance.

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**Graduate Placement**

The Placement Office provides job placement counseling and other services to all students desiring employment while they are enrolled in the College or job placement after graduation or termination of enrollment. Among placement functions performed are:
Providing pre-employment orientation and counseling to assist students in relating their personal qualifications, interests, education and experience to current occupational requirements.

Assisting graduates in obtaining full-time employment by contacting potential employers and arranging on-campus and off-campus interviews.

Maintains student and employer placement records.

Assisting students who leave school prior to graduation in locating suitable employment.

To utilize these services students should contact the Placement Office in Student Personnel Services.

Veterans Affairs

Students eligible for Veterans Benefits must file at registration time the CERTIFICATE OF ELIGIBILITY to be certified by the Registrar. FAILURE TO COMPLETE ALL VA FORMS WILL DELAY PAYMENTS. It often takes as long as three months from the time application is made until the first check is received. Monthly attendance report forms must be filled out and signed by veterans in Career Education and be submitted to the Registrar's Office for certification of attendance. This process is repeated monthly until schooling ends. Prompt attention to all VA matters will basically insure veterans of regular payments.

Rehabilitation Counseling

The DMACC has made a joint agreement with the Department of Public Instruction to use the services of a rehabilitation counselor. The rehabilitation counselor is located in Building 3. Students, who, by reason of physical or mental disabilities, meet the eligibility requirements for rehabilitation services may secure financial aid for their education.

Foreign Student Affairs

Foreign students interested in seeking information on visa, passports, work permits or other matters of concern may obtain assistance from the Counseling Center. The Foreign Student Advisor provides assistance with problems related to a foreign student in another country.

Health Services

First aid care is available in case of illness or injury occurring to students while on the campus. If emergency medical care is needed, medical facilities in the Ankeny community will be used, at the student's expense. All students are expected to have adequate insurance coverage for medical and surgical hospital care. Accident insurance is made available to students at a very nominal cost. This is a service offered to students by the College at registration time.

The College provides Health Counseling Services on the Ankeny campus; an infirmary is not available on campus. The service provided through Health Counseling includes: helping students to recognize their health problems, make educational choices, maintain their own health, and progress toward their personal and educational goals.

Students are encouraged to discuss their health problems with the Health Advisor.

Career Exploration Center (CEC)

The Career Exploration Center is a service created by the Des Moines Area Community College to assist people in selecting an appropriate occupation or a training program.

The Center's objective is to assist the student to find a job that matches both his abilities and interests. If the student lacks adequate job skills in the occupation of his interest, the Center will assist him to get into a training program that will permit him to increase his skills in this area.

The Center's goal is to help the student with vocational and other problems. The staff is available to guide and assist him in his planning, but it will be his program. The student is the one who will decide what kind of help he wants from the Center, and what he wants to do when he completes the program.
C.H.E.S.S.

Project C. H. E. S. S. (Consortium of Higher Education for Special Services) is a federally funded program to provide special services to disadvantaged and handicapped students. Types of services available through the Project include tutoring, assistance with development of reading and study skills, counseling services, help with note taking and transcription for the physically handicapped, and other services which will assist handicapped or disadvantaged students to achieve success in their educational endeavors.

Some students may desire tutorial services but, due to certain guidelines, may not be directly eligible for C. H. E. S. S. services. The C. H. E. S. S. counselor will assist such students in making other arrangements for these services.

Advisor System

Des Moines Area Community College utilizes an expanded Advisory System where students not only have the services of counselors through the counseling center, but also have professionally-trained instructors who serve as advisors in their academic areas. The Advising System and Counseling Services function best when a student takes the time and effort to meet regularly with both his academic advisor and his counselor.

The college is continually working to provide students up-to-date information regarding transfer to other educational institutions. The counselors and advisors will make every effort to assist students in designing programs of study to meet the curriculum requirements of senior institutions. The Director of General Education, Director of Career Education, Registrar, and Director of Counseling are additional resource individuals who can assist in providing transfer information.

SPECIAL SERVICES

Student Identification Cards

Photo identification cards are distributed by the Registrar's Office during registration periods. The student receives his I.D. card the first quarter he registers and it is to be used for the entire time that he is enrolled. This I.D. should be carried by the student at all times. When necessary, a student may be required to identify himself and show his I.D. card and current fee receipt (for example: to check out library books, to gain admission to college student functions, to participate in college student elections, etc.) Lost student identification cards may be replaced for a charge.

Student Accident Insurance

Accident insurance is made available to students at a very nominal cost. Coverage may be limited basically to school hours or obtained on a full-time basis. Students are strongly urged to obtain this protection unless they have adequate protection through other insurance coverage. Information is available at registration time or at the Registrar's Office.

Instructional Media Center

The Instructional Media Center provides a wealth of printed and non-printed resource material to students and staff members. The library collection of 21,000 volumes relates to the humanities, social science, natural and health science, and business. The library adds approximately 5,000 volumes each year. In addition, it maintains subscriptions to 376 current periodicals and houses collections of tapes, filmstrips, microfilms, 8 mm loop films, slides, and necessary related equipment.

Small group discussion rooms and areas for individual study are provided in this building. Also, several areas for educational and public displays are available.

Comprehensive Learning Center

The Comprehensive Learning Center, located in the Media Center, is available to all students. Staff members are on duty to assist students in diagnosing learning difficulties, prescribing individual programs to overcome deficiencies, and continuous evaluation of progress.

In the Center, a student may progress at his own rate to upgrade study skills, reading improvement, complete high school diploma and equivalency courses, or enroll in courses designed to extend one's knowledge in a specific area. Programmed materials are used extensively in the Center's activities. Services of the Center are free to all full-time students of the Des Moines Area Community College.
Food Service

The College provides a cafeteria for students and staff. The cafeteria will be operated by a full-time staff. Students in the Hotel and Restaurant Management program and Commercial Cooking will also be involved in the Food Service operation as part of their laboratory classes.

The serving hours for the cafeteria are:

7:30 - 10:45 a.m. Coffee and Pastry
11:00 - 1:30 p.m. Full Service Luncheon
2:00 - 3:30 p.m. Beverage and Snacks

In addition to the cafeteria, there is a dining room for table service. This will be in operation most lunch hours and will be available for private luncheons and dinners.

College Bookstore

(Knowledge Knook)

The College Bookstore is operated for student convenience and is located in Building #25 (Food Service Building) on the permanent campus. Students are encouraged to purchase books and supplies from the campus bookstore. A supply of gift selections, sweatshirts, etc., are maintained.

The Bookstore operates a textbook "buy-back service" at the close of each quarter of classes. Special orders for any books in print are welcome, also.

Bus Service

Public transportation is available from downtown Des Moines to the Ankeny Campus and into the city of Ankeny. The bus route to the Ankeny Campus will be tied to downtown Des Moines routes and persons riding will be able to transfer from regular routes to the special Campus route.

Bus schedules and tickets are available in the Student Services Office.

Housing

Des Moines Area Community College does not have on-campus housing facilities. However, the College will assist any student in locating suitable off-campus housing.

Unmarried students under 19 years of age who are not commuting from home must live in college-approved housing. Approved housing is available in private homes and apartments in Des Moines, West Des Moines, and Ankeny. A list of approved housing facilities is maintained in the Student Housing Office on the Ankeny campus. A housing contract between the student and the property owner is recommended to avoid any misunderstanding.

All students must notify the Registrar's office of any change of address. Unmarried students under 19 must have the approval of the Housing Officer to change their housing location.

Messages and Telephone Calls

Only messages of extreme emergency (death, illness, or accident) are delivered directly to students when received. All other messages will be held and the student's name will be posted for a limited time on the bulletin board outside the Student Affairs Office.
Returned Check Policy

Due to the additional charges assessed the College when a check is returned from a bank for insufficient funds, stop payment or account closed, the following procedures will be followed:

1. The student involved will be contacted by the Business Office and requested to redeem the check.

2. If the check is not redeemed, or arrangements made for redemption within one college day after the student is notified, the student may be suspended from classes until the check has been redeemed.

3. Any check not redeemed within 10 days of student notification will be forwarded to local law enforcement officials.

4. A charge of $5.00 will be assessed the student for all checks returned by a bank.

Public Telephones

Public telephones are provided for your convenience in Building 2 and the cafeteria. Use of official college phones should be for official college business with staff approval.

Bulletin Boards

All students are encouraged to consult official college bulletin boards daily for special announcements, student government minutes, and other important college notices. Official bulletin boards are located in each building and posted as such.

All material to be posted on the bulletin boards must be brought to the Student Affairs Office to be initialed and dated. This office is responsible for the posting and removal of all material. Information will be posted for a maximum of ten days.

Lost and Found

The Student Affairs Office, located in Building 3, serves as the lost and found department. Students are urged to immediately turn in items found or report lost articles.

School Closings

It is the policy of the College to hold regular classes on all days scheduled on the College Calendar. If an emergency develops necessitating school closing, KRNT, WHO, WOI, KSO, and KIOA will be asked to announce the closing. Every effort will be made to have the announcements made the night before a school closing, and the announcement will say: “There will be no classes held at DMACC, but all offices will be open, or all offices will be closed.”

Lounge and Recreational Areas

Student lounges and recreational areas serve as “community centers” for the College where students, faculty, administrators, alumni and guests can gather informally. Food vending machines and billiard tables are available in Building 2; snacks and soft drinks, billiard tables, and table tennis are available in the Food Service Building.

Outdoor recreational areas are designed for both large and small group participation. Sports equipment for use in these areas can be checked out at the Student Affairs Office.

Everyone using these areas is encouraged to help keep the area clean and properly maintained.
Dear Fellow Students:

From one student to another, I would like to welcome you to Des Moines Area Community College. I hope you will find attending this college to be an enjoyable and challenging experience.

You will find various organizations on campus that need your personal help and support; College Council, Student Affairs Committee, and departmental clubs are only a few. Included in these is the Student Senate.

The Student Senate is composed of students, like yourself, whose main function is to represent the student body. They serve as a link between you and the administration by providing a means of communication. Why not get involved? Consider the Student Senate—student government, in reality, is you the student.

Student Body President
Leo Driscoll

STUDENT ACTIVITIES AND ORGANIZATIONS

Student Activities

Much of college growth is the result of student participation in activities, clubs and organizations. It is the philosophy of the College that co-curricular activities complement the academic program.

An activity fee is charged every quarter in addition to regular tuition. This money is used to promote student activities in the Community College. Student representatives elected to the Student Government are responsible for assessment and disbursement of this activity fee.

Students are encouraged to participate in those activities which are consistent with one's chosen goals.

Student Senate

The Student Senate, as the primary student governing body, is an integral part of the organization of the College. Through its work, students are provided an opportunity to participate in the democratic process. The Senate is composed of 25 members elected from the student body.

The purposes of the organization are to promote college spirit, provide a focal point for discussion between students and administration, and to give students a representative voice in college affairs. Any student, administrator, or faculty member may attend meetings of the Senate and take part in discussion, but only members may vote.
Clubs and Organizations

The College is interested in all phases of student life, and encourages the development of student clubs and other organizations which further the mutual interests of various student groups on campus.

A number of student clubs relating to career areas are organized and active. Other such groups function on an informal basis. The Office of Student Affairs will assist any group of students interested in forming a new organization. Approval by the Student Affairs Committee and the Office of Student Affairs is necessary for a new organization to be officially recognized.

Use of college facilities is available to all charted clubs and organizations, providing the proper request has been filed and the faculty advisor is present.

Student Participation in Institutional Governance

An institution-wide committee structure has been formulated to insure communication and involvement of students, faculty members, and administrators in the decision-making processes of the College. This structure includes an over-all organization known as the College Council, seven standing committees, and such special committees as needed. Student representatives to the College Council and the various committees are chosen annually by the Student Senate.

Publications

The school newspaper and yearbook are published by students interested in journalism, under the direction of a Publications Board, and with the sponsorship of a faculty advisor. The school newspaper expresses student opinion and reports college events, the school calendar, and other information of interest to college students. The yearbook traces activities through the school year and provides a record for reminiscing in years to come. Any student interested in working on the staff, or in submitting material for publication, should contact the Student Activities Office.

Social Activities

The social program is intended to provide a wide range of activities to encourage extensive student participation. The Student Activities Committee develops an annual calendar of social events. The specific events planned will vary according to student body interests. School sponsored activities are financed by monies received from the Student Activity Fund and must be approved by the Student Affairs Committee.

Events that have been planned include: film series with one movie a month selected from popular, full-length films; lecture series presenting on-campus speakers with current events, political and social topics; concerts presenting popular musical groups, plays and stage productions; dances throughout the year to suit the season and event planned.

The Activities Committee sponsors a ticket purchase service for public events in the Greater Des Moines area. Tickets are available at a very nominal price in the Student Affairs Office for Drake University football and basketball games, Des Moines' professional hawkeye football and baseball games, and other entertainment events.

Intramurals

The intramural program is designed to provide opportunities for students and staff to participate in competitive and non-competitive, organized and informal sports activities as regularly as their time and interests permit. Although facilities are limited, the Activities Committee strives to operate intramural programs in softball, basketball, volleyball and golf. All activities are supervised by faculty and students.

Sports Equipment

Equipment for impromptu recreation is available to be checked out through the Student Affairs Office. This includes the following sports: basketball, football, volleyball and softball. This equipment is provided through the student activity fee and is intended for use on our campus.

School Colors

The student body of the Ankeny Campus has selected BLUE and WHITE as the official school colors.

Scheduling Meetings

Organized students' groups or groups of students interested in forming an organization may obtain the use of college facilities by contacting the Student Affairs Office who will assist them in securing the needed space.
ARTICLE I. Name

SECTION 1. This organization of students shall be known as the Student Association of the Des Moines Area Community College and shall be bound by this Constitution and the rules and regulations of the Des Moines Area Community College.

ARTICLE II. Purpose

SECTION 1. The purpose of this organization is to give a voice to the students of the Des Moines Area Community College in an effort to promote and maintain an effective working relationship with the Administration and Faculty of the Community College.

ARTICLE III. Membership

SECTION 1. The membership of the Association shall be comprised of all registered students of the Des Moines Area Community College who have paid their activity fee.

ARTICLE IV. Governing Body

SECTION 1. The governing body of the Student Association of the Des Moines Area Community College shall be the Student Senate.

SECTION 2. Eligibility of Membership to the Student Senate

a. Members shall be full-time students according to the College catalog.

b. Any member of the Student Body is qualified to run for Student Senate as long as he is not on disciplinary probation and has a cumulative 2.0 grade point average.

c. The twenty-one Senators shall be apportioned as follows:
   1) Seven Senators shall be elected at large from the student body.
   2) Fourteen Senators shall be elected from the students in General Education and Career Education divisions who have paid their activity fee. The fourteen seats will be divided proportionately according to the number of students in each division.

SECTION 3. Composition of Student Senate

a. The Senate shall consist of four officers and twenty-one senators.

b. The officers of the Senate will be known as the Executive Board and will be made up of the President, Vice-President, Secretary, Treasurer, and a Sergeant at Arms who is elected from the twenty-one Senators.

c. The twenty-one Senators shall be apportioned as follows:
   1) Seven Senators shall be elected at large from the student body.
   2) Fourteen Senators shall be elected from the students in General Education and Education Career divisions who have paid their activity fee. The fourteen seats will be divided proportionately according to the number of students in each division.

SECTION 4. Term of Office

a. All election winners will take office in Spring quarter. Special meetings may be called by the President or Executive Board.

SECTION 4. The Senate shall meet at least once every other week except for holidays and vacations.

SECTION 5. The Student Body shall have the power to call special meetings by petition stating the purpose of such a meeting, along with the signature of at least ten per cent of the Student Body.

SECTION 6. Senate meetings will be open to the public.

SECTION 7. Any member of the Student Senate who shall not be on campus full time during any quarter shall sign a declaration of intent indicating whether or not he waives his voting privileges for the quarter, and if he waives his voting privileges, the Senate roster will be reduced by one.

ARTICLE VI. Committees

SECTION 1. Standing committees of the Student Senate will be as follows:
   a. Executive Board
   b. Financial
   c. Student Activities
   d. Publicity
   e. Constitution

SECTION 2. Committees will be composed of at least three members of the Senate.

SECTION 3. Each committee will meet monthly, or more frequently as requested by the chairman, and will submit reports to the Senate at regularly scheduled meetings.

SECTION 4. Special committees and sub-committees will be appointed by the President as the need arises, and will function only for the period of time required.

ARTICLE VII. Advisorship

SECTION 1. Advisorship of the Student Senate will be provided in the form of a Senate appointment. Senate advisors will consist of two advisors, selected from the administration, faculty, and/or the Student Personnel Office.

SECTION 2. Advisors will be appointed on request of the Senate.

ARTICLE VIII. Amendments

SECTION 1. Amendment Proposals

a. Amendment proposals to the Constitution may be presented in the following ways:
   1) By a Senate member at any regularly scheduled Senate meeting. To pass this type of amendment proposal requires a two-thirds majority of the votes cast by the Student Body. To pass this type of amendment proposal requires a two-thirds majority of the Senate members.
   2) By a non-Senate member presenting to the Senate a petition signed by at least 10 per cent of the Student Body. To pass this type of amendment proposal requires a two-thirds majority of the Senate members.

b. If the Senate fails to pass the amendment proposal as defined in ARTICLE VIII, SECTION 1, a. or 2) the amendment proposal may be brought before the students for a plurality vote. To pass the amendment proposal by plurality vote, requires 60% of the membership of the Student Association of the Des Moines Area Community College.

SECTION 1 Amendment proposals shall be in written form and there shall be a waiting period of at least one week from the time the amendment proposal is presented to the Senate and the Senate's action on the amendment proposed.

SECTION 2. By-laws

a. Such By-laws as may be necessary or required to clarify procedures established by this Constitution will be considered an addendum to this Constitution.

b. Acceptance of By-laws will be by a two-thirds majority of the votes cast within the Student Senate.

c. All By-law proposals shall be in written form and there shall be a waiting period of at least one week from the time the By-law proposal as presented to the Senate and the Senate's action on the By-law proposed.

SECTION 3. Ratification

a. This Constitution will be considered ratified upon receiving a two-thirds vote of the votes cast by the Student Body and the signature of the Superintendent of the College.

b. This Constitution and By-laws will become effective upon ratification.

ARTICLE IX. Affiliations

SECTION 1. This Association may affiliate with other associations and organizations whose purposes are consistent with those of this organization.

SECTION 2. Specific affiliations and the resulting associations' responsibilities will be made part of the By-laws of this Constitution.

BY-LAWS

ARTICLE I. The Responsibilities and Functions of the Senate

SECTION 1. Officers

a. The President shall:
   1) Preside at all meetings of the Student Senate.
   2) Appoint chairmen of standing committees and special committees in conjunction with the Vice-President, and with approval, by majority vote of the Student Senate. He also has the authority to dissolve the special committee upon approval by the Student Senate.
   3) Represent and personify to the best of his ability the ideals and traditions of the Des Moines Area Community College.
   4) Be an ex-officio member of all Student Senate Committees.
   5) Represent the student body at ceremonial functions.
   6) Vote only in case of a tie.
   7) Fill any vacancy of a Senate seat or Executive Board position with ratification of a majority of Senate members for the unexpired term.
   8) Appoint a parliamentarian.
   9) Prepare agenda to be posted three days in advance of regularly scheduled Senate meeting.

SECTION 2. By-laws

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   b. Financial
   c. Student Activities
   d. Publicity
   e. Constitution

SECTION 3. Committees will be composed of at least three members of the Senate.

SECTION 4. Each committee will meet monthly, or more frequently as requested by the chairman, and will submit reports to the Senate at regularly scheduled meetings.

SECTION 5. Special committees and sub-committees will be appointed by the President as the need arises, and will function only for the period of time required.

SECTION 6. Amendment Proposals shall be in written form and there shall be a waiting period of at least one week from the time the amendment proposal as presented to the Senate and the Senate's action on the amendment proposed.

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   8) Appoint a parliamentarian.
   9) Prepare agenda to be posted three days in advance of regularly scheduled Senate meeting.
SECTION 2. Officers and Qualifications

a. Officers shall:
1) Be elected at meetings of the Student Senate in the absence of the President.
2) Perform all other duties and responsibilities of the President.
3) Be responsible for all standing special committees.

b. Those seeking office shall:
1) Be a full-time student according to the College catalog.
2) Have a cumulative grade point average of 2.5 (rounded off to the nearest tenth) or above.

SECTION 3. Procedures for Nomination

a. Election procedures will be initiated on the first Monday of the election quarter.

b. Those seeking office shall pick up nomination petitions from the Student Activities Office the four days following the first Monday of the election quarter, have them signed by twenty-five students, and return them to the Student Activities Office.

c. Petitions will be reviewed by the Nomination and Election Committee as explained in SECTION 3 to eliminate unqualified petitions.

SECTION 4. Policies

a. Procedures
1) To offer any motion that is germane to the Association.
2) To explain or discuss that motion, or any matter properly before the meeting.
3) To call to order, if necessary.
4) To hold the floor when properly brought before the assembly.
5) To appeal from the decision of the chair to that of the assembly.

b. Rights
1) To offer any motion that is germane to the Association.
2) To explain or discuss that motion, or any matter properly before the meeting.
3) To call to order, if necessary.
4) To hold the floor when properly brought before the meeting.
5) To appeal from the decision of the chair to that of the assembly.

SECTION 2. Parliamentarian

The Parliamentarian shall assist the President in keeping and establishing order at all meetings of the Student Senate and challenge anyone entering or leaving a Senate meeting at his own discretion.

ARTICLE II. Elections

SECTION 1. Qualifications

a. Officers
1) Those seeking the office of President shall have been a full-time student according to the school catalog for at least two quarters before elections are held.
2) The President shall be a full-time student according to the college catalog while holding office.
3) Those seeking the office of an Executive Board member shall have a cumulative grade point average of 2.5 (rounded off to the nearest tenth) or above.
4) Except for the Sergeant at Arms who shall have a 2.0 grade point average.
5) Those seeking a seat on the Executive Board shall not be under disciplinary suspension according to the College catalog.
6) Those seeking the office of Senator shall be a full-time student in his or her area of study according to the College catalog.
7) Those seeking the office of Senator shall not be under disciplinary probation according to the College catalog.
8) Those seeking office of Senator shall have a cumulative grade point average of 2.0 (rounded off to the nearest tenth) or above.

SECTION 3. Nomination and Election Committee

a. A committee will be convened during the first week of the election quarter; it will consist of the Student Senate members appointed by the President.

b. Each student seeking a position will file nomination papers by the second Tuesday after the first Monday of the election quarter.

c. The committee will review all applications by the second Friday after the first Monday of the election quarter.

d. Findings of the committee will be made public on the third Monday of the election quarter, at which time a ballot will be compiled and published.

e. Election Day will be the third Friday after the first Monday of the election quarter.

f. Will preside and be responsible for all election policy and procedures according to Robert's Rules of Order.

g. Results of the election will be made public immediately after ballots have been counted and approved by advisors and validated by the committee, but no later than the fourth Wednesday after the first Monday of the election quarter.
ARTICLE IV. Impeachment

SECTION 1. Impeachment Procedures

a. A formal accusation against any officer or member of the Senate shall be made by a Senate member in any business meeting of the Senate.

1) Charges and reasons for said charges shall be in written statement presented to the Senate.

2) Copies of this written statement shall be distributed to the Senate members at the time when the accusations are made.

b. The Senate, after reviewing the written statement, shall determine by vote whether there is just cause for a hearing.

c. A two-thirds vote of the members present is required in order to have a hearing. This vote is taken by secret ballot.

d. If the Senate does not favor a hearing, the accusations are dropped.

SECTION 2. Impeachment Hearings

a. The Senate member making the accusations and the charged officer or senator shall select a presiding judge within three days after the formal accusations have been presented to the Senate.

1) The presiding judge shall be selected by mutual agreement of the two parties involved.

2) The presiding judge shall be a non-partisan faculty member at the Des Moines Area Community College.

3) If a presiding judge cannot be agreed upon in the allotted three days, the head of the Social Science Department shall be the presiding judge.

b. The presiding judge shall not have any voting rights in the hearing.

c. The presiding judge shall determine recesses and when a vote should be cast, providing equal time has been made available to both sides.

d. The Senate shall act as the jury at these hearings.

1) A two-thirds vote is required for convicting the accused member.

2) Voting shall be by secret ballot.

3) The member is convicted. It comes effective immediately following the hearing.

ARTICLE V. Recall and Censure

SECTION 1. Recall

a. Any member of the Student Body may attempt the recall of any member of the Student Senate, elected or appointed.

b. A petition containing the name of the subject of the recall attempt, the reason for the recall attempt, and the signatures of at least one-half as many students as voted in the previous regular election must be presented to the Student Senate for approval.

c. A student election shall be held no more than two weeks after the presentation of the petition to determine whether or not the subject shall be recalled. Two-thirds affirmative vote of all votes cast shall be necessary for recall. Resulting vacancies shall be filled as specified in Article I, Section 1, a. 7. The only exception being when the office of the President is vacant, and then the Vice-President will assume that office.

SECTION 2. Censure motions shall be administered using Robert's Rules of Order as revised and shall require a two-thirds vote of the existing Student Senate.

a. Any member of the Student Senate shall be suspended and shall be dropped from the roll of the Student Senate membership upon recommendation by the Senate Review Board for one of the following reasons:

1) Disciplinary probation as defined in the College catalog.

2) Failure to attend three meetings in a row or missing a total of eight meetings in one year.

3) Failure to carry out the responsibilities of office.

b. A Senate member can appeal the decision by the Senate Review Board to the Student Senate.

ARTICLE VI. Affiliations

a. The Des Moines Area Community College Student Senate shall work in every possible way to promote joint action with the Boone Student Senate and any other branch of the Des Moines Area Community College which shows interest in the Association.
Glossary

ASSOCIATE DEGREE — A two-year degree offered by colleges throughout the United States.

ASSOCIATE IN ARTS DEGREE — The degree awarded to students who have a primary goal of continuing their education to a four-year institution. The general core requirements and the program course requirements in their area of specialization must be fulfilled.

ASSOCIATE IN APPLIED SCIENCE — The degree awarded to students who complete a two-year technical curriculum.

AUDIT — To attend a class without credit.

CAREER EDUCATION — Programs that vary in length from six weeks to 21 months and lead directly to employment. Students completing these programs receive either the Certificate of Completion, Diploma or Associate in Applied Science Degree.

CERTIFICATE — A certificate of completion is issued to signify that a student has completed a specific short-term course of study.

COUNSELOR — Member of the Office of Student Services prepared to help students with personal problems, vocational choices and academic plans.

COURSE DESCRIPTION — Statements identifying the contents of a course. Course descriptions are found in the college catalog.

COURSE SECTION — A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific section numbers and times. Some courses in the class schedule will have many sections.

CURRICULUM — A group of courses planned to lead to some specific competence in a field of study and to a certificate, diploma or associate degree.

DEGREES — A title conferred by a college or university upon completion of a particular program of academic work. Some typical college degrees are the Associate of Arts (A.A.), the Bachelor of Science (B.S.), the Master of Arts (M.A.), the Doctor of Philosophy (Ph.D.), and the Doctor of Education (Ed.D.).

DIPLOMA — Diplomas are issued to individuals who complete a curriculum of short duration.

ELECTIVE — A non-designated course within a curriculum. An elective permits a student to select a course of his choice within his program rather than taking a specifically designated course.

GRADE POINT AVERAGE — A numerical average which indicates success or failure in his college work; this is based on a scale ranging from 0.0 (F), 2.0 (C), to 4.0 (A).

MAJOR — The subject matter in a field of study a student selects on which to place major emphasis.

MINOR — The subject matter in a field of study a student selects on which to place minor emphasis.

PLACEMENT — Assistance offered to enrolled students and graduates by the Office of Student Services in gaining an assignment to a job.

REGISTRATION — The process of selecting courses, completing college forms, and paying fees all of which should be completed prior to the beginning of classes each term.

SEMESTER HOURS — Colleges on the semester system grant credits in terms of semester hours. A semester hour is worth 1.5 quarter hours. Quarter hours can be converted to semester hours by multiplying the number of quarter hours by two-thirds.

TRANSCRIPT — The official college record of a student's academic standing. It usually includes biographical data, test scores, and college grades.

TRANSFER — The conveyance of a student's credits from one college to another.
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ACADEMIC CALENDAR
1972-1973

Fall Quarter
September 6-7 Registration - New Students
September 11 Classes Begin
September 15 Last day to register or add classes
October 6 Last day for tuition refund upon withdrawal
October 20 Midterm
Deadline - Application for graduation Winter Quarter
Last day for In progress grade make-up for Summer Quarter
November 13-15 Winter Quarter Registration for Returning Career Education Students
November 16-17 Winter Quarter registration for Returning College Transfer Students
November 23-24 Thanksgiving Vacation
December 1 Last day of Fall Quarter

Winter Quarter
December 2-4 Registration - New Students
December 5 Classes begin
December 11 Last day to register or add classes
December 22- January 1 Christmas Vacation
December 25 Holiday - College offices closed
January 1 Holiday - College offices closed
January 2 Classes resume
January 10 Last day for tuition refund upon withdrawal
January 24 Midterm
Deadline - Application for graduation Spring Quarter
Last day for In progress grade make-up for Fall Quarter
February 19-21 Spring Quarter registration Returning Career Education Students
February 22-23 Spring Quarter registration for Returning College Transfer Students
March 2 Last day of Winter Quarter

Spring Quarter
March 5-6 Registration - New Students
March 7 Classes begin
March 13 Last day to register or add classes
April 3 Last day for tuition refund upon withdrawal
April 13 Midterm
Deadline - Application for graduation Summer Quarter
Last day for In progress grade make-up for Winter Quarter
April 16 Faculty Convention - No classes
April 20-23 Easter Vacation -
April 24 College offices closed
May 14-16 Classes resume
Summer Quarter registration Returning Career Education Students
May 17-18 Summer Quarter registration Returning College Transfer Students
May 28 Holiday - College offices closed
May 30 Last day of Spring Quarter

Summer Quarter
June 13-14 Registration - New Students
June 18 Classes begin
June 22 Last day to register or add classes
July 4 Holiday - College offices closed
July 25 Midterm
Deadline - Application for graduation Fall Quarter
Last day for In progress grade make-up for Spring Quarter
August 20-22 Fall Quarter registration Returning Career Education Students
August 31 Last day of Summer Quarter
September 3 Holiday - College offices closed
September 10 Fall Quarter, 1973, classes begin