



SOUTHEASTERN

COMMUNITY COLLEGE

2016-2017
Handbook

Southeastern Community College

2016-2017 Handbook

Table of Contents (Updated 11/2016)

■ General Information	■ Safety and Security Information	■ Other
College Governance 5	Authority of Campus Security 32	Continuing Education and Training..... 36
2016-2017 Academic Calendar 6	Policies and Procedures for Reporting Crimes..... 32	Center for Business 36
Telephone Extensions..... 7	Emergency Response and Evacuation 32	Other Education Options 37
Campus Maps 7	Timely Warning Procedures 33	College History –
SCC Foundation 8	Security and Access to Campus Facilities..... 33	A Tradition of Excellence 38
Current Student Registration Information 8	Student Housing Fire Safety Protocol and Fire Incident Log 33	Faculty & Staff Directory 39
Financial Information..... 10	Crime Statistics 35	
Student Financial Information 11		
Academic Information..... 14		
Graduation Requirements 18		
Services and Activities 20		
Other Campus Information 23		
Policies and Regulations 24		

SCC Campus Information

■ SCC West Burlington Campus 1500 West Agency Road P.O. Box 180 West Burlington, IA 52655-0180 319-752-2731 Toll-free 866-722-4692 Fax 319-752-4957	■ SCC Mount Pleasant Center 200 North Main Street Mount Pleasant, IA 52641 319-385-8012
■ SCC Keokuk Campus 335 Messenger Road Keokuk, IA 52632 319-524-3221 Toll-free 866-722-4692 Fax 319-524-8621	■ SCC Center for Business RiverPark Place 610 North 4th Street, Suite 220 Burlington, IA 52601 319-752-2731 Toll-free 866-722-4692 Fax 319-752-3407



MISSION:

Southeastern Community College provides accessible, quality programs and services which promote student success and economic vitality.

VISION:

Southeastern Community College, a visionary leader in lifelong learning, embraces diversity, transforms lives, strengthens communities, and inspires individuals to excellence.

VALUES:

Excellence:

we are committed to the highest standards in all aspects of teaching and learning.

Integrity:

we encourage honesty, respect and personal accountability among and between students, staff, and stakeholders.

Stewardship:

we are effective and vigilant stewards of our financial, physical, and human resources.

Continuous Improvement:

we promote evidence-based decisions and systems within a culture of empowerment and teamwork.

Non-Discrimination Statement

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

If you have questions or complaints related to compliance with this policy, please contact Tina Young, Title IX / Equity Coordinator, Southeastern Community College, 1500 W. Agency Road, West Burlington, IA 52655, phone number 319/208-5101, fax 319/208-5005, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.

College Governance

Southeastern Community College is governed by a five-member Board of Trustees elected from and by the citizens of five separate director districts. It is the Board's responsibility to see that the college is well administered by the president and college staff, to establish institutional policy and to determine the effectiveness of the institution in fulfilling its mission to the area. The governing board operates in accord with a set of written policies.



■ **Chris Prellwitz**

Vice Chair – Director District 1
Representing all residents of Mount Pleasant, New London, WACO, and Winfield-Mount Union Community School Districts.



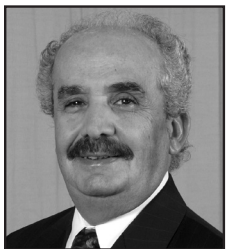
■ **Landen Hillyard**

Member – Director District 2
Representing all residents of Danville, Mediapolis, Morning Sun, Wapello Community and West Burlington Independent School Districts plus that portion of the Burlington Community School District comprised of the following: Precincts #1 and Tama Township; Flint River Township/City of Middletown; and those voters who are city of West Burlington residents in Burlington Community School District.



■ **Jeff Heland**

Chair – Director District 3
Representing all voters in the portion of the Burlington Community School District comprised of the following precincts 2, 3, 4, 5, 7, 8, 9, 10, 11, and 12.



■ **Moudy Nabulsi**

Member – Director District 4
Representing all voters residing in Fort Madison Community School District except that portion in the Jefferson Township Precinct. Also includes that portion of the Burlington Community School District comprising the Union Concordia Township Voting Precinct and Burlington City Voting Precinct 6.



■ **Janet Fife-LaFrenz**

Member – Director District 5
Representing all voters residing in Central Lee and Keokuk Community School Districts plus that portion of the Jefferson Township Precinct that is located within the Fort Madison Community School District.

Southeastern Community College is accredited by the Iowa Department of Education.

Southeastern Community College is a member of:

- The American Association of Community Colleges
- Association of Community College Trustees
- Iowa Association of Community College Trustees
- Iowa Association of Community College Presidents
- League for Innovation in Community Colleges

The chief administrative officer of the college is the President. The President is responsible for the operation of the community college with respect to its educational programs, its faculty and student personnel programs, and the use of its facility.

Southeastern Community College is accredited by
The Higher Learning Commission.

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: 312.263.0456.

www.ncahlc.org



Southeastern Community College is an Affirmative Action/Equal Opportunity Employer. Southeastern Community College is a publicly supported community college serving the Iowa counties of Merged Area XVI. The college makes every effort to ensure the accuracy of the content of this handbook but reserves the right to make changes at any time without prior notice. This handbook is for informational purposes and does not constitute a contract. Published through the Office of Academic Affairs.

2016-2017 Academic Calendar

■ Fall 2016

8/22 Online classes begin (16 Week & 1st 8 Week sessions)
8/22-23 Faculty Workshops
8/24 Fall Semester begins (face-to-face classes)
9/5 Labor Day - No Classes, Office Closed
9/7 Last Day for 16 Week face-to-face class 100% tuition and Bookstore refund*
9/19 12 Week online classes begin
10/14 1st 8 Week online classes end
10/17 2nd 8 Week online classes begin
10/19 Mid-Term
10/21 Workshop/In-service
10/11 Last day to withdraw from 16 Week classes with a grade of "W"*
10/23-25 Thanksgiving Vacation - No Classes, Office Closed
12/9 Online classes end (16, 12, & 2nd 8 Week sessions)
12/16, 19-20 Finals
12/20 Fall Semester ends (face-to-face classes)
12/21-22 Faculty workshops - Final grades due
12/21-31 Winter Break - No Classes.
12/23-30 College offices closed

■ Spring 2017

1/1-10 Winter Break - No Classes.
1/3 College offices re-open
1/9-10 Faculty Workshops
1/11 Spring Semester begins (face-to-face classes)
1/17 Online classes begin (16 Week & 1st 8 Week session)
1/23 Last day for 1st 8 Week Online courses 100% tuition and Bookstore refund*
1/24 Last day for 16 Week face-to-face courses 100% tuition and Bookstore refund*
1/30 Last day for 16 Week Online courses 100% tuition and Bookstore refund*
2/13 12 Week Online classes begin
2/17 Professional Development Day - No classes - Offices closed
2/22 Last day to withdraw from 1st 8 Week Online courses with a grade of "W" * and last day for 12 Week Online courses 100% tuition and Bookstore refund*
3/8 Mid-Term
3/10 1st 8 Week Online classes end
3/13 2nd 8 Week Online classes begin
3/13-17 Spring Break - No classes - Offices closed
3/17 Last day for 2nd 8 Week Online courses 100% tuition and Bookstore refund*
4/4 Last day to withdraw from 16 Week face-to-face and 16 Week Online courses with a grade of "W" *

4/10 Last day to withdraw from 12 Week Online courses with a grade of "W"*
4/18 Last day to withdraw from 2nd 8 Week Online courses with a grade of "W"*
5/5 Online classes end (16, 12, & 2nd 8 Week)
5/8-10 Finals
5/9 High School Equivalency Graduation Ceremony
5/10 Spring Semester ends (face-to-face classes) and Keokuk Campus Commencement
5/11 West Burlington Campus Commencement
5/11-12 Faculty Workshops - Final grades due

■ Summer 2017

5/29 Memorial Day - No classes - Offices closed
5/30 1st 8 week online classes begin
5/30 Summer Session begins (8 week face-to-face classes)
6/12 2nd 8 week online classes begin
7/3-4 Independence Day - No classes - Offices closed
7/10 4 week online classes begin
7/24 1st 8 week online classes end
7/26 Summer Session classes end (8 week face-to-face classes)
8/6 2nd 8 week & 4 week online classes end

*A similar prorated refund schedule and last day to drop will be applied to registrations occurring at times other than the regular registration dates.

The complete tuition and bookstore refund schedule and last day to drop are available on www.scciowa.edu.

Telephone Extensions

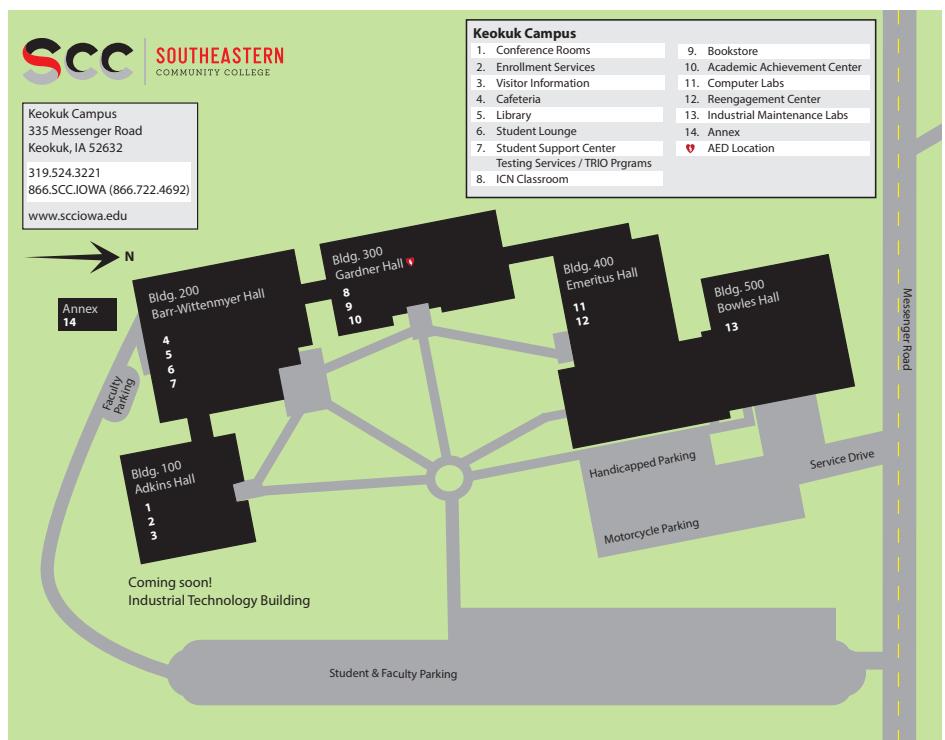
Toll-free: 866-SCC-IOWA (866-722-4692)

Department	Extension
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■ **West Burlington: 319-752-2731**

Business Office	5041
Bookstore	5170
Center for Business	5375
Child Care	754-8457
Dean of Arts & Sciences.....	5054
Interim Dean of Career & Technical Education	5061
Interim Dean of Health Education	5100
Disability Services	5167
Enrollment Coordinator.....	5017
Enrollment Services.....	5010
Financial Aid Office	5014 / 5015
Foundation Office (Scholarship information.....)	5062 / 5065
Human Resources	5063 / 5064
I.T. Help Desk	5087
Library (Yohe	5090
Registrar	5012 / 5022
Student Support Center	5155
Testing Services	5155
TRIO Student Support Services	5159
Tutoring	5207
■ Keokuk: 319-524-3221	
Bookstore	1940
Director of Keokuk Campus/ Enrollment Coordinator.....	1928
Enrollment Specialist.....	1929
Disability Services/TRIO Student Support Services.....	1972
Financial Aid Office	1922 / 1931
Library (Fred Karre Memorial)	1960
Registrar	1923 / 1931
Student Support Center	1943
Testing Services	1943
TRIO Student Support Services	1998
Tutoring	1970

Campus Maps



SCC Foundation

■ Purpose

Southeastern Community College Foundation is an Iowa nonprofit corporation created in 1982 to assist the college in carrying out its mission. It is independent, but supportive, of the college and governed by a 25-member Board of Directors selected from the area. The Foundation solicits and accepts tax deductible contributions for scholarships, instructional programs, projects, and facilities improvements. For information on how to apply for a Foundation Scholarship, see page 11.

■ Non-Profit Foundation - Ways to Contribute Tax Deductible Gifts

Scholarships and program grants are funded with donations and endowments established with the Foundation. The Foundation encourages contributions which create educational opportunities that serve as investments

in everyone's future. Donors are acknowledged in a variety of ways - including a listing in the college magazine's annual Donor Roll. Annual cash gifts of \$1,000 or more qualify donors for membership in special giving circles. To recognize individuals who have established planned gifts or bequests to SCC or the SCC Foundation, the Foundation created the Legacy Society. For further information on ways to support SCC students and programs, go to the Foundation webpage on www.scciowa.edu or contact:

SCC Foundation
1500 W. Agency Rd, P.O. Box 180,
West Burlington, IA 52655-0180
Phone: 319-208-5065 or
1-866.SCC.IOWA, ext. 5065.
FAX: 319-208-5006
E-mail: foundation@scciowa.edu

The following are examples in which the Foundation has acted as the nonprofit vehicle through which tax deductible gift dollars were raised to benefit SCC and its students: 1) construction of two 16-room residence halls on the West Burlington campus in 1989; 2) the 1998-1999 co-purchase of land contiguous to the West Burlington campus; 3) oversight of all voted tax levy campaign efforts; 4) planning and coordinating two major capital campaigns, the first beginning in Spring 2000 and the other that began in 2014 and ended in 2016; 5) conducting a large-scale annual event to raise funds for scholarships and instructional program mini-grants and operational expenses; and 6) an annual fund drive.

Current Student Registration Information

■ General Considerations

Studying curriculum needs in relationship to the available courses and programs is important prior to registration. Mandatory placement must also be considered. Academic planning includes a conference with an enrollment specialist. Students are urged to arrange for an academic planning conference in advance of any future term. Enrollment specialists are available year round.

The registration process includes:

1. Enroll in classes either online via the website at www.scciowa.edu or at the Enrollment Services Office. (Part-time evening students may register by phone.)
2. Make payment.

■ Orientation/Placement Testing

All students are required to complete a new student orientation. The orientation, which is available online at the SCC website, offers information on college and registration procedures, curriculum/program requirements, bookstore operations, and transfer procedures. Students are also required to take a placement test before enrolling (ACT, ALEKS, ACCUPLACER, or COMPASS and E-Write). An enrollment specialist will use test results to assist students with course selection and career planning. Orientation and ALEKS, ACCUPLACER and COMPASS testing services are available free of charge.

■ Academic Advising

Academic advising services will be provided for students. Enrollment specialists will work closely with students to assist them with adjustments to college, class scheduling, educational planning and exploring educational options. Additionally, enrollment specialists will work closely with faculty, use them as resource people, and urge them to assist students in the students' fields of interest as voluntary advisors.

■ Credit for Courses Completed at Other Colleges and Universities

Credit will be granted for courses taken at other regionally accredited institutions in which the student has earned a grade of "C" (2.00 on a 4.00 point scale) or better. Credit will also be awarded for courses in which a grade of "D" has been earned, providing the student's overall grade point average from the transferring institution is "C" (2.00 on a 4.00 scale) or better. See the Registrar's Office for any possible exceptions to this policy.

Career education credit from other regionally accredited schools may be applicable to the SCC associate of arts and associate of science degrees.

■ Acceptance of Credit between SCC Programs

Individuals changing their educational objectives from one program to another may be required to complete additional credit hours to meet the new degree or program comple-

tion requirements. Such occurrences, however, may be reduced by applying previous appropriate credit hours toward coursework required under the newly established educational goal.

The registrar has the responsibility of accepting or rejecting credits in lieu of required coursework, acting within the guidelines of established administrative policy.

Up to 14 credits in career education (vocational-technical) courses earned at SCC are acceptable as elective and/or specific credit applicable toward the associate of arts and associate of science degrees. A minimum grade of "C" (2.00 on a 4.00 point scale) must be earned in each career education course applicable to the associate of arts or associate of science degree.

■ Classifications of Students

A full-time student is one who carries 12 credit hours or more in a given term. A part-time student is one who carries less than 12 credit hours in a given term.

A first-year student is one who has earned less than 28 credit hours. A second-year student is one who has earned 28 or more credit hours. Students enrolling at Southeastern Community College are classified as a resident or non-resident of Iowa by the registrar according to established guidelines. The decision will be based on information furnished by the student and any other available relevant information. The registrar is authorized to require such necessary written documents, affidavits,

verifications, or other evidence to establish the residency of a student. The responsibility of establishing residency, for resident tuition purposes, rests with the student.

Any change in the residency status of a student at Southeastern Community College will become effective at the start of the next term of attendance following the date of actual residence reclassification. Tuition adjustments will not be retroactive.

Student residency status applies only to matters under the direct jurisdiction of the College Board and administration. Residency regulations established by state and federal agencies will supersede this institutional policy in all instances directly related to the jurisdiction scope of said agency.

■ Schedule Changes

Students should plan their academic program carefully so that subsequent changes may be kept to a minimum. When necessary, schedule changes should be made before the start of classes. No course may be added to a student's schedule after the first week of class without instructor approval. After the second week of class, approval of the appropriate dean is also required. Students adding courses after the second week of class should check with the financial aid office concerning what effect the addition of a class may (or may not) have on their financial aid awards. During the fall and spring terms, a student's enrollment level is "locked" after the census date of their latest starting course. Therefore, any adjustments in enrollment up to that point could affect grant aid amounts.

During the summer term, students adding courses after they have officially begun should check with the Financial Aid office to determine their financial aid "lock" date.

■ Course Drops

If a student wishes to withdraw from one or more single courses or totally withdraw from the college, he/she must contact an Enrollment Specialist or drop the course via the student's Hawknet account. If the proper withdrawal procedure is completed by the drop deadline, a "W" (withdraw) grade will be shown on the transcript for each course dropped.

The last day to withdraw is the date that falls two thirds into the class time. For example, the withdrawal deadline for a class that is 30 days in length would be on the 20th day.

Should a student stop attending a class or classes at any time during a semester without following the official withdrawal procedures, he/she will receive a grade that is appropriate to the instructor's grading policy and will forfeit tuition refund rights. Tuition refunds will only be made to students who withdraw in accordance with College policies outlined under the heading "Schedule of Refunds."

To process a withdrawal, students must contact Enrollment Services at the West Burlington campus, extension 5010, or at the Keokuk campus, extension 1923.

Special Note to Veterans: Any veteran wishing to drop a course or withdraw from school should first contact the veterans' advisor in West Burlington at extension 5018 or the VA certifying official in Keokuk at extension 1923 before completing the withdrawal procedure.

■ Indebtedness Policy

No student who has prior unsettled indebtedness to the college may register in any new term. During the period in which the indebtedness remains unsettled, no evidence of attendance or other official credentials can be obtained from the college.

Indebtedness may include tuition, fees, library and housing fines, and other charges incurred by the student and owed to the college.

Financial Information

■ Tuition

Tuition for enrollment in any program is based on the number of credit hours for which the student enrolls and legal residence of the student. Iowa resident tuition for 2016-2017 is \$174 per credit hour. Nonresident tuition is \$179 per credit hour. All tuition includes a technology fee of \$4.00 per credit hour and some courses have additional fees.

■ Average Costs

A resident student carrying an average load of 15 semester hours might expect to pay a tuition cost of \$2,610+ per semester. Book cost estimates may run \$500+ per semester. Some programs also require tools, uniforms and/or supplies. Contact an Enrollment Specialist for more information.

■ Audit

Tuition will be assessed at one-half (1/2) of the regular tuition rate for non-laboratory courses. Tuition will be assessed at full rate for laboratory courses.

■ On-Line Classes

Southeastern Community College is a member of a consortium with other Iowa community colleges that will deliver a variety of online courses. Online tuition for 2016-2017 is \$174 per semester hour which includes a technology fee of \$4.00 per credit hour.

■ Required Equipment

Students enrolled in nursing, medical assistant, respiratory care, auto collision, auto technology, precision machining, and other career programs may be required to purchase equipment.

■ Service Charges and Fines

Each year the college adopts a schedule of service charges and fines that apply to unique situations. Locker rental, library fines, traffic violation charges, and testing fees are examples of these charges. A schedule of service charges, additional fees and fines as approved by the Board of Trustees will be maintained in the appropriate offices.

■ Late Payment, Reinstatement & Returned Check Fees

A late payment fee may be assessed the day following 100% refunds. If classes are cancelled due to non-payment, a reinstatement fee of \$50 will be assessed. A fee of \$25 per check will be instituted for all returned checks.

■ Payment Plans

Payment plans are available through Nelnet Business Solutions via the SCC website at www.scciowa.edu.

■ Schedule of Refunds

Tuition refunds shall be made during the first two weeks of a sixteen week class. A prorated refund schedule will be applied to registrations occurring at times other than the regular registration dates. Withdrawal dates will be established as the day when official withdrawal procedures are completed and are not influenced by the last day of attendance. Checks for tuition refunds may require 45 days for issuance after the day of drop. These schedules are available on the SCC website.

■ Appeal of Policy

The Special Appeals Committee may approve an exception to the refund policy in situations that are beyond the student's control. Students who feel they have extenuating circumstances that would warrant an exception to the refund policy should appeal in writing to the Vice President of Student Affairs who will present the appeal to this committee.

Student Financial Aid

■ Eligibility

To be eligible to receive Title IV federally funded financial aid [Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Stafford Loans and Federal Parent Loans for Undergraduate Students (PLUS)], a student must:

1. Have a high school diploma, approved home school or a high school equivalent diploma (GED).
2. Be pursuing a diploma or degree at SCC.
3. Maintain satisfactory progress.

A student's account must be paid in

■ Types of Financial Aid Available

Federal Pell Grant

The Federal Pell Grant is a federal aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Pell Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full cost of education. The Pell Grant award is a grant and does not have to be repaid.

Federal Supplemental Educational Opportunity Grant

This grant is awarded to exceptionally needy students by order of file completion date. Like the Pell Grant, the Supplemental Education Opportunity Grant does not have to be repaid.

Federal Work-Study Program

Financial aid may be obtained through this program by providing the student a job opportunity with the College. The maximum amount of earnings is determined by the student's financial need. Students interested in part-time employment should contact the SCC Financial Aid Office. Information concerning work study opportunities is also available on www.scciowa.edu. A student can view a complete list of workstudy opportunities by accessing the financial aid portion of SCC's website. Click on "Work-study" in order to access a current job listing.

Federal Stafford Loan

Federal Stafford loan applications are available on-line on the financial aid portion of SCC's website www.scciowa.edu. A student must complete the FAFSA prior to applying for a federal student loan. Each step identified online should be completed electronically for timely processing. Repayment of this loan does not begin until the student graduates, leaves school or drops below halftime enrollment.

Federal PLUS Loan

This program provides loans to the parents of undergraduate students for educationally related expenses. The parent will complete the application at www.studentloans.gov.

Iowa Vocational-Technical Tuition Grant Program

This program is limited to students enrolled in a vocational, technical or career option program. Students must file the FAFSA (Free Application for Federal Student Aid) before July 1st preceding their anticipated term of enrollment.

SCC Trustees Scholarships

The Board of Trustees at Southeastern Community College offers honor scholarships to valedictorians and salutatorians. Scholarships pay for in-state tuition and required textbooks. Students must enroll at SCC as full-time students no later than the fall term following high school graduation. Application forms are available at the high school counselor's office or the SCC Financial Aid Office

SCC Foundation Scholarships

The SCC Foundation is proud to assist deserving students enrolling at Southeastern Community College. Through the generosity of local businesses, professional associations, and individuals, the SCC Foundation assists deserving students with many scholarships each year, ranging from \$100 to full tuition and books awards. Current funding categories include: Arts & Sciences, Athletic, Career Program, General, and Health Occupations. Donors may provide recommended eligibility criteria for scholarships; thus, eligibility requirements vary greatly.

The SCC Foundation Scholarship Selection Committee strives to match each applicant's eligibility with possible scholarship opportunities. All awards are based on the availability of funds. Most awards are credited toward the recipient's tuition and required books. In some cases, required course supplies and other expenses are allowable. Current recipi-

ents may be eligible for continuation awards when funds are available, but must: (a) submit a new application each year; (b) meet specific cumulative grade point averages (2.0 for freshmen and 2.2 for sophomores, unless otherwise specified); and (c) continue to meet designated eligibility criteria.

To be considered, complete applications must be submitted online by the stated deadline at www.scciowa.edu. The most recent GPA (7 semester is acceptable) must be included. At least one reference letter must be submitted online within one week after the deadline. The annual deadline for full-year awards is 4:30 p.m. March 1. Applications for spring term only awards are due by 4:30 p.m. on October 1. For more information, go to www.scciowa.edu, or contact the SCC Foundation at 319-208-5065 or by e-mail at foundation@scciowa.edu.

Veterans Administration Benefits

SCC is an approved institution for veterans. For further information, contact a VA Certifying Official at extension 5018 for the West Burlington campus or extension 1923 for the Keokuk campus.

■ How to Apply for Financial Assistance

To be considered for financial aid at Southeastern Community College, a student must:

1. Apply and be accepted by the College.
2. Complete the FAFSA at www.fafsa.gov.
3. Provide an SCC Financial Aid Information Form and any other requested documents for completion of file with the Financial Aid Office.

■ When to Apply for Financial Aid

Students should plan to apply for financial aid in the early spring of the year for fall term entry. Financial aid applications can be submitted at any time during the school year. For further information concerning student financial aid, contact:

West Burlington Campus

Financial Aid Office Telephone:
319-752-2731, ext. 5014 or
866-SCC-IOWA

Keokuk Campus

Financial Aid Office Telephone:
319-524-3221, ext. 1922 or
866-SCC-IOWA

■ Return of Title IV Funds for Financial Aid Recipients

Unearned Title IV funds (Pell, Stafford loans, SEOG) must be returned to the federal government for a student who totally withdraws (official/unofficial) on or before the 60% point of the enrollment period. The amount of return is determined by the following:

1. Determine percentage of enrollment period student completed.
2. Earned aid = total awarded Title IV aid multiplied by same percentage.
3. Unearned aid = earned aid subtracted from total disbursable aid.
4. Southeastern returns: the total institutional charges incurred by the student multiplied by the unearned percentage of Title IV aid.
5. Student returns: The difference between the total amount of Title IV aid to be returned and the amount of Title IV funds to be returned by SCC. If the student received grants, this amount is then reduced by the amount of loans to be repaid by the student. Finally, a Title IV grant protection allowance equal to 50% of the total grant aid disbursed is subtracted yielding the amount of Title IV grant funds the student is responsible to return.

SCC or the student is required to return unearned financial aid assistance in a particular order when a student officially or unofficially withdraws:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG

Students who are required to return unearned funds to the federal government are given 45 days to make the payment to SCC.

■ Satisfactory Academic Progress Guideline

Southeastern Community College is required to establish and monitor academic progress standards for enrolled students. This policy ensures that any student who receives or applies for financial aid is making progress toward a degree. The student's total academic history is monitored regardless of whether he/she has previously received financial aid. In order to maintain eligibility for financial aid, a student must meet the standards requirements. Check with the Enrollment Services Office for more information. Additional information concerning satisfactory academic progress can also be found online under the Financial Aid portion of SCC's website. Failure to meet these requirements may result in the loss of aid. Programs affected by standards requirements are:

- Federal Pell Grant
- Federal Stafford Loan
- Federal SEOG
- Federal PLUS Loan
- Federal Work-Study
- Iowa Vocational-Technical Tuition Grant
- Iowa Work-Study
- Iowa National Guard Tuition Program
- Designated SCC Foundation Scholarships

■ Additional Information

1. Credit/no credit, course repeats, withdrawals, incompletes, and developmental courses will be included as part of the student's cumulative credit hours enrolled for maximum time frame purposes.
2. Transfer credits accepted are included when measuring the student's cumulative completion percentage. The accepted transfer hours are also included when measuring cumulative credit hours enrolled for maximum time frame purposes.
3. Courses taken for audit, hours via institutional proficiency exams, advanced placement, and hours via the college level examination program will not be included as part of the student's cumulative credit hours enrolled for maximum time frame purposes.

■ Monitoring Progress

1. A student's satisfactory academic progress is evaluated after each term of the academic year. At that time, a student will either be in good standing, be placed on financial aid warning, or be placed on financial aid dismissal for future enrollment periods. The student must meet all three progress requirements (completion rate, cumulative GPA, and be within the maximum time frame) to remain in good standing. Students will be notified in writing by the Financial Aid Office if they are placed on warning status or dismissal status for financial aid.
2. Financial Aid Warning— The first term a student fails to maintain the academic and/or completion requirements listed above they will be placed on financial aid warning at SCC. The student will remain on financial aid warning until the end of the next term. At the end of the next term, the student's progress will be reviewed. The warning semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the warning period, dismissal status or probationary status (due to a successful appeal/academic plan) would be imposed. EXCEPTION: A student who attempts more than three credit hours in a term and fails to earn any credit will be placed on dismissal immediately (skipping the warning status).
3. Financial Aid Dismissal— A student who is placed on dismissal will not be eligible to receive aid and must pay tuition and fees in future terms. Dismissal status will prevent the student from receiving financial aid, including but not limited to, any Title IV, state, or institutional financial assistance. A student will be suspended from financial aid at SCC if: 1. At the end of a period of warning, the student has not met the satisfactory academic progress requirements; or 2. At the end of a period of dismissal, the student has not met the satisfactory academic progress requirements; or 3. At the end of a period of warning, or dismissal, the student has incomplete grades; or 4. At the end of any term the student fails to

earn any credit (and attempted more than three credit hours). Dismissal status will remain in effect for future enrollment periods until such time as the student meets all satisfactory academic progress standards.

4. Academic Plan Status - A student who is placed on Academic Plan has failed to make Satisfactory Academic Progress but has had their eligibility for financial aid reinstated as a result of a successful appeal and period of probation

■ Reinstatement of Eligibility

1. Complete the number of credit hours necessary to achieve the 67% requirement and a minimum cumulative 2.0 grade point average. This will be at the student's own expense. When these hours have been completed, the Financial Aid Office must be notified so eligibility for aid can be reinstated.
2. If special circumstances exist, students may appeal their dismissal status by submitting a Financial Aid Dismissal Appeal Form (along with an Academic Plan) to the Financial Aid Office. Appeal Forms are available online. A student may appeal due to extenuating circumstances (e.g., health, family, catastrophe, etc.). Documentation verifying the situation may be requested and is encouraged. If the appeal is approved, eligibility for financial aid will be reinstated on a probationary level. If the student achieves the measures required under the Academic Plan the student will move from probation to academic plan status. The student will remain on academic plan status so long as the requirements of the plan are being achieved each term the student is enrolled, the student achieves satisfactory academic progress as defined by the college or the student graduates. If during any term the student does not make progress as outlined within the Academic Plan, and is placed back on a dismissal status, a second Appeal and Academic Plan will not be accepted or considered. Students wishing to continue to receive VA educational benefits under Title 38 USC must maintain a minimum cumulative GPA of 2.00. If the minimum is not maintained, the student is placed on academic probation for one term. If the minimum cumulative GPA is

not achieved upon completion of the probation term, the veteran's advisor will notify the Veterans' Administration that minimum standards are not being maintained so that VA educational benefits may be terminated by the Veterans' Administration. The veteran may again be recertified for educational benefits upon completion of a subsequent term in which satisfactory progress is achieved. The term in which satisfactory progress is achieved will be at the student's expense.

Academic Information

■ Semester System

Southeastern Community College operates on a semester system with the academic year being divided into two semester terms of 16 weeks each. A summer session may vary from four weeks to eight weeks in length rather than the 16 weeks for the regular fall and spring semesters.

■ Student Academic Load

Credit is measured in semester hours. The total credit hour load for each arts and sciences student in a semester may not exceed 18 hours unless special permission of the Enrollment Coordinator. Full-time career education students may not exceed the prescribed total credit hour load established by the program in which they are enrolled without the permission of the Enrollment Coordinator.

To decide how many hours to sign up for consider that for every hour of class, plan to spend two to three hours on homework. Check with an enrollment specialist when determining your class load. To determine how many hours you'll spend in class per week, the formula is one hour in class per week for every lecture hour credit and two hours in class for each lab hour credit. Average load for the full-time Arts & Science student is 15 credit hours.

Students should be aware that lecture and laboratory hours for all courses that are scheduled during a summer session will require considerably more actual hours of attendance per week.

■ Grading System

Faculty report grades in accordance with Board Policy, Administrative Guidelines and the individual instructor's course grading scale/procedures. The use of plus and minus is optional. The grading system used by an instructor must be applied to all students in a given class and to all of his/her sections of a multi-section course. Instructors are required to inform students of their grading scale/procedures at the start of each semester's classes.

Grade	Meaning	Grade Point
A	Excellent	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		0.67
F	Failure or Failing	0.00

Symbols not used in Calculating G.P.A.

I	Incomplete
W	Withdraw
X	Course Repeated (<i>used prior to Fall 2005</i>)
N	Audit
P	Credit Earned/Pass
Q	No Credit/No Pass
R	Required/No Credit
T	Credit Granted by Examination (Test Out)
L	Credit Granted for Experiential Learning
E	Excused Without Credit

■ Grade Point Average

Grade point average is computed as follows:

1. For each course, multiply the credits earned by the numerical value of the grade received in that course.
2. Compute the sum of all grade points received for all courses.
3. Divide the total grade points by the number of credits attempted. Disregard the credits attempted for any course in which a symbol listed above was received.

■ Incomplete

A temporary grade of "I" (incomplete) may be given only in cases when the instructor or appropriate dean has determined that circumstances beyond the control of the student have made it impossible for him/her to complete the required class work on time. "I" is permissible only when the student has maintained a passing grade prior to the occurrence of the circumstance which prompted the request for an "I". Due date for the work will be determined by the instructor but no later than midterm of the following term. Any incomplete grades that have not been turned in by that time will be changed to "F" by the

Registrar's Office.

■ Repeating Courses

When a student chooses to repeat a class, only the latest grade and credit will be used in determining hours earned and cumulative grade point average.

■ Auditing Courses

Students may enroll in a course on an audit basis. The student will not receive credit or a grade, but the audit status will be recorded.

Students desiring to audit a particular course must make a formal request to the Registrar's Office no later than the end of the third week of classes.

Tuition will be assessed at one-half (1/2) of the regular tuition rate for non-laboratory courses. Tuition will be assessed at full rate for laboratory courses.

There will be no auditing of clinical courses in any health programs.

■ Credit/No Credit Option

Southeastern Community College allows students to enroll in courses under a "credit/no credit" option. The purpose of the "credit/no credit" option is to encourage course exploration beyond the student's major area of study. No more than seven semester hours of "credit/no credit" may be elected within any one term of enrollment. A total of no more than 16 semester hours of "credit/no credit" may be accumulated.

Students who wish to exercise the "credit/no credit" option should study carefully the specific requirements of this option in consultation with an enrollment specialist. Selection of this option must be declared by the end of the third week of classes. Requirements may be secured from the Registrar's Office.

■ "New Start" Program

The "New Start" Program is intended for students who change to a new program of study after receiving unsatisfactory grades in a previous program at Southeastern. It allows the student to begin a new cumulative grade point average from the beginning of the new program. A change to a new program of study is identified as a change in declared program; that is, changing from arts and sciences to a vocational program, changing from any vocational program to arts and sciences or changing from one vocational program to another vocational program.

"New Start" is a one-time only option and means that all academic work completed

prior to the designated “New Start” date will appear on the academic record but will not be considered for use in the cumulative grade point average. A student may file a petition to implement the “New Start” through the Registrar’s Office after completing 12 semester hours in the new program with a cumulative GPA of 2.00.

■ Credit/Waiver by Examination

Southeastern Community College has established three methods of earning or waiving credit through testing. They include the College Level Examination Program (CLEP), the Institutional Proficiency Exam (IPE), and the waiver option of the IPE. The Registrar’s Office or an enrollment specialist can provide additional information.

■ Credit by Arrangement

Under certain circumstances, students may not be able to complete educational goals. The circumstances may include: (1) course needed to complete graduation requirements may not be offered; (2) course may be cancelled; (3) other unusual circumstances deemed essential by the appropriate dean to serve students.

Consequently, the college may offer the option of arranging the class. Such classes would appear in the college catalog but not on the given term schedule. Information regarding enrollment via credit by arrangement can be obtained from an enrollment specialist or the Registrar’s Office.

■ Final Examinations

Final exams are given at the end of each semester. Schedules of testing times are posted around campus several weeks in advance of the exams. The testing periods are approximately an hour and a half in length.

■ Grade Reports

Neither midterm nor final grade reports will be mailed, nor will the grades be given over the phone. Students can access all midterm and final grades via their HawkNet account as soon as grades are posted. Questions regarding specific grades should be directed to the instructor.

■ Dean’s List

Students who have attempted 12 or more credit hours and achieved a grade point average of 3.5 or better in any term are honored by being named to the dean’s list. The dean’s list is mailed to all regional newspapers and is posted on both campuses and the website after the fall and spring semesters.

■ Honor Society—Phi Theta Kappa

Students who have successfully completed a minimum of 12 credit hours toward a diploma/degree and who have a cumulative grade point average of 3.5 or above will be invited to join Phi Theta Kappa. This international honor society inducts students both fall and spring semesters. Phi Theta Kappa graduates are eligible to wear the gold stole and tassel at graduation.

■ Transcript Requests

A student’s academic record is considered a confidential document and, therefore, will only be released upon written request of the student with the following exception. Phone-in requests will be accepted for transcripts issued to educational institutions or to the student’s home address. Official transcripts are not released for students who have an outstanding financial obligation with the college. Requests will be honored as quickly as possible, in order of receipt. However, during peak periods (i.e., registration, end of a term) there can be some delay. Therefore, transcripts should be requested well in advance of these periods.

Transcripts from high school, other colleges, or universities, which have been sent to SCC for student files cannot be copied. Additional copies must be obtained directly from the sending schools.

■ Student Record Retention Policy

The official academic transcript, (record of enrollment credit earned by a student at Southeastern Community College), shall be retained by Southeastern Community College in perpetuity.

All documents which are used to create, update, and support the accuracy of the official academic transcript shall be retained for two (2) years after a student’s last enrollment at the institution. These documents will then be destroyed. All appropriate pending requests to review students’ documents shall be honored prior to their destruction.

■ Academic Progress Standards

Nursing, Medical Assistant, Medical Billing and Coding, Respiratory Care, Chemical Dependency Programs, and Emergency Medical Services

Students enrolled in the nursing, medical assistant, medical billing and coding, respiratory care, chemical dependency, and emergency medical services programs must maintain a grade of “C” (2.0) or above in all required program courses to progress in the program.

■ Suspension and Dismissal

Any student of Southeastern Community College may be suspended or dismissed for behavior considered detrimental to the welfare of the institution or fellow students. Students enrolled in health career programs will also be subject to the health career programs statement of ethical and professional conduct and disciplinary policy, which includes additional student expectations for safe patient care.

■ Attendance Policy

Southeastern Community College feels that classroom attendance is a very important factor toward successful completion of college work. Although the responsibility for attending classes rests with the student, it should be understood that a student is expected to attend class in order to maximize the benefit of enrollment in the College.

Instructors are responsible for developing and implementing their own system and forms for recording class attendance which may be checked and verified by sources from both on and off campus. These include, but are not limited to, SCC Student Services personnel, the Veteran’s Administration, federal, state, county and private human services agencies, and scholarship granting organizations. Financial aid awards are based on enrollment status. Awards may be reduced for classes that are never attended. Instructors are asked to provide a last date of attendance for students who receive an “F” as their final grade.

Each instructor is given the opportunity to establish criteria and standards of achievement necessary to earn a specific academic grade. These criteria should include a statement of the instructor’s attendance policy to be given to each class member at the beginning of the session.

This policy is subject to the limitations of the Family Educational Rights and Privacy Act.

■ Transfer of Credit

Transferring to a different college and university to continue your education can be intimidating. SCC Enrollment Specialists can make it easier.

Most colleges and universities have specific requirements for incoming transfer students. Below you'll find transfer guides for a few of the schools that SCC works with the most. Visit with your Enrollment Specialist for details and assistance about specific agreements. If you plan to transfer to Iowa State University, University of Iowa, or University of Northern Iowa, be sure to also check out TransferIowa.org for helpful information about how your SCC credits will transfer.

SCC has formal agreements in place with several institutions for specific programs. Please contact Enrollment Services for more information.

Iowa State University

- Agriculture
- University of Northern Iowa
- Elementary Education
- Chemical Dependency (B.A. Family Services)
- Interactive & Social Media Marketing (B.A. in Graphic Technology)
- Advanced Manufacturing (B.S., in Manufacturing Technology / Advanced Manufacturing)
- Electronics Technology (B.S. in Electrical Engineering Technology)
- Drafting Technology (B.S. in Manufacturing Technology / Design)
- Construction Management (B.S. in Construction Management)
- Associate of Arts (B.S. in Technology and Engineering Education)
- Other AAS Degrees (B.A. in Technology Management)

Western Illinois University

- Athletic Training
- Forensic Chemistry
- Biology
- Criminal Justice

Iowa Wesleyan University

SCC has an agreement with Iowa Wesleyan University (IWU) that offers students at both institutions seamless, shared access to educational programs and services.

Through this agreement, students can:

- count one institution's classes as part of the other school's course load;
- take advantage of specified services offered through either school, including library, institutionally sponsored events, and computer labs;
- Have dual enrollment at both col-

leges and guaranteed admission to Iowa Wesleyan College at the time of admission to SCC.

SCC and IWU recently established articulation agreements for the following SCC programs. Contact Enrollment Services for information about these agreements:

- Nursing (IWU's online RN-to-BSN program)
- Business
- Criminal Justice
- Chemical Dependency Counseling (IWU's Human Services program)

Additionally, SCC and IWU have updated course-to-course transfer lists for several programs. Contact Enrollment Services for additional information.

Buena Vista University (BVU)

Buena Vista is a four-year university with its main campus in Storm Lake, Iowa. Buena Vista has a presence on SCC's West Burlington campus and offers bachelor's degree classes on this campus. Students can complete their four-year degree on the SCC campus by attending the first two years of their program with SCC and the final two years with Buena Vista. Transfer students are also accepted into the programs. BVU has established a formal articulation agreement with SCC for Criminal Justice.

BVU offers four degree options: Elementary Education, Criminal Justice and Criminology, and History and English with grades 5-12 teaching licensure. Classes take place in the evenings and are taught by BVU faculty. Financial aid is available to Buena Vista University students, and the site is approved for persons on the GI Bill. For more information, contact the BVU Education Coordinator/Advisor located in room 511 on SCC's campus.

Central Methodist University (CMU)

CMU and SCC have established agreements for the following SCC programs:

- AA Accounting AAS Accounting
- Psychology & Sociology
- Chemical Dependency Counselor
- Business Administration Business
- Early Childhood Education (Future)
- Child Development
- Information Technology Computer Science
- Criminal Justice Criminal Justice
- Respiratory Care Health Sciences
- Any AA Interdisciplinary Studies
- ADN Nursing

Culver Stockton College

- Athletic Training
- Additionally, SCC and Culver Stockton have updated course-to-course transfer lists for several programs. Contact Enrollment Services for additional information.

Missouri Western State University

- Animation for Television, Film, and New Media (B.F.A. Digital Animation)

Other agreements exist with:

William Penn University

Palmer College of Chiropractic

Capella University

■ K-12 Partnerships

Jump Start/Concurrent Enrollment Courses

High School students are able to access SCC courses in a variety of ways, including Jump Start concurrent enrollment courses offered at local high schools through agreements with K-12 districts, courses offered on SCC campuses or at SCC Centers, as well as on-line courses. SCC is accredited through NACEP, the National Alliance for Concurrent Enrollment Partnerships. This accreditation insures that SCC follows the highest standards with regard to Students, Faculty, Assessment, Curriculum, and Evaluation of these courses. Students should consult with their counselors in their local high schools to determine the availability of courses and individual district policies.

Educator Connections and Programs of Study

SCC provides support to area K-12 districts by connecting and convening educators and counselors. SCC supports Regional Advisory Committees established for high school Industrial Tech, Business, and Family and Consumer Sciences programs. These advisory committees consist of area business and industry partners, as well as educators. High School and SCC career and technical (CTE) educators connect regularly to update programs of study, outlining seamless transitions from high school into SCC's CTE programs. The Regional School-to-Career Executive Council also provides input to these programs of study, in addition to encouraging school/business partnerships to enhance classroom relevance. In partnership with Great Prairie AEA and Indian Hills Community College, an annual Counselor Conference is held. In addition, SCC plans and hosts in-service opportunities for K-14 educators on a regular basis. SCC also makes regular visits to area high schools, hosts career fairs, and offers

outstanding one on one career and college planning services.

■ **Cooperative Agreements and Exchanges**

Southeastern Community College has a variety of cooperative agreements and exchanges with both two- and four-year colleges and universities.

Carl Sandburg College—Student Exchange Program

A reciprocal agreement exists between SCC and Carl Sandburg College, Galesburg, Illinois. This agreement permits Carl Sandburg district students to attend classes at SCC at the Iowa resident tuition rate. This agreement likewise permits SCC/Area 16 students to enroll at CSC at the Illinois resident rate.

Iowa Community College Online Consortium

Southeastern Community College has entered into an agreement with six other Iowa community colleges to offer an associate of arts or AAS degree in Agriculture degree online. These degrees have been accredited by SCC's accrediting agency, the Higher Learning Commission. There are also a number of career education courses available through this consortium. Eastern Iowa Community College, Iowa Lakes Community College, Iowa Western Community College, Northwest Iowa Community College, Southwestern Community College, and Western Iowa Technical Community College are involved in this partnership.

Western Illinois University—Dual Admission

SCC and WIU have developed an agreement for the express purpose of coordinating simultaneous student acceptance at both institutions. The dual admission program applies to all students seeking a degree-leading program at WIU, with the exception of the Board of Trustees bachelor of arts degree as well as those students seeking a second baccalaureate degree. The program is designed to maximize student progress and minimize transfer delays for those students enrolling at SCC and later transferring to WIU with their AA degree.

Admissions Offices and/or advisors at all participating schools may be contacted for more information.

Graduation Requirements

■ General Information

A student who intends to graduate from Southeastern Community College must file a Request to Graduate petition. This petition should be completed when registering for the last anticipated semester of classes. Petition forms are available in the Registrar's office and on the SCC website.

Degree, diploma, and certificate requirements stated in the Southeastern Community College catalog at the time of a student's initial enrollment will remain in effect for that student until graduation. If changes occur in graduation requirements subsequent to initial enrollment, the student may elect to graduate under the most recent degree or diploma requirements. The ability to graduate under the requirements of an older catalog is subject to a five-year limitation. The final determination of graduation requirements rests with the Registrar. It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although an Enrollment Specialist will attempt to help the student make wise decisions, the final responsibility for meeting the requirements for graduation rests with the student.

Graduation from Southeastern Community College shall be certified by the issuance of a degree, diploma, or certificate. No student shall be issued an award who has not earned a cumulative grade point average of at least 2.00 at SCC.

If a student receives information from an Enrollment Specialist which may have an impact upon the student's graduation requirements or application of credits toward graduation, the student is advised to secure the information in writing. It is further advised that this documentation be retained by the student.

■ Commencement

Commencement is an integral part of the student's experience in college. The commencement is held at the conclusion of the spring semester. Any student of the college who has completed all the necessary requirements for a degree, diploma, or a certificate requiring 15 or more semester hours is eligible to participate. Additionally, any student of Southeastern Community College is eligible to participate in commencement if there is a clear indication made to the Registrar by the student at the beginning of the spring semester that necessary requirements will be completed prior to the beginning of the next fall semester.

■ Graduation with Honors

Qualifying students are recognized as meeting the requirements of Graduation with Honors at commencement ceremonies. To qualify for this recognition, the student's cumulative grade point average must be 3.75 or above as of the end of the fall semester. A minimum of 15 semester hours must have been completed at Southeastern Community College. A student with a GPA below 3.75, but above a 3.50, may qualify at the end of the spring semester if he/she receives spring grades which are high enough to raise his/her GPA to 3.75 or above at the end of the spring semester. It is the responsibility of the student to notify the registrar of this possible last-minute designation.

■ Assessment Philosophy

Assessing student academic achievement at Southeastern Community College is a process of documenting student learning within the domain of general education requirements and within career education programs that go beyond traditional course grades. The purpose of assessment is to promote and document continuous educational improvement throughout the institution.

The data gathered will be used to make adjustments within courses and/or programs when deemed necessary. Assessment data will also provide valuable information for use in the college's strategic planning and program review processes. The assessment of students' knowledge of course content and general education and career education objectives will also allow the college to become more articulate in its communication efforts with internal and external constituents regarding how well the college is accomplishing its mission and goals/ objectives.

■ General Education Statement

The goal of Southeastern Community College is to instill within its degree graduates a body of knowledge, skills, and attitudes upon which they can build to be contributing members of society. To accomplish this, associate degree requirements are established which meet a diversity of interests associated with comprehensive community college students. Southeastern Community College requires that the associate of arts (AA) degree and the associate of science (AS) degree includes courses in the following areas:

1. Communication
2. Social Science
3. Humanities

4. Mathematics
5. Science
6. Cultural Awareness

SCC is committed to ensuring that students graduating with associate degrees have attained skills in the following areas:

- Communication
- Critical Thinking
- Quantitative and Scientific Reasoning
- Responsible Citizenship
- Cultural Awareness

■ General Education Group Requirements

Communication

ENG English; SPC Speech

Humanities

ART Art; LIT Literature; Foreign Language — FLF French, FLG German, FLS Spanish; HIS History; HUM Humanities; MUS, MUA Music; PHI Philosophy; DRA Drama; REL Religion

Social Sciences

ECN Economics; GEO Geography; HIS History; POL Political Science; PSY Psychology; SOC Sociology

Math and Science

MAT Mathematics; BIO Biology; CHM Chemistry; ENV Environmental Science; PHY Physics; PHS Physical Science Credit earned toward satisfaction of one group requirement may not be applied toward satisfaction of a second group requirement.

Cultural Awareness

ART Art; DRA Drama; ENG English; FLS Foreign Language Spanish; HIS History; HUM Humanities; MUS Music; PHI Philosophy; REL Religion; SOC Sociology

■ Academic Awards

Requirements for each of the college's curriculum must be satisfactorily completed prior to an individual being eligible to receive an award from Southeastern Community College. One of the following will be awarded to a student who completes the specified requirements:

- Associate of Arts degree
- Associate of Science degree
- Associate of Applied Science degree
- Diploma
- Certificate

■ Associate of Arts Degree

The associate of arts degree is primarily intended for those students who plan to transfer to a four-year college or university. A transfer student should always consult with the four-year institution to determine application of particular courses toward his/her degree objectives.

All candidates for the Associate of Arts Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at Southeastern Community College.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 at SCC.
- 3a. All general education group requirements necessary for the associate of arts degree must be selected from transfer course offerings.
- 3b. Each of the following minimum general education group requirements must be met:
Communication (ENG-105, ENG-106, SPC-101 or SPC-112)..... 9 sem. hrs.
Humanities.....*12 sem. hrs.
Social Sciences.....*12 sem. hrs.
Science & Mathematics ..*10 sem. hrs.
Cultural Awareness 3 sem. hrs.
Electives*14 sem. hrs.
Minimum Total..... 60 sem. hrs.

** Select courses from at least two different disciplines in this area. In the science and mathematics group, at least one lab science and one mathematics course must be taken.*

■ Associate of Science Degree

The associate of science degree is primarily intended for those students who plan to transfer to a four-year college or university. A transfer student should consult with the four-year institution to determine application of particular courses toward his/her degree objectives.

All candidates for the Associate of Science Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at Southeastern Community College.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 at SCC.
- 3a. All general education group requirements and specialty area requirements necessary for the associate of science degree must be selected from transfer course offering.

- 3b. Each of the following minimum general education group requirements must be met:

Communication (ENG-105, ENG-106, SPC-101 or SPC-112)..... 9 sem. hrs..
Humanities.....*6 sem. hrs.
Social Sciences.....*6 sem. hrs.
Science & Mathematics ..*21 sem. hrs.
Cultural Awareness 3 sem. hrs.
Electives*15 sem. hrs.
Minimum Total..... 60 sem. hrs.

** Select courses from at least two different disciplines in this area.*

■ Associate of Applied Science Degree

The associate of applied science degree is intended for those students who are enrolled in a two-year career education program.

All candidates for the Associate of Applied Science Degree must meet the following requirements:

1. Earn a minimum of 15 of the last 20 semester hours of credit in resident classes at Southeastern Community College.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 in the AAS degree curriculum at SCC.
3. General education courses required for the associate of applied science degree must be selected from courses listed in the approved program curriculum. A minimum of 15 semester hours of general education requirements must be taken with at least one course from each of the three areas: Communication; Social Sciences and/or Humanities; Mathematics and/or Science.
4. Satisfactory completion of all core and general education requirements as specified for the curriculum selected. These requirements are stated in the career education section of this catalog. Core and general education requirements of the individual career education curriculums vary in terms of the credit hour requirements. Therefore, requirements should be evaluated carefully by the student. Normally, the length of all career education curricula leading to an associate of applied science degree is a minimum of four semesters.

■ Diploma

The diploma shall be issued to a person who has graduated from an approved vocational program which does not culminate in a degree or certificate.

All candidates for a Diploma must meet the following requirements:

1. Earn a minimum of ten of the last 13 semester hours of credit in resident classes at Southeastern Community College.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 at SCC in the diploma curriculum.
3. General education courses and elective credit required for a diploma are listed in the approved curriculum for that diploma.
4. Satisfactory completion of all general education and core requirements as specified for the diploma program. These requirements are stated in the career education section of this catalog. Requirements of diploma programs vary in terms of length and credit hours.

■ Certificate

A certificate of completion may be issued to a student who has satisfactorily completed a course of study prescribed by the institution other than one that is intended to result in the awarding of a diploma or degree.

All candidates for a Certificate must meet the following requirements:

1. All requirements must be met through earned SCC credits or through approved action by the registrar.
2. Earn a minimum cumulative grade point average (GPA) of 2.00 in the certificate curriculum at SCC.
3. General education courses, if required, are listed in the approved curriculum for that certificate.
4. Satisfactory completion of all core, general education and/or elective requirements as specified for the certificate program. These requirements are stated in the program section of the college catalog. Requirements of certificate programs vary in terms of length and credit hours.

Services and Activities

■ BlackHawk Bookstores

Purchases

For the convenience of students, faculty and staff, SCC operates a non-profit, self-serve style bookstore at both the West Burlington and Keokuk campus locations. All textbooks, tools, required classroom merchandise and related educational supplies are made available through the bookstores.

Total expenses will vary with each student depending upon quantity and types of courses enrolled and whether students are able or willing to purchase used textbooks. Payment methods include cash, check, MasterCard and Visa. Students receiving financial aid may use the aid for payment as approved. Students are encouraged to purchase their items one week prior to the start of each semester. Students enrolled in attendance centers and online will be shopping at the West Burlington store. E-commerce may also be used at our web site www.blackhawkbookstore.com to confirm book/supply needs, prices and availability.

Returns

Beginning the first day of a semester and for the following ten days, a 100% refund policy will be in effect. Deadlines will be posted in advance and you will be provided a bookmark at the time of purchase that will explain the deadlines and guidelines for all returns. All merchandise must be returned in the same condition as when it was sold to you. New books must be returned without marks on them and if they were shrink-wrapped when sold, they must be wrapped for a 100% refund. A current term sales receipt is necessary for all returns.

*The return period will be shortened accordingly for all non-traditional semester courses.

■ Textbook Buy-Backs

During the fall and spring semesters, BlackHawk Bookstore offers cash for certain textbooks. No receipts are necessary during that time. To be eligible for buyback, books must be used in the upcoming semester by full-time faculty and cannot be consumable (i.e. study guide, solution manual) in which pages may be removed and/or answers written in. All books must be in good condition for resale, as determined by BlackHawk Bookstore. No book is guaranteed a buyback rate. For example, a student could receive as much as 50% of a new book price, and there are also

books that do not have a buyback value at all. As a courtesy to our students, we are authorized to access a wholesale list which may offer a value for books we are unable to buy for our store. That amount is set by the wholesale company and is typically less than our rate.

■ Libraries

The Yohe Memorial Library at the West Burlington campus and the Karre Memorial Library at the Keokuk campus collect resources in a variety of formats (e.g. books, e-books, online databases, etc.) to support student learning. Many of the resources may be accessed online by visiting SCC's web site (www.scciowa.edu) and selecting the "Library" link. The SCC libraries also belong to two interlibrary loan networks which allows them to borrow additional materials from other libraries nationwide. A librarian is available at each campus for reference assistance and individual or group orientation. The library at West Burlington campus also houses the SCC Archives which contain information of historical value to the College.

Library hours during Fall and Spring semesters:

Monday – Thursday, 8 a.m. – 9 p.m.

Friday, 8 a.m. – 4:30 p.m.

Yohe Memorial Library

West Burlington Campus, Room 171
319-208-5090

Karre Memorial Library

Keokuk Campus, Room 201
319-313-1960

■ Multimedia Center

The Multimedia Center is located in Room 514 at the West Burlington campus. The Center provides equipment, services, consulting, and training for the West Burlington and Keokuk campuses as well as the Fort Madison and Mount Pleasant attendance centers and Center for Business. The Multimedia Center provides equipment such as multimedia projectors, laptops, document cameras, cameras, camcorders, and TVs/DVD players for classroom presentations plus portable sound equipment. The Center also provides production services for faculty, students, and staff. Videoconference scheduling, DVD production/duplication, transparencies, scanning, photography equipment, and training to compose multimedia presentations are available in the Multimedia Center. The Center

also provides support for instructors to record their class presentations for posting for further review by students. A studio is available for other recording sessions. Also housed in the Multimedia Center, are the Distance Learning Department and Telephony services. All SCC campuses and centers have an Internet Protocol (IP) based videoconferencing system as well as web conferencing services. These mobile systems provide SCC with real-time video and audio resources to facilitate classes, meetings, and presentations. To schedule the videoconferencing systems; arrange training; or for more information, please call 319-208-5080.

■ Iowa Communications Network (ICN)

Fiber optic lines, connecting every county in Iowa, provide live audio and visual communication potential to all of the citizens in Iowa at over 750 sites. Within the four-county Area 16 region there are over 30 sites. Two of these sites are located on Southeastern Community College's West Burlington and Keokuk campuses. Southeastern students at one campus may take advantage of courses offered at the other campus via the ICN. In addition, many opportunities are available for credit courses from other colleges in Iowa, noncredit courses, and statewide meetings.

■ Student Activities and Organizations

Athletics

SCC is a member of the Iowa Community College Athletic Conference (ICCAC) and the National Junior College Athletic Association (NJCAA) and participates in the following intercollegiate athletic programs: men's basketball (Division I), women's softball (Division I), men's baseball (Division II), women's volleyball (Division II), women's basketball (Division II) Men's golf (Division II), and women's golf (Division II). SCC also offers athletic clubs, including competitive cheerleading and sports shooting. All athletic programs are located on the West Burlington campus with the exception of women's basketball which is located on the Keokuk campus.

The athletic department operations are administered by two Athletic Coordinators (AC's) who are responsible for ensuring the academic and personal success of all SCC student-athletes. The Women's AC oversees all women's programs, and the Men's AC oversees all men's programs.

Student Government

The West Burlington Student Board and Keokuk Student Board of Southeastern Community College are designed to promote the welfare of the college in a democratic fashion and to facilitate communication among the student body, the faculty and administration. Members of the student government represent the student body in planning, coordinating and directing a variety of student events throughout the year. The government sets up a calendar of events, controls the activity fund, appoints committees and works with leaders of various clubs and organizations on campus.

Student government allows individuals the opportunity for experience and training in a variety of areas including leadership, decision-making, planning, organizing and human relations. All students have the opportunity to become involved in student government. Representatives are elected during the school year by the student body. The government consists of a president, vice president, secretary, treasurer, and members at-large. A constitution and by-laws, which are annually reviewed and approved by each student board, provide the organizational structure for these governing groups.

Clubs and Organizations

Over 30 clubs and organizations actively meet mutual interests of various student groups on campus. Such groups participate in the areas of art, music, international affairs, departmental or professional subjects and activities. Activities are designed for students by students.

Social and Special Events

Special events are coordinated by the student government and student clubs. A variety of social and special events are provided, including music, art, drama, concerts, plays, films, speeches and picnics.

Intramurals

Intramural activities are founded upon the principles that participation in organized competitive activities contribute to the general physical development and social welfare of the students. Intramural athletics at SCC are offered in those activities in which an interest is demonstrated and a facility is available. These might include bowling, basketball, volleyball, softball, soccer, flag football, disc golf and others.

■ Student Facilities and Services

Child Care Services

Child care services are available for the children of college students and staff. The West Burlington campus center cares for children age two weeks to 10 years. An independent day care provider runs the center. For enrollment or fee information, contact the West Burlington campus Kiddie Campus at 319-754-8457.

Food Service

West Burlington campus offers cafeteria service at the Blackhawk Bistro in the 400 building. Breakfast, lunch and dinner are served Monday through Friday. Brunch and Dinner is served on the weekends. During the traditional semester, hours of operation are:

Monday – Friday 7:30 a.m. - 9:00 a.m., 11:00 a.m. - 1:00 p.m., and 5:00 p.m. - 7:00 p.m.
Saturday and Sunday 11:30 a.m. - 1:00 p.m. and 5:00 p.m. - 6:00 p.m.

On-campus catering is available by arrangement. The required board plan for students in our residence halls is for 19 meals per week, paid by semester.

Keokuk campus offers a cafeteria in Barr-Wittenmeyer Hall with lunch served Monday through Friday during the fall and spring semester. Hours of operation are from 8:00 a.m. until 1:30 p.m. On-campus catering is available by arrangement.

Vending machines are available year-round on both campuses.

Residence Halls

SCC offers housing options on both the West Burlington and Keokuk campuses. Each residence hall is fully furnished and includes laundry facilities, cable TV, telephone, and wireless internet capabilities. The West Burlington campus has three residence halls available for students to choose from.

Millennium Hall – a three story co-ed apartment building. Handicap-accessible rooms are available on the first level.

Winegard Hall – 14 traditional style rooms

Witte Hall – 14 traditional style rooms

The Keokuk Apartments offer 10 double-occupancy apartments.

A Residence Life Coordinator oversees all resident housing. Any questions or concerns regarding the residence halls or the students living in them should be taken to the Residence Life Coordinator.

■ Student Learning and Personal Support

Academic Achievement Center

The Academic Achievement Center is a place for students to get assistance that they need with their course work in the form of weekly scheduled tutoring or drop-in tutoring. The centers are located on the West Burlington and Keokuk campuses with PC's available and tutors to help. The Centers' hours vary.

Academic Achievement Centers

West Burlington Campus

Room 506 A & B

Keokuk Campus

Room 311

Pathways for Academic Career and Employment (PACE)

PACE is a support services program designed to help students move toward their educational and career goals. The PACE Navigators can help with the following:

- Applying to SCC and finding financial aid;
- Choosing a major/career pathway;
- Connecting to academic support services;
- Understanding student loans and grants;
- Personal budgeting and financial awareness;
- Career planning and tips;
- Connecting to other resources.

For more information or questions concerning PACE, please contact Jared Reed, Lead Navigator at (319) 208-5200 or jreed@sc-ciowa.edu.

Student Support Centers (a.k.a. The Hawk's Nest)

SCC's Support Centers provide a variety of services to assist students, including:

■ **Disability services/accommodations**

Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through disability services, accommodations are made available to qualified students with a documented disability. To be eligible for these accommodations, the student must forward an accommodation application and documentation of his/her disability to the disabilities services coordinator. Before the semester begins, the student must schedule an appointment with the disabilities coordinator to review information and develop an accommodation plan. For further information or to arrange for accommodations, call 319-208-5167.

■ **Personalized assistance**

Student Success Advocates are available for consultation and advisement with any student regarding their educational challenges and in developing individualized plans that can increase each student's likelihood of college success. Student Success Advocates provide assistance with the following:

- Time management, organization, and study skills

- Assistance with free online educational resources including: Dragon, eCollege, Khan Academy, Learning Express Library, Live Text, Smarthinking, StudentLingo, TextHelp-Read and Write Gold, Turn-it-in and more.

- Career exploration and planning

- Transitioning to college

- Understanding college policies and procedures

- Balance between college, work and life

- Basic financial aid awareness/assistance

- Campus and community resources

- Campus engagement

■ **Retention Programming**

The Advocates also provide intrusive academic advising and guidance to select groups of students who have been identified as at risk of non-completion (e.g., students on financial aid dismissal for non-Satisfactory Academic Progress (SAP), students with learning disabilities, and students identified by faculty via Academic Alert).

■ **Testing and assessment services**

The Student Support Centers facilitate testing and assessments for:

- Hi-SET (high school completion exam)

- College course placement (ALEKS, Accuplacer, and CLEP)

- SCC course make-up exams

- Online and correspondence course exams Professional licensing/certification and third-party exams such as: Dental Exam, CNA Written Exam, Pesticide Applicator, ACT, SAT, etc.)

West Burlington Campus, Room #513

Ext. 5155 / 319-208-5155

Keokuk Campus, Room #206

Ext. 1943 / 319-313-1943

■ **TRIO Programs**

SCC hosts federally-funded TRIO programs that assist first-generation college students and students from income-eligible families in pursuing post-secondary education.

Educational Opportunity Center (EOC)

The EOC Advisor helps lower-income, first-generation college students with financial aid and admission applications as well as academic and career advising. Indian Hills Community College received a federal grant for this program, and through a partnership agreement with them, SCC has an EOC staff member located on the West Burlington campus to assist regional participants.

The EOC staff member assists eligible participants with:

- Admission forms and procedures
- Financial aid forms and procedures
- Selecting a college and academic program
- Career planning and skill assessment
- Obtaining a GED or other high school completion credential
- Coordinating tutoring
- Coordinating college tours
- Personal counseling and community agency referrals

Student Support Services (SSS)

The SSS program at Southeastern Community College is funded by a grant through the U.S. Department of Education. SCC's program serves 250 students annually.

The TRIO-SSS program provides holistic academic support services to students, including:

- Smart Start orientation program
- First Year Experience (FYE) sessions
- Second Year Experience (SYE) sessions
- Academic advising and registration
- Financial aid assistance
- College transfer advising
- Campus visits to prospective transfer colleges
- Career site visits

Upward Bound

The purpose of the Upward Bound program is to assist and encourage talented high school students to prepare for and enroll in college. This federally-funded grant program encourages students to think about how they want to contribute to the future and how they can prepare to face the challenges that lie ahead -- at no cost to the student or family.

SCC's Upward Bound program serves 63 participants, 9th-12th grade level, from Burlington High School, Fort Madison High School, and Keokuk High School combined.

Upward Bound participants receive:

- Tutoring in support of their present high school classes.
- Guidance and support in selecting academic, career and postsecondary opportunities.
- Workshops and group activities to build self-confidence and self-reliance.
- Enrichment activities to develop creative thinking, effective expression and positive attitudes toward learning.
- Cultural awareness through exposure and participation in cultural activities, tours of historical and geographical sites, and visits to other educational facilities.
- Friendships and relationships developed by meeting others who share similar goals.

■ Vocational Rehabilitation Services

The Iowa Vocational Rehabilitation Services offers the following to Iowans who are disabled because of a physical, emotional or learning disability:

- Assistance with training programs
- Job placement assistance
- Medical evaluation if needed
- Occupational tools and equipment upon graduation and job placement
- On-the-job training
- Prosthetic appliances and other medically related services determined necessary for job placement
- Small business services
- Special adaptive equipment and devices
- Testing and evaluation when necessary
- Vocational counseling.

For more information call 319-208-5028 or 5029.

■ Workforce Development Programs

Southeastern Community College is the operator of the Workforce Investment and Opportunity Act programs and the Promise Jobs program, as well as a partner in IowaWORKS Centers in the region. Persons needing assistance in obtaining employment and/or support to attend a training program should contact the local IowaWORKS Office. For more information, call 319-753-1671.

Other Campus Information

■ Parking

The college provides free parking for students at both campuses and attendance centers. Students are asked to park only in designated areas. No vehicle shall be left on any college property more than 72 hours without permission of the Director of Buildings and Grounds (319-208-5141).

Handicapped parking spaces are available for students with disabilities.

■ Information Centers

The Welcome Center on the West Burlington Campus is located in building 500. This center is designed to assist students, prospective students and visitors to the various campus offices. At the Keokuk Campus, information may be obtained in the Administrative Office in Bldg. 100.

■ Bulletin Boards

Bulletin boards are for information or announcements relevant to the institution, students and staff. All postings (except faculty notices) must be approved by the Vice President of Student Services (or designee). The college maintains two types of bulletin boards: "Official" and "General Interest."

- Items for posting on "Official" bulletin boards must be approved.
- Items for posting on "General Interest" boards must be approved and bear the date of posting.
- Items will not be posted more than

two weeks prior to the scheduled event and are to be removed within one school day following the scheduled event.

■ College Closing

It is the policy of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops requiring school closing, it will be posted on the SCC website. Local radio and television stations will be asked to announce the closing, starting at 6:00 a.m. (if possible) for day classes and 3:00 p.m. for evening classes. In addition, students and staff in our contact database will receive text messages, automated voicemails, and email regarding closings.

■ Instructor Absence Notices

At the West Burlington campus, notices of faculty absences are posted on classroom doors where the faculty member is to hold a class. West Burlington students may also call ext. 5222 for a list of day-time faculty absences.

At the Keokuk campus, notices of faculty absences are posted daily. Please check the lounge bulletin boards for this information or the classroom door where the faculty member is to hold class. The SCC webpage also has a link that is updated daily with the absent instructors listed from both Keokuk and West Burlington Campuses.

■ Lost And Found

If you lose or find an item on campus, please contact the Welcome Center in Building 500 at the West Burlington Campus or the receptionist in Building 100 at the Keokuk Campus.

■ Publications

At the West Burlington Campus, the weekly in-house newsletter is called The MiSCC (Miscellaneous) and is published through the Student Services Office. It is available each Monday morning during fall and spring semesters, and gives a variety of campus information.

At the Keokuk Campus, the weekly in-house bulletin is THE VOICE, a publication written by students. It is available Monday morning during fall and spring semesters, and gives a variety of campus information.

Both publications are also available online at the SCC website.

■ I.T. Help Desk

The I.T. Help Desk is here to assist students at Southeastern Community College with a single point of contact for all technical problems and requests concerning Hawknet, SCC Web site, college computers, email accounts, network resources and more. Help Desk hours are Monday through Thursday 7:30 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 4:30 p.m. during regular school year hours. To contact the Help Desk while on campus

call ext. 5087, off campus 319.208.5087 or email helpdesk@scciowa.edu.

■ **Hawknet**

Hawknet can be accessed by going to the main SCC Web site at (www.scciowa.edu) and clicking on the Hawknet/Email link at the top of the page. Hawknet is a web interface that allows students to sign on one time to access all of their SCC technical re-

sources. These resources include SCC email (email, calendar), Library Services/Databases, WebAdvisor (class schedule, financial aid, on-line registration, transcripts), Online courses (eCollege), and Network Storage (file storage). In addition, Hawknet provides SCC communication and announcements.

Policies and Regulations

All Administrative and Board Policies are listed in their entirety in the Enrollment Services offices, the SCC Libraries, or on the SCC website.

■ **Title IX at SCC**

Members of the college community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SCC believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. The policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and Southeastern Community College's procedures to establish a mechanism for determining when those expectations have been violated. The President of the College has appointed

Tina Young to serve as the Title IX Coordinator. In her role as Title IX Coordinator, Ms. Young oversees the College's centralized review, investigation and resolution process for reports of sexual misconduct. She also coordinates the College's compliance with Title IX. Ms. Young is supported by several College administrators who serve as Deputy Title IX Coordinators. Each is knowledgeable and trained in state and federal laws that apply to matters of sexual harassment, as well as College policy and procedure.

The Title IX and Deputy Title IX Coordinators can be contacted during regular office hours:

Title IX Coordinator:

Tina Young

West Burlington Campus, Health Professions Building, Room #104R

Deputy Coordinators:

Joan Williams

West Burlington Campus, Room #513F

Dr. Teresa Garcia

Keokuk Campus, Room #114,

West Burlington Campus, Room #505F

Melissa Flores

West Burlington Campus, Room #441A

Or can be contacted anytime by calling 319-208-5360 or emailing titleix@scciowa.edu.

The duties and responsibilities of the Title IX and Deputy Title IX Coordinators include training, education and climate checks as well as the oversight of procedures that promptly and equitably eliminate sexual harassment, prevent its recurrence and address its effects on individuals and our community.

The Title IX and Deputy Title IX Coordinators will:

Oversee the investigation and resolution of all reports of sexual misconduct; Meet with any individual, whether a Complainant, a Respondent, or a third party, to discuss interim measures, resources, and procedural options on and off campus; Ensure prompt and equitable resolutions that comply with all requirements and timeframes specified in the complaint procedures; Conduct on-going and annual climate checks, tracking, and monitoring of sexual misconduct allegations on campus; and, Coordinate all training, education and prevention efforts.

Role of the Title IX Team

While a report may emerge through many sources, the College is committed to ensuring that all reports are brought to the College's Title IX Team. This interdepartmental team, led by the Title IX Coordinator, ensures consistent application of the policy to all individuals and allows the College to respond promptly and equitably to eliminate the misconduct, prevent its recurrence and address its effects. The Title IX Team coordinates the review, investigation and resolution of the report and ensures that all appropriate interim measures are implemented. Members of the Title IX Team include: the Title IX Coordinator, Deputy Title IX Coordinators, Coordinator of Emergency Response Programs, and others as may be necessary. College policy requires that any employee who receives a report of sexual misconduct bring the report to the Title IX Coordinator or a member of the Title IX Team. The Title IX Team oversees the resolution of reported misconduct through the College's complaint processes. The process will be determined by the role of the Respondent: Complaints against students or will be resolved by the Student Complaint Process. Complaints against employees will be resolved by the Employee Complaint Process. Complaints against faculty will be resolved by the Faculty Complaint Process. Each process is guided by the same principles of fairness and respect for all parties. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint.

Initial Assessment

The College will address all reports of sexual misconduct. The Title IX Team, under the leadership of the Title IX Coordinator, will oversee the College's Title IX review process. In every report of sexual misconduct, the College, through a Title IX Team member will make an initial assessment of any risk of harm to individuals or to the campus com-

munity and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community. The College's responsibility to review and respond to all allegations of misconduct exists regardless of whether that review culminates in additional investigation or goes before a Judicial Board, and exists independently of the criminal justice process.

Investigation

The Title IX Team member may determine if an investigation of the report of sexual misconduct should be conducted. This determination is based on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation. The Title IX Team member may designate an investigator of its choosing. Any investigator used by the College, whether internal or external, must have specific training and experience investigating allegations of sexual misconduct. The investigator will coordinate the gathering of information from the Complainant, the Respondent, and any other individuals who may have information relevant to the determination. The investigator will also gather any available physical or medical evidence, including documents, communications between the parties, and other electronic records as appropriate. The investigator may also consider prior allegations of, or findings of responsibility for, sexual misconduct by the Respondent. In gathering such information, the investigator will comply with applicable laws and Southeastern Community College policies. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. As described in the Privacy section, all College investigations will respect individual privacy concerns. Information gathered during the investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the individual and the College campus community, and impose remedies as necessary to address the effects of the alleged conduct. Any investigative report will serve as the foundation for all related resolution processes. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

*The Title IX Coordinator is Tina Young.
319-208-5101, tyoung@scciova.edu
West Burlington Campus,
Health Professions, Room #104R*

■ **Judicial Code of Conduct**

The Judicial Code of Conduct Articles X and XI (included below) detail the process for both academic and non-academic-related student complaints. From Judicial Code of Conduct and Students' Rights:

ARTICLE X – STUDENT RIGHTS COMPLAINTS

The College recognizes the importance of maintaining an environment that preserves the academic freedom and civil rights of its faculty, staff, and students. Each student has the right to file a complaint on any abridgement of her/his rights by any staff/faculty member, or other students, in accordance with the abridgements outlined below.

SECTION A – Procedure

A student who questions abridgement of her/his rights should make an appointment with the appropriate administrator (see Section B, #2 of this Article) to discuss issues concerning her/his complaint. Such a meeting must be initiated by the student within fifteen (15) working days after the alleged abridgement has occurred. Abridgements

1. Discrimination – Treatment by a faculty/ staff member directed toward a student because of her/his race, color, religion, ethnic origin, sexual orientation, gender, age, disability, marital status, or veteran status.
2. Unjust Treatment – Evidence of a pattern of negative behavior including, but not limited to, verbal abuse in class or elsewhere on campus or non-fulfillment of an obligation to teach class.
3. Actions of other students that interfere with her/his right to pursue her/his education. Such actions include, but are not limited to, assault; abuse, detention, and harassment (see Article V, Section B).
4. Violations of College Board of Trustees policies.
5. Violations of College Administrative Guidelines.

SECTION B – Investigation and Determination

1. The contacted administrator shall investigate the complaint and:
 - a. Require that the student first discuss the matter with the staff/faculty/stu-

- dent whom she/he feels has abridged those rights and her/his supervisor;
 - b. Require that the student provide written proof that the discussion has taken place. Proof will require the faculty member's signature;
 - c. Visit with the appropriate staff/faculty/ student to gather information; and/or
 - d. Attempt to mediate a discussion between the student and the staff/faculty/ student to clarify the matter and suggest alternatives, if needed.
2. A formal complaint will be filed as one which contains all of the following:
 - a. Is in writing and accompanied by an official complaint form;
 - b. Is signed by the student;
 - c. Is sent or delivered to one of the following:
 - 1) Contact College President or CEO concerning College Administrators
 - 2) Contact Vice President for Student Services concerning Student Services staff
 - 3) Contact Dean of Arts and Sciences concerning Respective faculty/sup- port staff
 - 4) Contact Interim Dean of Career & Technical or Interim Dean of Health concerning Respective faculty/ sup- port staff
 - 5) Contact Dean of Keokuk Campus concerning Keokuk Campus stu- dents/ staff
 - 6) Contact Executive Director of CBIZ concerning CBIZ students/staffThe contacted administrator shall then determine if the situation warrants:
 - a. Dismissal of the complaint;
 - b. Referral to the Director of Human Resources in the event of an alleged civil rights or College Board of Trustees Policy/Administrative Guideline violation or violation of federal or state laws; or
 - c. Referral to the appropriate supervisor in the event of alleged unjust treat- ment by a staff member.
 4. Within ten (10) working days of receiving the formal written complaint, a transmittal will be completed and sent to the Vice President for Student Services. The transmittal will include the following information:
 - a. Date complaint was received;
 - b. Nature of the complaint;
 - c. Office receiving the complaint;
 - d. Person responding;

- e. Disposition (completion date OR if incomplete at time of reporting, expected date of completion);
 - f. Name of student making complaint; and
 - g. A copy of the written complaint and any other written correspondence with the complaint.
5. The Vice President for Student Services will maintain a log of complaints and their disposition.

SECTION C – Appeal

Appeal If the student does not agree with the final resolution to the complaint, a formal appeal must be initiated within ten (10) working days of the resolution.

- 1. A written appeal must be submitted to the Vice President for Student Services.
- 2. The College Judicial Board will convene within five (5) working days to hear the appeal (Article VII – Judicial Board Process).

ARTICLE XI – GRADE APPEALS

Every student has the right to appeal the final grade in a course, in accordance with the stipulations outlined below. Such an appeal must be initiated by the student no later than fifteen (15) working days after grade “due dates” (final date grades are to be posted by faculty). Please note: The complete process for grade appeals is not included here but is detailed in the Judicial Code document.

SECTION A – Preliminary Procedure (student initiated)

- 1. Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then;
- 2. Visit with the appropriate instructional supervisor (respective Dean) to discuss the issue. If the concern still remains unresolved, the student may;
- 3. Elect to file a formal written Grade Appeal with the Vice President of Teaching and Learning for referral to the Peer Review Committee. A formal Grade Appeal may not be filed until steps 1 and 2 above have been completed. It is recommended that students present documentation that may shed light on the appeal.

SECTION B – Grade Appeal Stipulations

A formal Grade Appeal may be filed if:

- 1. There is a dispute over the numerical calculation of the grade OR
- 2. The grade assigned appears arbitrary and not indicative of the student’s performance.

SECTION C – Faculty Peer Review Committee

Upon receipt of a student’s written Grade Appeal, the Vice President of Teaching and Learning shall then convene a hearing of the Peer Review Committee.

- 1. The Peer Review Committee shall consist of one (1) administrator and three (3) faculty members as follows:
 - a. The Dean of Arts & Sciences or the Dean of Career & Technical & Health Education shall serve as non-voting (except in cases of tie votes) Chairperson.
 - b. Three faculty members shall be selected by the Vice President of Academic Affairs or the Executive Dean of Keokuk Campus.
- 2. The institutional Registrar may be invited to the hearing as a resource, non-voting person.
- 3. The student who has filed the appeal must be in attendance.
- 4. The involved faculty member may attend or send written comments at her/his discretion.

The purpose of the Peer Review Committee is to determine if a mistake has been made or if there exists arbitrary behavior by the faculty member and not to initiate action. The Committee shall then make a recommendation to the Vice President of Teaching and Learning who will have final decision authority.

■ Institutional Academic Integrity Policy – Administrative Guideline #101

It is the policy of Southeastern Community College to create an atmosphere of academic rigor, free from acts of dishonesty. This guideline outlines the process for governing discipline, grievances and complaints, appeals and remedies related to academic integrity.

Code of Academic Conduct

Academic honesty is a fundamental attribute of higher learning. Evaluation of each student’s level of knowledge and understanding is a vital part of the teaching process, and it requires a variety of methods of assessment. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student’s actual state of knowledge is an

act of academic dishonesty. These acts of dishonesty include, but are not limited to:

- 1. **Fraud:** Acts of dishonesty, which include falsification of documents, fabrication of data and altering solutions to be resubmitted for a grade.
- 2. **Cheating:** Any deceptive act that involves the submission of academic work purported to be one’s own when in fact the work was obtained from someone else. These acts may include copying or attempting to copy from another person’s test or assignment, allowing someone else to copy from a test and/or assignment, attempting to use unauthorized aids to complete an assignment, and multiple submission of the same work to be graded as different assignments.
- 3. **Plagiarism:** Misrepresenting someone else’s words, ideas, or data as one’s own original work. Students may avoid plagiarism by fully and consistently crediting the person or persons responsible for the original work, including paraphrasing.
- 4. **Forgery:** Any attempt to misrepresent another person’s signature, initials, computer login, or other identifying mark.
- 5. **Facilitating Dishonesty:** Actions that assist another person in committing a dishonest act.

Discipline Procedure

The primary responsibility for managing the classroom environment rests with the faculty. Faculty are urged to state in their syllabi their policies on plagiarism, fraud, cheating, forgery, and other acts of dishonesty. If an issue arises and the student and faculty member are unable to find resolution, the steps below will be followed:

- 1. The faculty member in whose class the offense occurs informs his/her division dean.
- 2. The dean and faculty member agree on the severity of the infraction and prepare a written report signed by both. A master file of student academic misconduct will be kept in the office of the dean.
- 3. The faculty member may then recommend one of the following discipline choices:
 - a. The student will be given a failing grade for the assignment; or
 - b. The student will be given a failing grade for the course.
- 4. If the faculty member feels the offense

warrants further discipline, the Vice President of Academic Affairs will be consulted. The result of this action could be either possible dismissal from a program of study, or dismissal from SCC. A record of the action taken will be added to the student's disciplinary file in the Vice President of Student Services' office.

Disciplinary Committee

A Disciplinary Committee will be formed to deal with serious academic dishonesty issues that have failed to be resolved through a meeting of the faculty member, the student and the Vice President of Academic Affairs. The committee, chaired by the Vice President, will consist of one member from each of the following departments:

1. Math & Science
2. English, Communication, Fine Arts, & Education
3. Humanities & Social Sciences
4. Applied Technologies
5. Business & IT
6. Health Occupations
7. Student Services; and
8. A student representative

Financial Aid Review Committee – Administrative Guideline #1011

The purpose of the Financial Aid Review Committee is to act as a hearing board for students who do not achieve Good Academic Standing and Satisfactory Academic Progress. Satisfactory progress appeals are made in writing to the Financial Aid Office.

Tuition Refund Appeals – Administrative Guideline #460

The Special Appeals Committee will have the final decision on all financial, non-disciplinary appeals.

Tobacco Free – Administrative Guideline #840

In compliance with the state of Iowa's Smoke Free Act and Board of Trustees directive, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited.

Student Assistance General Provisions

A report on 2015-2016 athletic participation rates and financial support data will be available on November 1, 2016, in the Activity/Athletic Coordinator's office.

Family Educational Right and Privacy Act – Administrative Guideline #306

The Southeastern Community College Merged Area XVI collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and their education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, objective counselor or teacher ratings and observations, and external agency reports.

Any student objecting to the public release of such information must file a written objection with the Registrar within fifteen school days following the first day of classes attended. This written objection is valid for one calendar year from the date of objection and must be renewed if desired. A complete policy is maintained in the Administrative Guidelines in the Registrar's office.

Student Record Retention

SCC keeps the official academic record (transcript) of enrollment and credit earned in the SCC credit program in perpetuity. All other student record documents are destroyed two years after the student's last enrollment. Students who believe there is any inaccuracy in their official academic transcript must notify the Registrar immediately.

Student Right to Know

The Southeastern Community College graduation rate for students in the 2012 cohort year was 31.7. The transfer rate for students in the 2011 cohort year was 16.1. See http://www.scciowa.edu/_resources/docs/inst_research/student_right_to_know_summary_2015.pdf

Student Right to Know and Campus Security Act

All colleges and universities have been mandated to report certain statistics to both students and employees. The following information relates to the mandates of this Act.

Security and Access to Facilities

The President and the Director of the Keokuk Campus are responsible for their respective campuses during normal working hours of operation. The Maintenance staff is responsible for access to the campus during off hours. In addition, the residence halls have procedures and policies detailed in the Residence Life Handbook for security and disciplinary

reporting procedures.

Informing Students and Employees

Continuing Education offers courses for students and staff as well as the public on topics pertinent to crimes, especially rape and abuse. In-service training will be conducted for employees on security as needed. Residence Hall students will attend workshops on topics of alcohol and drug abuse, sexual harassment, rape, and human relations.

Injury, Damage, or Loss Procedures – Administrative Guideline #443

Reports of injury, damage or loss should be made as soon as possible after the occurrence for both internal and external reporting. It is important to document information regarding the occurrence immediately, especially when it could be assumed the condition at the scene of the occurrence was part of the cause of the occurrence. It is also important to have appropriate information on witnesses of the occurrence so that later contact may be made. Immediately report any occurrence to the Vice President for Administrative Services.

Sex Offenders

Students can access information about criminal sex offenders at www.iowasexoffender.com.

Employee/ Student / Public Technology Usage Guideline – Administrative Guideline #1101

This guideline outlines the acceptable use of Southeastern Community College's (SCC) technical resources. Personally Owned Devices (POD) connected to SCC's technologies and network are also subject to this guideline. SCC's technical resources are the sole property of SCC. This guideline applies to credit and non-credit students, employees, alumni and SCC guests. This guideline governs the use of technical resources including, but not limited to:

- A. Computers (i.e. desktops, laptops, tablets, smartphones, future devices)
- B. Networks (Wired and wireless)
- C. SCC Web site and associated web pages
- D. Social Media (i.e. Facebook, Twitter, and future applications)
- E. Telephony (i.e. Voice over IP, voice messaging system, SCC mobile phones)
- F. Printers
- G. Hardware
- H. Digital Media (USB, DVD, CD, SD, online, etc.)

- I. Software and Applications (i.e. email, storage)
- J. (BYOD) Bring Your Own Device (Tablets, Smartphones, Laptops, etc.)

Access as a Privilege

The use of SCC technologies is a privilege, not a right. Any inappropriate use of said technologies can result in the loss of those privileges. Examples of prohibited uses are listed in section VIII of this guideline and are strictly enforced.

Responsibility of Users

Technology users must abide by federal, state and local laws as well as College guidelines. The user bears the primary responsibility for the communication/information that he or she chooses to access, send, or display. The user shall respect the rights of others by complying with all college policies, guidelines, and procedures. It shall be each user's personal responsibility to recognize (attribute) and honor the intellectual property of others. SCC recognizes and adheres to U.S. and international copyright laws and software licenses.

The faculty or staff supervising the use of technical and network resources has the authority to enforce student adherence to this guideline. The supervising employee may issue a warning to users. This warning should be considered as a guide to users to assist them in the correct use of SCC's technical and network resources.

Academic freedom is paramount to SCC's mission as an institution of higher learning, SCC promotes openness to new ideas, sensitivity to multicultural issues and unlimited access to a wide range of information and ideological perspectives.

Each individual is responsible for their technical activities. Individuals who intentionally misuse technical resources, including but not limited to those available at SCC, may be subject to:

- A. Students - disciplinary actions outlined in the SCC Judicial Codes and Appeals and any applicable federal, state and local laws.
- B. Employees – disciplinary actions consistent with federal, state and local laws and College guidelines.
- C. Guests – disciplinary actions consistent with federal, state and local laws and access privileges subject to the discretion of Executive Director of Information Technology Services (ITS).

Security and Privacy of Users

Confidentiality of technical communications is not guaranteed. Therefore, all users should exercise caution when accessing or sending personal, confidential or sensitive information. Southeastern Community College will not impose any undue restraints on communications other than those imposed by applicable Federal, State, or local laws, including laws regarding the right to privacy and laws which prohibit defamatory material or copyright infringement.

Security and system performance requires the SCC ITS department to routinely log and monitor technical resources and activity. SCC values the confidentiality of information and does not monitor individual communication without reasonable cause. Be advised, an Iowa Open Records Law request may require SCC to access specific public data on a College owned computer or POD connected to the wired or wireless network.

Technology users are expected to:

- A. Use resources in a manner consistent with federal, state and local laws.
- B. Use resources in a manner consistent with SCC's mission, vision and values.
- C. Implement security practices to prevent unauthorized access to technical resources. Use only technical resources that you are authorized to use and use them for the purposes for which they were intended. Do not let others use your user name or password. It is the responsibility of the user to lock/log off, ensuring other users are not able to access your account and information.
- D. Assist in supporting the integrity of technology resources by taking measures to support the security and privacy of network resources.
- E. Immediately report any security incident to the Executive Director of ITS.
- F. Support an educational environment free from harassment and discrimination as described in the SCC student handbook and affirmative action plan.
- G. Priority of technical resources is given to users for the completion of academic activities.
- H. Abide by the instructor's syllabi and/or program handbook in reference to POD usage during scheduled classes and labs.

- I. Students may access computers in libraries, open labs and kiosks during non-scheduled class times. Computers located in classrooms should not be accessed unless permission is provided by the instructor or college staff.
- J. Use technology resources appropriately so as to not interfere with the educational mission of the institution or the daily business of the College.
- K. Employees should adhere to SCC's security guidelines and ensure that confidential information is encrypted at all times. Examples include, but are not limited to, data stored on any mobile device, email communication, cloud storage, etc.

Examples of Prohibited Use:

- A. Using resources to harass or disseminate mass communication. (i.e. email, social media)
- B. Allowing others to use your user name or password is prohibited.
- C. Using the campus network to gain unauthorized access to any computer systems.
- D. Knowingly running, installing or giving another user a program intended to damage or to place files on another user's account/system without their knowledge.
- E. Attempting to monitor or tamper with another user's electronic communications. Reading, copying, changing or deleting another user's files or software without the explicit permission of the owner.
- F. Capturing passwords or data on the network not meant for you.
- G. Modifying or extending SCC network services beyond the area of intended use. This applies to all network wiring, wireless, hardware and in-room jacks.
- H. Intentionally accessing, downloading, or printing illegal material.
- I. Reproducing, distributing or displaying copyrighted materials without prior permission of the owner.
- J. Students using PODs without instructor permission during schedule classroom/lab time.

Due Process

Activities which are criminal under federal, state, or local law will be reported to the appropriate authorities. Criminal and non-criminal abuses of computer access and network privileges may result in a warning,

suspension, or termination of computer and network resources and disciplinary action to include possible termination of employment. Serious or repeated infractions of this guideline may be referred to the appropriate Dean/Vice President for action under the College's Judicial Codes and Appeals. Actions taken against students may include any sanctions listed in the Judicial Codes and Appeals including suspension or termination of computer and network privileges as well as possible expulsion from the College.

Disclaimer

SCC shall not be held responsible for any illegal, negligent, or harmful actions as a result of inappropriate use of college internet, email, or network resources. In addition, SCC is not responsible for content downloaded from external web sites and networks.

SCC will not be responsible for any damages or loss of data experienced by those using computing equipment, facilities and network services.

Information Technology Services will provide troubleshooting assistance to users who experience technical issues on Southeastern Community College equipment and services only; instruction in the use of computers or particular software applications is not their responsibility.

■ **Personally Owned Device (POD)**

Bring Your Own Device (BYOD) – Administrative Guideline #1102

Southeastern Community College (SCC) grants its employees the privilege of using personally owned devices (POD) to connect to the College's network and technical resources. This guideline outlines employee and student responsibilities and provides important information that all users need to understand. This guideline is intended to protect the security and integrity of SCC's data and technical infrastructure. SCC reserves the right to revoke this privilege if users do not abide by the requirements outlined in this guideline.

SCC employees and students must agree to the terms and conditions set forth in this guideline in order to be able to connect their devices to the College's network. In addition, each employee will be required to read, acknowledge and sign a waiver stating they understand this guideline before they connect personally owned devices (POD) to SCC's technical resources. Students and guests will be required to read and accept the conditions of this guideline when accessing SCC's guest wireless network.

Access as a Privilege

The use of SCC's network and technical resources is a privilege, not a right. Any inappropriate use of said resources can result in the revocation of those privileges.

Users Governed

This guideline applies to any user who connects to the wired or wireless SCC networks with a POD.

Personally Owned Devices (POD)

In general, any POD may be connected to the SCC network, provided its use does not disrupt any College system/service or violate SCC's Administrative Guidelines. Examples include:

- A. Smartphones including Windows, iPhone and Android devices are supported in reference to their connectivity with SCC technical resources.
- B. Tablets/Laptops including Windows, iPads and Android devices are supported in reference to their connectivity with SCC technical resources.

ITS Support for Personally Owned Devices (POD)

Information Technology Services (ITS) will prioritize the support of SCC owned devices and production information systems and provide only limited support for PODs. Limited support for PODs is defined as:

- A. Maintaining the availability of the SCC wireless networks.
- B. Additional POD support for the SCC network includes:
 1. Troubleshooting connectivity or authentication issues on POD.
 2. Configuration of POD for communication with SCC email system (e.g. Exchange ActiveSync).
 3. Providing software application support when reasonably possible as determined by ITS. Note: It is the responsibility of the device owner to have and provide authentic, individually owned and registered software before any assistance will be provided.
 4. Ensuring wireless network compatibility for officially supported device types as listed on the ITS website. ITS will strive to ensure compatibility for all major devices according to market share. Should you have any concerns regarding compatibility, please consult with ITS prior to purchasing any devices you intend to use on the SCC network.
- C. Examples of POD support not provided by ITS include, but are not limited to:

1. Troubleshooting device performance or hardware problems.
2. Troubleshooting software applications or cloud services aside from those provided by SCC or specifically required by College program.
3. Installing OS upgrades, OS patches, or SCC owned software on POD.
4. Backing up device data or migrating data to a new device.
5. Removing malware or spyware.

Responsibility of Users

- A. Abide by SCC's Administrative Guidelines.
- B. Under no circumstances should the user download or store "Confidential Data" on a POD. SCC's "Confidential Data" is defined in Administrative Guideline 1114. Users agree to never access secure confidential data on a POD via any means including but not limited to: email, file shares, secure websites, Ellucian, screen sharing technologies, remote desktop, and virtual desktop technologies.
- C. User agrees that any POD accessing non-public data (Administrative Guideline 1114) will be used by the intended personnel and not shared with any other individuals. Any user accessing non-public data must have antivirus and antimalware technologies, secure passwords, full device encryption, and remote wipe technologies that are approved by the ITS department.
- D. If a user receives an email with confidential data, the file must not be downloaded and should be immediately deleted.
- E. Abide by the instructor's syllabi and/or program handbook in reference to POD usage during scheduled classes and labs.
- F. Delete or return all data/applications belonging to SCC when 1) the relationship with SCC ends, 2) the POD is not needed to connect to SCC's network or the user is no longer the primary user of the POD.
- G. Employees are responsible for securing their POD to prevent sensitive data from being lost or compromised, viruses being spread, and any other form of abuse.
- H. Notify ITS of any theft or loss of a POD containing data or software applications belonging to SCC.
- I. In order to prevent unauthorized access, PODs must be password pro-

- tected using the features of the device and a strong password is required to access the company network. The POD must lock itself with a password or PIN if it's idle for five minutes.
- J. Passwords to access PODs must be changed at the same interval that SCC requires password changes.
- K. Users should never use the same password on a POD that the individual is using for their SCC account password.
- L. Users will agree to install all patches that are available for their mobile device including the operating system and all installed software.
- M. The faculty or staff supervising the use of technical and network resources has the authority to enforce student adherence to this guideline. The supervising employee may issue a warning to users and should be considered as a guide to users to assist them in the correct use of SCC's technical and network resources.

Security and Privacy of Users

Currently, no Mobile Device Management (MDM) solution has been implemented for the SCC Guest or SCC Wireless networks. However, SCC Information Technology reserves the right to implement such restrictions or solutions.

ITS may perform security scans against any POD that accesses SCC networks in accordance to the College's Administrative Guidelines. ITS may, without notification, prevent or ban PODs which disrupt any technical resource or are used in a manner which violates College guidelines.

Risks/Liabilities/Disclaimers

Employees/Students who elect to participate in BYOD accept the following risks, liabilities, and disclaimers:

- A. College data communicated through a POD may be considered public record and subject to disclosure pursuant to applicable laws, court orders, or subpoenas, without the users consent.
- B. SCC reserves the right to disconnect PODs or disable services without notification.
- C. The employee/student is expected to use his or her POD in an ethical manner at all times and adhere to the SCC's acceptable use administrative guideline 1101.
- D. The employee/student is personally liable for all costs associated with

his or her POD including, but not limited to, PODs that are lost, stolen, or damaged.

- E. SCC does not accept liability for the maintenance, backup, or loss of data on a POD.
- F. The employee/student assumes full liability for risks including, but not limited to, the partial or complete loss of College and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the POD unusable.
- G. Employee/Student violating this guideline may be held personally responsible for resulting damages and civil or criminal charges. This would include, but is not limited to, applicable laws regarding data loss or breach notification.
- H. ITS provides only limited security for the SCC wireless networks and at no time does the College accept liability for the security of a POD.
- I. PODs may be subject to searches and investigations as a result of litigation. SCC will respect the privacy of your POD and will only request access to respond to legitimate discovery requests arising out of legal proceedings.

Due Process

Activities which are criminal under federal, state, or local law will be reported to the appropriate authorities. Criminal and non-criminal abuses of SCC's technical and network resources may result in a warning, suspension, or termination of privileges and possibly termination of employment and other disciplinary actions. .

Serious or repeated infractions of the college's guideline may be referred to the appropriate Dean/Vice President for action under the college's Judicial Codes and Appeals. Actions taken against offenders may include any sanctions listed in the Judicial Codes and Appeals including suspension or termination of computer and network privileges as well as possible expulsion from the College.

Disclaimer

SCC shall not be held responsible for any illegal, negligent, or harmful actions as a result of inappropriate use of college internet, email, or network resources. In addition, SCC is not responsible for content downloaded from external web sites and networks.

SCC will not be responsible for any damages

or loss of data experienced by those using computing equipment, facilities, and network services.

■ **Missing Student Policy and Procedure for Residential Students**

Southeastern Community College takes student safety very seriously. The following policy and procedure has been developed in order to assist in locating an SCC student living in on-campus housing, who based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with Section 485(j) of the Higher Education Act of 2008. Most missing person reports in the college environment result from a student changing his/her routine without informing roommates, family, and/or friends of the change. However, **anyone who believes a student to be missing** (has not been seen on campus, cannot be reached by acquaintances, and for whom concern has been expressed regarding the individual's safety and well-being by an acquaintance, for a period of more than 24 hours) **should report their concern to one of the following staff: Residence Life Coordinator, the Resident Assistant (RAs), or the Keokuk Apartment Manager.** The staff member receiving the report will immediately notify the Vice President of Student Services or designee who will conduct an informal investigation on every missing student report. **If the student is determined missing, the Vice President of Student Services or designee will make appropriate notifications no later than 24 hours after the time that such determination of missing status was made.** Depending on the circumstances presented to college officials, appropriate notifications when a student is determined missing will include some/all of the following entities: West Burlington Police, Keokuk Police, individual(s) identified as the student's designated contact, and/or custodial parent or guardian.

At housing check-in, **students 18 years of age and older will have the option of identifying a contact person(s)** whom the institution or law enforcement shall notify within 24 hours of the determination that the student is missing. **This confidential contact information** is maintained in the student's housing file in Residence Life and **is only accessible by authorized college personnel and/or law enforcement officers in furthering a missing person investigation. Students under 18 years of age and who are not emancipated** are required to provide contact information for their parent or legal guardian, and **will be advised that**

SCC is required to notify a custodial parent or guardian, any additional contact person(s) designated by the student, and the local law enforcement agency within 24 hours of the determination that the student is missing. **All students will be advised** that regardless of whether or not they choose to identify a contact person(s), are above the age of 18, or are an emancipated minor, **SCC will notify the West Burlington or Keokuk Police within 24 hours that the student is determined missing.**

General Procedure

1. The SCC staff member receiving the report will collect and document the following information at the time of the report:
 - The name and relationship of the person making the report.
 - The date, time, and location the missing student was last seen.
 - The general routine or habits of the suspected missing student (e.g. – visiting friends who live off campus, working a job away from campus) including any recent changes in behavior or demeanor.
 - The missing student's cell phone number (if known by the reporting individual).
2. The SCC staff member receiving the report will immediately contact the Vice President of Student Services to alert them of the situation and to receive additional consultation. The Vice President of Student Services will ascertain if/when other college officials need to be contacted and will conduct such notifications as appropriate.
3. Upon notification that a student may be missing, SCC officials may use any or all of the following resources to assist in locating the student:
 - Call the student's room.
 - Go to the student's residence hall room.
 - Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - Check with the student's respective faculty.
 - Secure a current student ID photo.
 - Call and/or text the student's cell phone and call any other numbers on record.
 - Send the student an email.
 - Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student common areas, etc.
 - Contact or call any other on-campus or off-campus friends or contacts that are made known.
 - Ascertain the student's car make, model and license plate number. Check SCC's parking lots for the presence of the student's vehicle.
 - Contact the student's parent and / or designated contact.
4. The SCC Information Technology Staff may be asked to obtain email logs in order to determine the last login and/or access of the SCC network.
5. Once all information is collected and documented the Vice President of Student Services or designee will make appropriate notifications if the student is determined missing. (Note: If at any time during the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.)

Authority of Campus Security

SCC has a contractual agreement with Per Mar Security Services to provide on-site security for the West Burlington campus. They have the authority to issue parking citations and to initiate vehicle and pedestrian stops on college property for observed violations and investigatory purposes. They are responsible for the preliminary investigation of criminal actions which occur on campus and may contact local law enforcement at their discretion. Evidence of underage drinking will be report-

ed directly to local law enforcement. Per Mar Security Services has developed a good working relationship with the West Burlington Police Department in reporting any events requiring their assistance. They have the authority to conduct visual searches of student housing rooms/apartments, vehicles, book bags, or containers of any type and computers on campus property when there is a reasonable suspicion of criminal activity or violation of SCC rules and regulations. It is reasonable

and lawful to ask residents in student housing to open their doors in any situation. Per Mar staff will report student code of conduct and behavioral violations that occur anywhere on college property, including refusal to cooperate with lawful requests, to the Residence Life Coordinator and/or the Facility Director and/or the VP for Student Services as appropriate.

Policies and Procedures for Reporting Crimes

Per Mar Security officers can be contacted by calling 319-759-1727. On-campus or student housing reports of criminal or suspicious activity and violations of SCC regulations can be made by calling 319-759-1727 (security), 319-208-5049 (housing), 319-850-7111 (facility director), or 911. While there are no formal, written agreements with local law enforcement agencies in West Burlington, Burlington, Keokuk, and Mt. Pleasant, SCC will support and cooperate with these agencies regarding the investigation of criminal offenses committed on campus property. Students, staff and faculty are encouraged to report emergencies, suspicious behavior or criminal activity immediately to security at 319-759-1727, the facility director at extension 5141 or 319-850-7111 or the local law enforcement agency by dialing 911. In addition, you

may report a crime or incident which may require the issuance of a timely warning to the following areas:

West Burlington Campus

VP for Student Services: 319-208-5049

VP for Administrative Services:

319-208-5069

VP for Academic Affairs: 319-208-5054

Location Operator: 319-752-2731

Keokuk Campus

Keokuk Campus Director: 319-313-1928

Location Operator: 319-524-3221

Mt. Pleasant Center

Location Operator: 319-385-8012

Center for Business (CBIZ)

Location Operator: 319-208-5375

SCC does not have procedures for voluntary reporting of crime statistics. All reports will be investigated. Violation of the law will be referred to local law enforcement agencies and, when appropriate, to the College judicial process.

Emergency Response and Evacuation

Should an incident be reported on campus which involves an immediate threat to the health or safety of students, staff and faculty, Per Mar Security and/or SCC staff will attempt to immediately confirm the incident and its location. Incidents may involve, but are not limited to, a physical threat or a weather related emergency. Upon confirmation, a determination will be made as to the extent of the notification and evacuation. Notification of evacuation, staying in place, or any other action that should be taken will

be made over SCC's public address system. SCC will also send text messages, leave voice-mails, and email students and staff who are in the contact database. Activation of the fire alarm will also result in building evacuation. The public address system will be utilized during the emergency as needed until the "All Clear" can be given. In addition, the process described in Timely Warning Procedures will be used to advise others of the emergency. Emergency response and evacuation procedures are scheduled to be tested on at least an annual basis at all SCC locations.

Timely Warning Procedures

SCC is concerned about the safety of students and employees. SCC has implemented a mass notification system which will send text messages to cell phones, voice messages to cell phones and/or home phones, and e-mails to campus accounts. Pertinent information will also be placed on the SCC website. In addition, campus buildings in West Burlington and Keokuk are equipped with internal public address systems which will be used as necessary. Should an incident occur, on or off campus, that presents a continuing threat

to safety on campus or at any college facility, a timely warning notification will be issued. Depending on the situation, designated individuals and posted notices may also be used to make notification. Anyone with information that would warrant a timely warning notification should report the circumstances as outlined in the Policies and Procedures for Reporting Crimes. SCC's mass notification system will be tested annually.

Security and Access to Campus Facilities

SCC students, staff, and visitors have access to most West Burlington buildings beginning at 6:00 a.m. until 9:30 p.m. Monday through Friday. Keokuk hours are Monday through Thursday, 6:30 a.m. until 5:00 p.m. On Saturdays, Sundays and holidays, the College is open for scheduled events only. Security and designated SCC staff are responsible

for locking and unlocking buildings and for patrolling campus grounds, buildings, and housing complexes. All individuals are responsible for securing their personal vehicles. Housing residents are responsible for securing their rooms at SCC Student Housing.

Student Housing Fire Safety Protocol and Fire Incident Log

As part of the Higher Education Act of 2008, Southeastern Community College is required to advise the college community of annual fire safety reports for student housing. SCC has four housing facilities as listed below:

■ West Burlington

Winegard Hall and Witte Hall

Dormitory style facilities each with internal fire alarm systems and smoke detectors in common areas. Fire extinguishers are placed throughout the common areas of the building.

Millennium Hall

Three-story apartment style building equipped with an internal sprinkler system, internal fire alarm system and smoke detectors in the common areas. In addition, there are individual smoke detectors in each suite. The alarm system is connected to the main college alarm system which alerts Per Mar Security Services, our campus security agency. Fire drills are conducted at these facilities.

■ Keokuk

Blackhawk Hall

One-story building with 10 separate two person apartments, each with dual exterior entrance/exit accesses. This building has a Central Alarm panel with a combination of heat and smoke detectors, including audio/visual warning in the rooms. Fire drills are conducted at this facility.

The following appliances are not permitted in any SCC student housing unit: hot plates, space heaters.

Several appliances are permitted including: toasters, microwave ovens, and coffee machines. Other appliances not listed must be approved by the Residence Life Office prior to use in student housing.

Candles and incense are not permitted in any SCC student housing unit.

Southeastern Community College is a smoke free/tobacco free campus. The use of tobacco is not permitted on any college property or in any vehicles on the campus.

At the beginning of each semester, Residence Life staff at each housing facility review the safety policies and procedures for emergencies/evacuation with their residents. In addition, posters with directions for fire/emergency evacuation are posted on the inside of each suite, apartment, and/or room door, and on bulletin boards in hallways/common areas. Fire and emergency evacuation procedures for student housing are as follows:

■ Fire Procedures:

In the event of a fire, the following procedures should be used:

Winegard, Witte Halls:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

Millennium Hall:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.

Blackhawk Hall:

1. Evacuate the respective apartment.
2. Notify Residence Life staff.
3. Have Residence Life call 911.

If the fire alarm sounds in any of the housing units, do the following:

1. Close room windows, but leave blinds open and leave lights on.
2. Close room door and leave it **unlocked** so fire personnel will have easy access.
3. Notify Residence Life staff.
4. Proceed quickly and cautiously to the nearest exit. Go to designated area and wait.
5. **Do not** re-enter the building until authorized officials give you permission to do so.

Designated Fire Evacuation Areas:

- Millennium Hall – grassy area NE of Millennium Hall parking lot.
- Winegard Hall – basketball hoop area in Millennium Hall parking lot.
- Witte Hall– East of Witte Hall in the grassy area across the street.
- Blackhawk Hall – North or West of the building across the street.

If the fire alarm goes off, all residents and/or their guests **must** evacuate the building. **Any resident that does not leave the building during a fire alarm will be assessed a \$100 fine.**

The exits are clearly marked in each building and fire escape routes are posted in each hall. Fire extinguishers and fire alarms are also easily located. In accordance with State law, unannounced fire drills will be conducted at least twice during each semester. **It is against the law to tamper with fire extinguishers and alarms when the threat of fire is not present; therefore, prosecution of individuals tampering with such items will result.**

Southeastern Community College has fire/emergency evacuation instructions posted in each classroom and common area on campus, and evacuation drills are conducted on an annual basis. Fire extinguisher training is provided to various employees on a rolling basis. Any questions/concerns/suggestions regarding campus safety are directed to the Campus Safety Committee.

A log of reported fire incidents is maintained by SCC's Director of Facilities, and can be accessed via the college website. Statistical information listing the number of fires, causes, number of injuries and deaths and property damage amounts may be found in the chart below:

■ **Emergency Closings/Disasters**

Cancellation of classes and school closings will be announced by local radio stations and will be posted on the SCC website. The decision will be made by 6:30 a.m. so that proper notification of students and faculty may be given.

If an emergency situation arises after 4 p.m., local media will be contacted and students will be notified that classes are dismissing early via an announcement made over the internal messaging system.

■ **Weather**

In the event of severe weather, such as a tornado, residents should follow posted instructions and instructions from the Residence Life staff. Severe weather instructions are posted on bulletin boards in the residence halls. The ground floor in any of the student housing units is the safest place for shelter. Tune to local television/radio stations for information on weather developments.

Designated Areas in the Event of a Tornado:

- Millennium Hall – 1st floor laundry room/hallway
- Winegard Hall – kitchen/laundry area
- Witte Hall – kitchen/laundry area
- Blackhawk Hall – laundry room at center of building

Fire Statistics

	Winegard Hall			Witte Hall			Millennium Hall			Blackhawk Hall			Non-Resident Bldg.		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
# of Fires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Injuries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Property Damage Amt. (\$200/+)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cause of Fire:													0	0	0
Fire Drills Performed	1	1	1	1	1	1	2	1	1	2	1	1	11	2	1
Equipment Tested/Maintenance	3	1	2	3	2	3	4	1	1	8	1	1	13	2	6

Crime Statistics

■ Occurrences on Campus

January - December, 2013-2015

Reports to Campus Authorities or Local Police

	West Burlington Campus			Keokuk Campus			Ft. Madison Center			Mt. Pleasant Center			Housing			ISP/MPCF			CBIZ		
	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15	13	14	15
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of arrests on campus for:

Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Disciplinary Actions/Judicial Referrals-on campus

Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	10	4	8	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Continuing Education and Training

Continuing education programs focus on life-long learning opportunities for citizens of all ages to bring their skills up-to-date or retrain for a new line of work. Whether individuals are interested in a hobby, expanding existing skills, seeking a new career or just having fun, these courses will help obtain their educational goals. Courses are also designed for individuals either currently engaged in small business or planning to start one. Finally, classes are offered in the health related

field to fulfill re-licensure requirements, and certification-recertification.

These programs generally are a continuation of education outside the formal high school diploma and college degree programs and, therefore, most courses are classified as non-credit. Instructors are not required to give examinations and award grades. Some programs do lead to certification and recertification.

A unique characteristic of the continuing and extended education programs is con-

tinuous operation throughout the year. There are peaks of start-up activity in early fall and mid-winter, but new courses begin weekly. Starting dates are not restricted to the regular college semester.

A large share of continuing education activities are managed by Southeastern Community College's Center for Business (CBIZ). CBIZ partners with business, industry and the community to deliver relevant, creative, customer-focused solutions.

Center for Business (CBIZ)

■ Customized Training

Customized training provides customer-designed training to strengthen any size company's workforce, increase managerial effectiveness, enhance productivity, and improve profitability. Instructors offer a wide background in business, industry and education. Courses can be held at a location and time convenient for the company. Offerings in the areas of technical, professional, and managerial training help ensure that employees gain the knowledge and skills needed in today's competitive marketplace.

■ Professional Consultation Services

CBIZ has built a cadre of consultants experienced in all aspects of business and industry operation. The consultants can work alone or as part of an internal team to solve specific problems and manage specific projects common to many businesses and industries in today's complex world. In some cases, small and mid-size business and industries may also want to have specialty skills available to provide solutions for specific issues, but not want to employ those skills full-time. In either case, CBIZ is the single point contact for defining the solutions.

■ Training Incentives

CBIZ through the Iowa Economic Development Authority administers training programs which provide funding to support businesses and industries which are expanding their workforce or retraining existing workers. Incentives include Iowa Industrial New Jobs Training, an employee training program for new employees at new or expanding businesses. The Iowa Jobs Training Program provides economic assistance to help companies enhance the skills of existing workers. These programs are administered at SCC in cooperation with the Iowa Department of

Economic Development. Companies engaged in manufacturing, processing, assembling products, warehousing, wholesaling, or conducting research and development are eligible to participate.

■ Meeting and Conference Facilities

Housed at RiverPark Place in downtown Burlington, CBIZ offers training, meeting and conference rooms for use by business, industry and the community in an accessible downtown location. A large conference room accommodating up to 60 people, a computer lab which holds 15 learners and smaller meeting/training rooms for 15 – 30 participants are open for scheduling by businesses, industry and community groups. All rooms are appointed with the highest level of presentation technology, including LCD projectors, teleconferencing phones and videoconferencing equipment.

■ Small Business Development Center

The Small Business Development Center (SBDC) houses a business professional offering a broad range of services including one-on-one counseling to Iowa entrepreneurs who are starting a new business or to existing small businesses, advocacy and intermediary services for the Small Business Administration, and sponsorship or co-sponsorship of several workshops and classes covering business issues faced by area small businesses.

■ Assessment Services

Assessment services provide cost-effective, timely, and high quality services such as pre-employment screening, pre/post training assessment, reclassification/ promotion evaluation, organizational surveys, job analysis, computerized physical strength testing and most. These services can be provided on the business site or at one of the college locations.

■ Open Enrollment Classes

The Center for Business open enrollment programs assist businesses, organizations, industries and individuals in meeting training and educational needs. Courses in business, management, mechanical, and technical areas are offered throughout the year. These programs offer opportunities which allow individuals to explore and prepare for new careers, upgrade their existing skills, and fulfill re-licensure requirements. A wide variety of self-paced and convenient online courses are also available at www.cbiziowa.com. Courses start each month of the year. Courses can be accessed 24 hours a day, seven days a week. Each course runs for six weeks and consists of 12 lessons that are supplemented by assignments and on-line discussion areas.

Three times each year, a catalog (Options) is published containing the enrichment course offerings for that term. Copies of this catalog are distributed throughout the area, and additional copies are available upon request. Enrollment procedures are outlined in this publication.

■ Commercial Driving Program

To meet the needs of one of the fastest growing and largest employers, the Center for Business offers training to prepare men and women for employment in the trucking industry. This intensive four-week curriculum packs all the learning of a traditional program into a convenient, streamlined package that gets drivers on the road quickly, trained for a lucrative career.

Graduates will obtain the Commercial Driver's License (CDL) certification. Our working relationships with local and national trucking companies result in high placement rates. Classes begin monthly at SCC. Financial assistance may be available to truck driving students who qualify.

■ Health Occupations Education

Persons enrolling in courses offered in this program do so to update knowledge and skills.

■ Continuing Education Units

The CEU (Continuing Education Unit) is a national recognition system for attendance in qualified continuing education programs. The college has established particular criteria for application of CEU credit. Individuals interested in CEUs should contact the Continuing Education Office to be advised as to the availability of CEU. There is no correlation between CEU and college diploma or degree credit.

■ Refund Policy

If your plans change, you must cancel your registration at least 3 business days prior to the start of the program in order to receive a refund. Business days are Monday through Friday, with the exception of SCC school breaks and holidays. Please note that if you don't cancel and don't attend, you are still responsible for payment. If you cannot attend a course, it may be possible to send a substitute in your place. Please call in advance to make those arrangements.

For more information about the Center for Business, call 319-752-2731, ext. 5375.

Other Education Options

■ Adult Education and Literacy

Adults who want to earn a high school equivalency diploma or develop skills necessary to seek and upgrade employment or enter a college or vocational training program may be interested in enrolling in an Adult Education or Literacy class. Students are assessed and services are provided based on their needs and goals. Instruction is provided at no cost to students. Classes are also provided for non-English speaking adults who want to learn English. Group instruction and workshops are offered in combination with self-paced and online lessons. For more information about classes, call 319-208-5314 or 866-722-4692 ext. 5314.

Individuals who want to learn how to read or improve their reading skills may enroll in the Adult Literacy program. Students are paired with trained volunteers who work with them in private, one-on-one tutoring sessions. The program is designed for adults with functional reading skills below the sixth grade level and services are provided at no charge throughout the SCC district. For more information, contact the program coordinator at 319-208-5306 or 866-722-4692 ext. 5306.

English As a Second Language

In addition to the credit classes listed in the back of this catalog, the college provides non-credit English as a Second Language (ESL) classes to adults who want to learn English. These classes also include civics Education, which may be helpful for students preparing for the citizenship exam. Classes are offered in Mount Pleasant. There is no charge for this service. Materials are provided in class for students to use. For information on the program, please call the 319-208-5314 or 866-7224692 ext. 5314.

High School Equivalency Diploma

Individuals who left high school before graduating have an opportunity to earn a high school equivalency diploma by successfully passing an assessment approved by the Iowa Department of Education. Anyone who is not a high school graduate, who has attained the age of 17, and who is not enrolled in school is eligible to begin preparation for high school equivalency diploma testing. Subjects covered on the test are writing skills (includes writing an essay), social studies, science, reading, and mathematics. Prior to testing, a student must attend a local Adult Education class. The instructor will assess an interested individual's skills and advise them on programs for instructional assistance or refer them to a testing center in Keokuk, Mount Pleasant, West Burlington or Fort Madison. Upon successful completion of the tests, the Iowa Department of Education will issue a High School Equivalency Diploma to persons who are 18 and whose high school class has been graduated.

Volunteer Tutors

The volunteer tutor program was organized to teach reading to adults functioning below the sixth grade level. A tutor and student work together on a private, one-on-one basis; there is no charge for this tutoring service. All tutors are trained to use various types of literacy material. For information on this program, please call the Coordinator of the Literacy Program at 319-208-5306 or 866-752-4692 ext. 5306.

College History - A Tradition of Excellence

In 1967, Des Moines, Henry, Lee, and parts of Louisa Counties merged to establish an area community college and vocational-technical school, as provided by legislation passed by Iowa's 61st General Assembly in 1965. Southeastern Community College (Merged Area XVI) is one of 15 community college districts in Iowa and operates the West Burlington and Keokuk campuses and the Mount Pleasant Center.

- 1920 Burlington Junior College founded, operated by Burlington Community School District. R. H. Bracewell was Superintendent.
- 1953 Keokuk Community College established, operated by Keokuk Community School District and primarily offering liberal arts and pre-professional programs. Harry Kingham was Superintendent.
- 1955 Millard Pond was appointed Superintendent.
- 1960 Ralph AusterMiller was appointed Superintendent.
- 1967 Robert Birkhimer became President in 1966, and in 1967, Southeastern Community College (then called Merged Area XVI) was organized on July 9. The two colleges became the north and south campuses.
- 1968 Carlton Callison became SCC President. The College began providing educational programs and services to inmates of Iowa State Penitentiary.
- 1972 Administration and north campus operations moved to a newly-constructed facility, later known as Callison Hall (Building 100), on 160 acres west of Burlington.
- 1975 Keokuk classes relocated from leased facilities to temporary buildings located on property purchased by the College in 1974.
- 1976 Building 200 constructed on West Burlington campus.
- 1977 Agri-Sports Arena, renamed the Loren Walker Arena in 2000, constructed on West Burlington campus.
- 1981 Construction of Bowles Hall (formerly "V" Building) in Keokuk.
- 1982 Southeastern Community College Foundation established.
- 1984 Building 300 constructed on West Burlington campus.
- 1986 Dr. R. Gene Gardner became President of SCC.
- 1989 SCC Foundation funded construc-

- tion of two residence halls, Witte and Winegard Houses, for West Burlington students. Ownership was transferred from the Foundation to the College in 1992.
- 1990 Voters approved \$5 million bond to fund Phase I of the building program. Construction of the Adkins, Barr-Wittenmyer, and Gardner Halls on Keokuk campus. SCC began offering educational programs at the Mt. Pleasant Correctional Facility.
- 1991 Southeastern Community College Alumni Association formed. Trustee Hall (Building 500) on West Burlington campus constructed.
- 1995 Voters approved \$4.5 million bond to fund Phase II of the building program.
- 1996 Edward Schiefer was named Interim President.
- 1997 Dr. Dan Phelan became President of SCC. Emeritus Hall on Keokuk Campus constructed.
- 1998 The Center for Business (CBIZ) opened on West Burlington campus.
- 2000 Millennium Residence Hall constructed on West Burlington campus. The Mt. Pleasant and Ft. Madison Centers began offering classes.
- 2001 Voters approved a 20¼ cent tax for physical plant and equipment. Dan Roby acted as Interim President until the hiring of James Richardson in August 2001.
- 2003 The College purchased and renovated a building which became the Ft. Madison Center. Constructed a two-story classroom addition expansion for Bldg. 400.
- 2004 BlackHawk Hall, a residence hall leased by SCC from a Keokuk investment group for Keokuk students, opened for occupancy.
- 2005 Dan Roby acted as Interim President until the hiring of Beverly Simone as SCC President in November 2005. Mt. Pleasant Center re-located to the former Mt. Pleasant Public Library site. CBIZ moved to two SCC-owned offices at RiverPark Place in downtown Burlington.
- 2006 SCC purchased Keokuk apartment complex to house students.
- 2007 The Construction Technology Building (Bldg. 600), funded by Accelerated Career Education program, was

- completed.
- 2008 In September, voters approved SCC's first 10-year 6 cent levy for instructional equipment.
- 2009 The Welding Facility (Bldg. 700) opened. This building was funded by Accelerated Career Education program. In September, voters renewed the ten-year 20¼ cent physical plant levy. SCC Art Collectors Club and permanent art collection were established.
- 2011 Building 200 on West Burlington campus opened to house the Graphic Communications and Animation programs.
- 2012 Dr. Michael Ash became SCC President. SCC in Burlington agreed to limited usage of Capital Theater to expand performance space.
- 2013 Voters approved a \$15 million bond issue with a 70% approval rate, providing funding for the first phase of a \$27 million facilities improvement plan: a 39,000 square foot Health Professions Center at the West Burlington Campus and a 19,000 square foot Industrial Technology Center at the Keokuk Campus.
- 2014 Participants in a feasibility study recommended the College undertake a \$12 million major gifts campaign called Building the Dream. To raise funds, the SCC Foundation hired a consulting firm. Fall groundbreakings were held at both campuses.
- 2015: By March, the College announced 60% goal attainment toward the \$12 million major gifts campaign. SCC let contracts and construction began on the Health Professions Building. SCC initiated renovations in existing facilities at both campuses
- 2016: Construction began on the Industrial Technology Center in Keokuk and the Health Professions Center opened in August. More than \$10.8 million was raised toward the campaign goal, the largest amount ever raised in the region. Plans were made to begin construction of the Hall of Sciences in spring of 2017.

■ SCC Foundation

Non-Profit Foundation - Ways to Contribute
Tax Deductible Gifts

Donations and endowment accounts established with the Foundation provide for student scholarships and instructional program grants. The Foundation encourages donations which create educational opportunities that serve as investments in everyone's future. Donors are acknowledged in a variety of ways. Annual cash gifts of \$1,000 or more qualify donors for membership in the Special Giving Circles. To recognize individuals who have established planned gifts or bequests to SCC or the SCC Foundation, the Foundation created the Legacy Society. The Building the Dream Campaign, initiated in 2014 is the largest infrastructural improvement project at SCC since 1995. It offers naming opportunities for existing and new facilities. To learn more about the campaign, go to www.scciowa.edu/buildingthedream/support.aspx. For additional information on ways to support SCC students and programs, go to the Foundation webpage on www.scciowa.edu or contact:

SCC Foundation

1500 W. Agency Road, P.O. Box 180, West Burlington, IA 52655
Phone: 319-208-5065 or
1-866-SCC-IOWA, ext. 5065
FAX: 319-208-5006
E-mail: foundation@scciowa.edu
<http://www.scciowa.edu/foundation>

■ Alumni Association

The Southeastern Community College Alumni Association was established in 1991. Its mission is to encourage its alumni to establish and maintain a lifelong interest in Southeastern Community College. Methods used to keep SCC alumni connected include an annual golf outing fundraiser, a semi-annual magazine, distinguished alumni recognition events, alumni chapters. Privileges of membership include discounts on SCC imprinted merchandise, use of college libraries, discounted computer lab fees, check out of audio-visual equipment and materials and special invitations to specific college events. Distinguished Alumni Awards, Alumni Scholarships, and college mini grants are funded by proceeds from the annual golf outing fundraiser held the third Friday in July. The deadline to apply for alumni transfer scholarships is 4:30 p.m. April 1. College mini grant applications are due by December 15 and April 15. The deadline to submit distinguished alumni award nominations is 4:30 p.m. August 1. For further nomination information, go to <http://www.scciowa.edu/alumni/distinguished/index.aspx> or contact:

SCC Alumni Association

1500 W. Agency Road, P.O. Box 180,
West Burlington, IA 52655
Phone: 319-208-5065 or
1-866-SCC-IOWA, ext. 5065
FAX: 319-208-5006.
E-mail: alumnotes@scciowa.edu
<http://www.scciowa.edu/alumni>

Faculty & Staff Directory

For a complete listing of our faculty and staff, please refer to our SCC website.

The direct link is:

<http://www.scciowa.edu/scripts/employees/sccpersn.asp>



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319.752.2731 866.SCC.IOWA

Keokuk Campus
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Keokuk, IA 52632
319.524.3221 866.SCC.IOWA

Mount Pleasant Center
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Mount Pleasant, IA 52641
319.385.8012

Fort Madison Center
319.376.2286

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610 North 4th Street, Suite 220
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