# SCC

**SOUTHEASTERN**
COMMUNITY COLLEGE
**100** years **1920-2020**

## 2024-2025
## Student Handbook

# Southeastern Community College
## *2024-2025 Handbook*

## Table of Contents (Updated 06/2024)

## SCC Campus Information

**■SCC West Burlington Campus**
1500 West Agency Road
P.O. Box 180
West Burlington, IA 52655-0180
319-208-5000
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 (CBIZ)**
River Park Place
610 North 4th Street,
Messenger Road
Keokuk, IA 52632
319-524-3221
Toll-free 866-722-4692
Fax 319-524-8621

**■Fort Madison Center**
712 6th Street
Fort Madison, IA, 52627
319-208-5000
Toll-free 866-722-4692
Fax 319-752-3407

# SCC | SOUTHEASTERN COMMUNITY COLLEGE

**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.).

Individuals having questions or complaints related to compliance with this policy should contact Dave Haden, Dean of Students, Southeastern Community College, 1500 W. Agency Road, West Burlington, IA 52655, email dhaden@scciowa.edu, phone number 319/208-5101, fax 319/208-5343 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.

### ■ Janet Fife-LaFrenz

Board Chairperson– Director District 5
Representing all residents within Central Lee Community School District, all of the Keokuk Community School District, and part of the Fort Madison Community School District that includes the Cedar Charleston Harrison Van Buren Precinct, the Jefferson West Montrose Precinct, the Marion Franklin Precinct, and the West Point Precinct.

### ■ Landen Hillyard

Board Vice Chairperson – Director District 2
Representing residents of part of Burlington Community School District including Burlington voting precinct 1 and Tama Township, all residents within Mediapolis Community School District, Morning Sun Community School District, WACO Community School District, Wapello Community School District, and Winfield-Mount Union Community School District.

### ■ Jeff Heland

Member – Director District 3
Representing residents of part of Burlington Community School District including Burlington voting precincts 2, 3, 4, 5, 6, 7, and 8.

### ■ Moudy Nabulsi

Member – Director District 4
Representing residents of part of the Burlington Community School District including the Concordia Township Precinct, the Danville Town/Danville Township Precinct, the Flint River Township/Middletown Precinct, the Union Township Precinct, and the West Burlington Township.  Also representing residents of part of Fort Madison Community School District including Fort Madison voting precincts 1, 2, 3, 4A, 4B,  5/Madison Township/JF Township, Green Bay Denmark Pleasant Ridge, Precinct 8 (Henry Co), Union Township (Des Moines County); and Washington.  Also representing all residents of West Burlington Community School District.

### ■ Jesse Howard

Member - Director District 1
Representing all residents within the Danville Community School District, all of the New London Community School District, and all of the Mount Pleasant 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 Student Affairs.*

# 2024-2025 Academic Calendar

## Fall 2024

| | |
|---|---|
| August 14-16 | Faculty inservice - no classes |
| August 19 | Fall Semester begins |
| September 2 | Labor Day – No Classes – Offices Closed |
| October 14 | Mid-term |
| October 18 | Career Day |
| October 18 | Faculty Workshop - No Credit Classes |
| November 27 | Faculty & Student's off |
| November 28-29 | Thanksgiving Break - No Classes - Offices Closed |
| December 11-13 | Finals |
| December 13 | Semester ends |
| December 16-17 | Faculty inservice - No classes |
| December 18-20 | Faculty and Students off |
| December 23-31 | Holiday Break - No classes - Offices closed |

## Summer2025

| | |
|---|---|
| May 26 | Memorial Day - No Classes - Offices Closed |
| June 12 | 8 Week face-to-face classes begin |
| July 4 | Independence Day - No classes, Offices closed |
| July 28 | 8 Week face-to-face classes end |

## Spring 2025

| | |
|---|---|
| January 1 | New Year's Day - No classes, Offices closed |
| January 2-9 | Faculty & Students off |
| January 10 | Faculty inservice - No classes |
| January 13 | First day of the semester |
| February 21 | Professional Development Day - No Credit Classes |
| March 10 | Mid-term |
| March 17-21 | Spring Break - No classes, Offices closed |
| May 8-9, 12 | Finals |
| May 12 | Semester Ends |
| May 13 | HiSET Graduation |
| May 13-14 | Faculty inservice - No classes |
| May 14 | Keokuk Commencement |
| May 15 | West Burlington Commencement |

*A similar prorated refund schedule and last day to drop will be applied to registrations occurring at times other than the regular registration dates. Click here to see the current Refund/Drop Schedule.

# Telephone Extensions

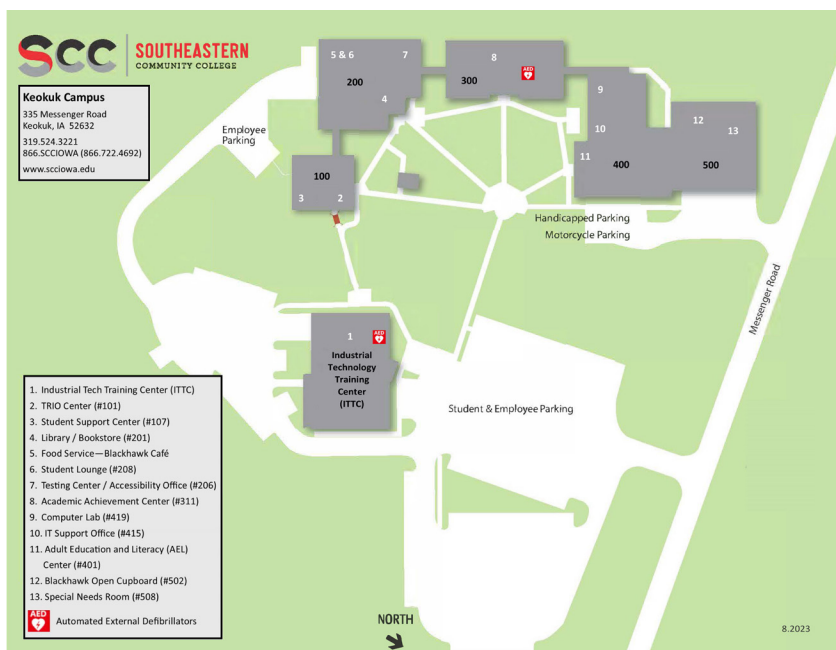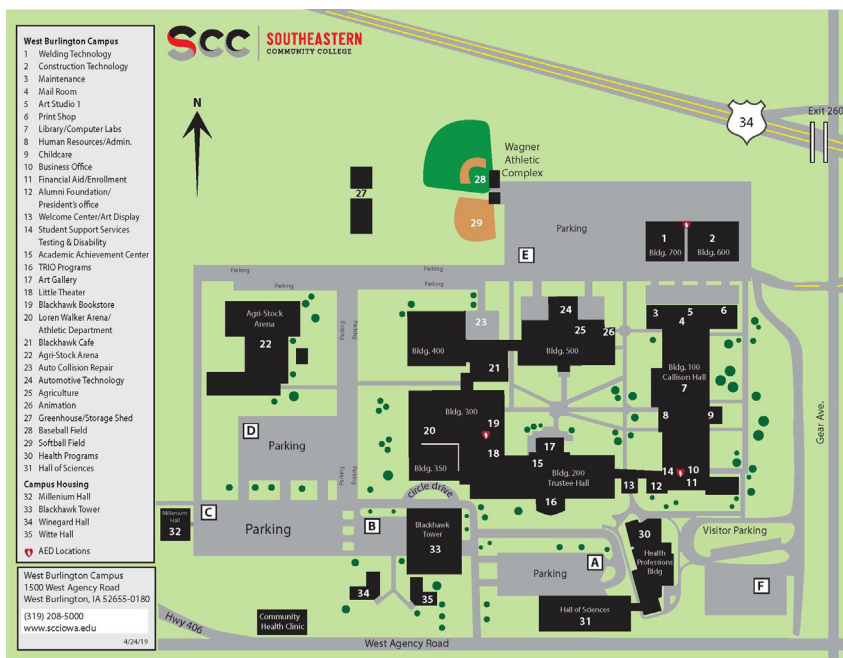Toll-free: 866-SCC-IOWA (866-722-4692)

| Department | Extensions |
| --- | --- |

## ◼ West Burlington: 319-208-5000

| | |
| --- | --- |
| Academic Achievement Center | 5291 |
| Admissions | 5155 |
| Associate Dean of Nursing | 5031 |
| Business Office | 5041 |
| Bookstore | 5170 |
| Center for Business | 5375 |
| Child Care | 754-8457 |
| Dean of Arts & Sciences | 5287 |
| Dean of Career & Technical Education | 5380 |
| Dean of Health Professions | 5100 |
| Accessibility Services | 5167 |
| Admissions Coordinator | 5017 |
| Student Support Center | 5010 |
| Financial Aid Office | 5014 |
| Foundation Office (Scholarship information) | 5062 / 5065 |
| Human Resources | 5063 / 5064 |
| I.T. Help Desk | 5087 |
| Library (Yohe Memorial) | 5090 |
| Registrar | 5012 / 5022 |
| Testing Services | 5155 |
| TRIO Student Support Services | 5159 |

## ◼ Keokuk: 319-524-3221

| | |
| --- | --- |
| Academic Achievement Center | 5291 |
| Bookstore | 1960 |
| Dean of Health Professions & Associate Dean of Nursing | 5031 |
| Director of Keokuk Campus/ Admissions Coordinator | 1928 |
| Accessibility Services | 5167 |
| Student Success Advocate | 1920 |
| Financial Aid Office | 1922 / 1931 |
| Library (Fred Karre Memorial) | 1960 |
| Registrar | 1923 / 1931 |
| Testing Services | 1943 |
| TRIO Student Support Services | 1998 |

# Campus Maps



**West Burlington Campus**
1. Welding Technology
2. Construction Technology
3. Maintenance
4. Mail Room
5. Art Studio 1
6. Print Shop
7. Library/Computer Labs
8. Human Resources/Admin.
9. Childcare
10. Business Office
11. Financial Aid/Enrollment
12. Alumni Foundation/ President's office
13. Welcome Center/Art Display
14. Student Support Services Testing & Disability
15. Academic Achievement Center
16. TRIO Programs
17. Art Gallery
18. Little Theater
19. Blackhawk Bookstore
20. Loren Walker Arena/ Athletic Department
21. Blackhawk Cafe
22. Agri-Stock Arena
23. Auto Collision Repair
24. Automotive Technology
25. Agriculture
26. Animation
27. Greenhouse/Storage Shed
28. Baseball Field
29. Softball Field
30. Health Programs
31. Hall of Sciences

**Campus Housing**
32. Millenium Hall
33. Blackhawk Tower
34. Winegard Hall
35. Witte Hall

♥ AED Locations

West Burlington Campus
1500 West Agency Road
West Burlington, IA 52655-0180
(319) 208-5000
www.scciowa.edu
4/24/19



**Keokuk Campus**
335 Messenger Road
Keokuk, IA 52632
319.524.3221
866.SCCIOWA (866.722.4692)
www.scciowa.edu

1. Industrial Tech Training Center (ITTC)
2. TRIO Center (#101)
3. Student Support Center (#107)
4. Library / Bookstore (#201)
5. Food Service—Blackhawk Café
6. Student Lounge (#208)
7. Testing Center / Accessibility Office (#206)
8. Academic Achievement Center (#311)
9. Computer Lab (#419)
10. IT Support Office (#415)
11. Adult Education and Literacy (AEL) Center (#401)
12. Blackhawk Open Cupboard (#502)
13. Special Needs Room (#508)

AED♥ Automated External Defibrillators

8.2023

# SCC Foundation and Alumni Association

■**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. 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. 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: 319-208-5066 or
1-866.SCC.IOWA, ext. 5066.
E-mail: foundation@scciowa.edu

■**Alumni Association**
Alumni Association
The Southeastern Community College Alumni Association was established in 1991. Its mission is to encourage 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.

Important Deadlines:
•Alumni Transfer Scholarships - April 1st.
•College Mini Grant's – September 1st
•Distinguished Alumni Nominations - September 1st.

For further nomination information, go to https://www.scciowa.edu/meet/about/alumni/distinguished-alumni.aspx
or contact:
SCC Alumni Association
1500 W. Agency Road, P.O. Box 180,
West Burlington, IA 52655 Phone: 319-208-5066 or
1-866-SCC-IOWA, ext. 5066
Email: alumnotes@scciowa.edu
http://www.scciowa.edu/alumni

# Current Student Registration Information

■**General Considerations**
With their Student Success Advocate, students should review curriculum needs in relationship to the available courses and programs prior to registration. Mandatory placement must also be considered. Academic planning includes a conference with a Student Success Advocate. Students are urged to arrange for an academic planning conference in advance of any future term. Student Success Advocates are available year-round. The registration process includes:
1.Enroll in classes either online via the website at www.scciowa.edu or at the Student Support Center. (Part-time evening students can be registered by appointment.)
2.Make payment.

■**Pre-Enrollment Information Session/Placement Testing**
All students are required to complete Pre-Enrollment Information Sessions, which is available online at the SCC website. SCC has adopted mandatory placement standards for English classes (Next Generation Accuplacer Writeplacer, combined with Next General Accuplacer Writing, ACT or SAT) and ALEKS testing for math classes. Placement testing is also required for healthcare programs. Next Generation Accuplacer and ALEKS math placement tests can be scheduled by calling:

Keokuk Campus
319-313-1943
Mount Pleasant Center
319-208-5310
West Burlington Campus
319-208-5155

■**Academic Advising**
Academic advising services will be provided for students. Students are each assigned a Student Success Advocate based on their meta-majors to work closely with students on adjustments to college, class scheduling, educational planning, exploring education or career options, and available resources.

■**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 completion 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 16 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 with their Student Success Advocate. 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, the student must contact a Student Success Advocate 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, the student 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 drop in accordance with College policies outlined under the heading "Schedule of Refunds." This period of dropping with a refund is typically within the first few days of class. If a student wishes to withdraw after the refund deadline from one or more single courses or totally withdraw from the college, the student must contact their Student Success Advocate or withdraw from the course via the student's Hawknet account. If the proper withdrawal procedure is completed by the withdraw deadline, a "W" (withdraw) grade will be shown on the transcript for each course dropped. To process a withdrawal, students must contact The Student Support Center at the West Burlington campus, extension 5010, or at the Keokuk campus, extension 1923.

Should a student stop attending a class or classes at any time during a semester without following the official withdrawal procedures, the student will receive a grade that is appropriate to the instructor's grading policy and will forfeit tuition refund rights. To process a withdrawal, students must contact The Student Support Center 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 5022 or the VA Certifying Official in Keokuk at extension 1927 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 2024-2025 is $214 per credit hour. Nonresident tuition is $219 per credit hour. A tuition fee of $7.00 is also included in the cost of tuition. Some programs and courses may have additional costs, which can be found here: https://www.scciowa.edu/_resources/docs/fl24_fees.pdf. Additional institution wide costs may be found here: https://programs.scciowa.edu/current/legal/fee-schedule.aspx.

## ■Average Costs

A resident student carrying an average load of 15 semester hours might expect to pay a tuition cost of $3,210+ per semester. Book cost estimates may run $500+ per semester. Some programs also require tools, uniforms and/or supplies. Contact a Student Success Advocate 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.

## ■Online 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 2024-2025 is $214 per semester hour which includes a technology fee of $7.00 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 and other materials required by their programs.

## ■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.Adjusted refund timelines apply to non-16 week courses.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 Dean of Students 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 Direct Student Loans and Federal Direct Parent Loans, 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.

## ■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.studentaid.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 by March 1st of the year year for fall term entry. Financial aid applications can be submitted at any time during the school year. However, there are certain deadlines for various types of financial aid awards. For further information concerning student financial aid and other deadlines, contact:

West Burlington Campus Financial Aid Office
Telephone: 319-208-5014 or 866-SCC-IOWA

Keokuk Campus
Financial Aid Office Telephone: 319-313-1923 or 866-SCC-IOWA

# ■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 work study opportunities by accessing the financial aid portion of SCC's website. Click on "Work-study" in order to access a current job listing.

## Federal Direct Student Loan

Federal Direct Student loan applications are available online 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 Direct Parent 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 tuition and required textbooks. Students must be enrolled full-time no later than the fall term following high school graduation. Application forms are available at their high school counselor's 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. 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. Current recipients 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; 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. At least one reference letter must be submitted online. Deadlines for the Foundation

Scholarship are: 4:30 PM March 1, June 1, and September 1. For more information, go to www.scciowa.edu,or contact the SCC Foundation at 319-208-5065 or by email at foundation@ scciowa.edu.

## Veterans Administration Benefits

SCC is an approved institution for veterans. For further information, contact a VA Certifying Official at 319-208-5022 for the West Burlington campus or extension 319-313-1927 for the Keokuk campus.

# ■Return of Title IV Funds for Financial Aid Recipients

Unearned Title IV funds (Pell, Federal Direct 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

11

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

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Student Loans
3. Direct Parent 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 Student Support Center 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
- Federal SEOG
- Iowa Vocational Technical Grant
- Iowa Kibbie Grant
- All Iowa Opportunity Scholarship
- Future Ready Iowa Last Dollar Scholarship
- Federal Direct Loan
- Iowa Foster Care Grant (ETV)
- Federal Direct Parent Loan
- Iowa National Guard Tuition Program
- Federal Work-Study
- Designated SCC Foundation Scholarships

*Additional Information*
Transfer credit, 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. Such courses are also included as "attempted hours" for the above identified quantitative measure. Grades for transfer credit classes are also to be included in the cumulative GPA calculation for SAP.

Courses taken for audit, hours via Institutional Proficiency Exams, Advanced Placement, and hours via the College Level Examination Program will not be included as a part of the student's cumulative credit hours enrolled for maximum time frame purposes.

1. *Monitoring Progress*
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 placed on dismissal 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 education benefits upon sitting out a semester (fall or spring).

# 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 Director of Student Support and Retention Programs is given. 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 Director of Student Support and Retention Programs. 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 Student Success Advocate 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 multisection 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 | Withdrew |
| X | Course Repeated *(used prior to Fall 2005)* |
| 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. 13

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 Student Success Advocate. 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.

### ■Prior Learning Assessments

Southeastern Community College recognizes that students have acquired knowledge and learning outside the college classroom that may be equivalent to the required outcomes and learning in a Southeastern Community College (SCC) course. Prior learning is documented, college-equivalent learning acquired through workplace learning, military training and service, professional certification or licensure, recognized examinations, and/or other experiences. The following methods are recognized by SCC as acceptable forms for Prior Learning Assessments (PLA): National Standardized Tests, Institutional Proficiency Examinations, Business and Industry Licensure or Certification, ACE and Military Published Guides, Non-Credit to Credit, Articulated Credit Agreements, and Portfolio Evaluation.

### ■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 Student Success Advocate 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.

### ■President's List

Students who have attempted 12 or more credit hours and achieved a grade point average of 4.0 in any term are honored by being named to the President's list. The President's list is mailed to all regional newspapers

and is posted on both campuses and the website after the fall and spring semesters.

### ■ 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 request of the student. Transcripts are requested through the National Student Clearinghouse: https://tsorder.studentclearinghouse. org. Students need to select if the transcript is to be sent : Now, When grades are posted, or When degree is posted. 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, and Emergency Medical Services*
Students enrolled in the nursing, medical assistant, medical billing and coding, respiratory care, 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 Student Success Advocates can make it easier. Most colleges and universities have specific requirements for incoming transfer students. Visit with your Student Success Advocate 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 TransferInIowa.org for helpful information about how your SCC credits will transfer.

### *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 online courses. SCC is accredited through NACEP, the National Alliance for Concurrent Enrollment Partnerships. This accreditation ensures 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.

### ■ 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*
SCC currently maintains a consortium agreement which contain portions of an educational program at another institution. Iowa Community College Online Consortium (ICCOC) Southeastern Community College (SCC) provides through consortium agreement a partnership between seven community colleges to allow students to online educational opportunities. Iowa community college institutions participating in the ICCOC include:

- Eastern Iowa Community College
- Iowa Lakes Community College
- North Iowa Area Community College
- Northwest Iowa Community College
- Southeastern Community College
- Southwestern Community College
- Western Iowa Tech

Under this agreement, students are able to enroll at SCC for online coursework offered through the consortium. Students are required to pay the tuition rate set by the ICCOC. Additional information concerning the cost of tuition is located here. Federal regulations effective July 1, 2011 require the student to take at least one required course from SCC under this agreement. Estimated additional costs for this program: As stated above, the tuition rate charged

per credit hour is established by the ICCOC. Additional information concerning the cost of tuition is located here: https://www.scciowa.edu/paying/tuition/. Books may be purchased at the SCC bookstore and may be charged to the student's financial aid when applicable. Average book costs are the same as students taking programs at SCC. Courses offered under this agreement are approved by the Iowa Department of Education. Students enrolled in coursework under this agreement may take the courses as outlined in the SCC catalog. Instructional method is strictly online delivery.

# Graduation Requirements

■**General Information**
A student who intends to graduate from Southeastern Community College must file a Request to Graduate Form. This form should be completed when registering for the last anticipated semester of classes. Petition forms are available in through Self-Serve on your Hawknet. 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

a Student Success Advocate 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 in that degree program.
If a student receives information from a Student Success Advocate 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 is eligible to participate. A student who intends to graduate from Southeastern Community College must file a Request to Graduate Form. 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 during 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
- Civic Awareness
- 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. (If a student completed at least 30 credit hours at SCC and then transfers to another college, the student is eligible to transfer up to 30 credit hours back from that college to earn this degree under the Reverse Credit Transfer Program.)
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.
SDV-108..................................1 sem. hrs.
Humanities...........................*9 sem. hrs.
Social Sciences....................*12 sem. hrs.
Science & Mathematics.....*10 sem. hrs.
Cultural Awareness..............3 sem. hrs.
Electives..............................*16 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. (If a student completed at least 30 credit hours at SCC and then transfers to another college, the student I eligible to transfer up to 30 credit hours back from that college to earn this degree under the Reverse Credit Transfer Program.)
 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.
SDV-108.................................1 sem. hrs.
Humanities..........................*6 sem. hrs.
Social Sciences.....................*6 sem. hrs.
Science & Mathematics.....*20 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. (If a student completed at least 30 credit hours at SCC and then transfers to another college, the student I eligible to transfer up to 30 credit hours back from that college to earn this degree under the Reverse Credit Transfer Program.)
 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 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, Visa, American Express, and Discover. 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 https://blackhawkbookstore. com/store1/home 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, Black Hawk 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 re-sale, 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 214 at the West Burlington campus. The Center provides equipment, services, consulting, and training for the West Burlington and Keokuk campuses as well as the Mount Pleasant center 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.

## ■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), women's golf (Division II), men's cross country (Division II), women's cross country (Division II), ment's track (Division II), women's track (Division II),men's soccer (Division I) and women's soccer (Division I). SCC also offers athletic clubs, including competitive cheerleading and sports shooting. All athletic programs are located on the

West Burlington campus.
The athletic department operations are administered by the Director of Intercollegiate Athletics (AD) who is responsible for ensuring the academic and personal success of all SCC student-athletes.

*Student Board*
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 board represent the student body in planning, coordinating and directing a variety of student events throughout the year. The board sets up a calendar of events, controls the activity fund, appoints committees and works with leaders of various clubs and organizations on campus. Student board 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 board operations. Members are elected during the school year by the student body. The board membership 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 25 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 board, student clubs, and the Student Activities Director. 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 We st 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 Café in the 300 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 9:00 a.m. until 1:30 p.m. On-campus catering is available by arrangement. Vending machines are available year-round on both campuses.
Students residing in the residence halls are required to have a meal plan while living on campus; all other students may purcahse a 10 meal punch card in the bookstore.

*Blackhawk Rec Center*
The Blackhawk Rec Center use is free for credit students and employees. Community members can sign up and use the walking track for free. The rec center features: Two full-size basketball and/or volleyball courts, Walking & jogging track, anbd a Cardio & strength training area. We offer a full slate of intramural activities and tournaments as a fun way to be active.

*Residence Halls*
SCC offers housing options on the West Burlington campus. Each residence hall is fully furnished and includes laundry facilities, cable TV, telephone, and wireless internet capabilities. The West Burlington campus has four residence halls available for students to choose from.
*Blackhawk Tower* – a four story co-ed apartment building. Handicap-accessible rooms are available.
*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
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 provides in person tutoring services to enrolled SCC students on both the West Burlington & Keokuk campuses via qualified professional & peer tutors. Students can make appointments by visiting the AAC in person, or filling out an online form. Appointments are required, however, a student may make an appointment on a walk-in basis if a tutor is available. Most general education subjects are available for tutoring, however, may vary by semester.

Academic Achievement Centers
West Burlington Campus - Yohe

Library
    Hours: Monday – Friday 9-3
Keokuk Campus - Room 311
    Hours vary

*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 Christy Jameson, Assistant Director of PACE/GAP at (319) 208-5219 or cjameson@scciowa.edu.

### ■Accessibility services/accommodations

Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through accessibility 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 Director of Accessibility Services. Before the semester begins, the student must schedule an appointment with the accessibility services office 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 advising 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 and support

### ■Testing and assessment services

The Testing Centers facilitate testing and assessments for:
- Hi-Set (high school completion exam)
- College course placement (ALEKS and Accuplacer)
- SCC course make-up exams Online course exams
- Professional licensing/certification and third-party exams such as: Dental Exam, CNA Written Exam, Pesticide Applicator, etc…)

West Burlington Campus, Room #102
319-208-5155
Keokuk Campus, Room #206
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 student s with financial aid and admission applications as well as academic and career advising, and is located in WB room 213. 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, 8th-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.

■**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 200. 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 Affairs (or designee). The college maintains two types of bulletin boards: "Official" and "General Interest."

- Items for posting on all bulletin 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, the classroom door where the faculty member is to hold class, or call 319-313-1987. The SCC web page 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 200 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 Affairs Office. It is available each Monday morning during fall and spring

22

semesters, and gives a variety of campus information and events. 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 Website at (www. scciowa.edu), hovering over the "Quick Lilnks" tab in the upper right-hand corner, and clicking Hawknet/Email. Hawknet is a web interface that allows students to sign on one time to access all of their SCC technical resources. These resources include SCC email (email, calendar), Library Services/Databases, Self-Service (class schedule, financial aid, online 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 Student Support Center, the SCC Libraries, and 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

Dave Haden to serve as the Dean of Students. In his role as Dean of Students, Mr. Haden oversees the College's centralized review, investigation and resolution process for reports of sexual misconduct. He also coordinates the College's compliance with Title IX. Mr. Haden 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:*

*Dean of Students:*
**Dave Haden**
　　　West Burlington Campus, Office 109M

*Deputy Coordinators:*
**Kari Bevans**
　　　Keokuk Campus, Student Support Center, Office 115
**Melissa Flores**
　　　West Burlington Campus, Office 356
**Laurie Hempen**
　　　West Burlington Campus, Office 118
**Dennis Marino**
　　　West Burlington Campus, Student Support Center, Office EN20
*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, 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 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 community 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 Conduct 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 Dave Haden . 319-208-5101, dhaden@scciowa.edu West Burlington Campus, Callison Hall, Room #109M*

■**Student Complaint Policy**
Administrative Guideline 380 details the process for both academic and non-academic-related student complaints. From Administrative Guideline 380:

*Administrative Guideline 380: Student Complaint Policy*
Southeastern Community College (SCC) is committed to treating students fairly and respectfully. Students have the right to pursue resolution to the problems they encounter in their interactions with the College or College employees, and/or during their education. SCC strives to assist students in the resolution of their problems with the college and will not tolerate any form of retaliation against students who file grievances.
SECTION A – Types of Student Complaints or Grievances
Generally speaking, student complaints against the College, College employees, or third parties will fall into one of the categories listed below:
    1. Unsatisfactory performance of a contractual obligation or a job responsibility (ex. Failure to teach the class for which the student is registered).
    2. Violations of College Board of Trustees policies.
    3. Violations of College Administrative Guidelines
    4. Any other alleged violation (ex. Harassment, discrimination, etc.)

**SECTION B – General Principles**
    1. Resolution at the lowest level:
    Whenever feasible, the College seeks to resolve student complaints at the lowest administrative level and encourages participants to embrace this approach accordingly. Before filing a complaint, the student should first try to resolve the issue with the College employee,

department, or individual involved.

2. Non-Retaliation: Retaliation is defined as an activity that may dissuade a student from exercising their right to pursue resolution or file a complaint under this policy, and is prohibited.

3. Discretion: Discretion is important to candid discussion and effective resolution of complaints. The College will make all reasonable efforts to ensure that information is only disclosed to parties as necessary to resolve the complaint, and as required by College polices or state or Federal law.

4. Reporting: Timely and comprehensive reporting of the complaint generally results in more effective resolution. Students are encouraged to begin the procedure for filing a complaint as soon as possible.

## SECTION C – Procedure for filing a complaint

In most instances, the student can resolve their complaint or grievance informally. To resolve a complaint or grievance under this policy, the student should follow the following steps:

1. Initial Meeting (Informal Resolution): The student should request to meet with the College employee, department, or individual involved and share their concerns. The involved parties are encouraged to engage in open, direct, and respectful communication.

2. Unresolved issue or unsatisfactory outcome of initial meeting/informal resolution: If the complaint is not resolved, the student is not satisfied with the outcome, or if the student has concerns about meeting with an involved College employee or individual, the student may meet with the employee's next level supervisor. To initiate

this step of the process, the student must complete an online report via the Maxient system.

## SECTION D – Investigation of Complaint and Determination

After a student complaint has been filed via the online report, it will be routed to the appropriate supervisor for review.

1. The contacted supervisor shall review the complaint and, if necessary, contact the student for additional information within five (5) working days.

2. If unable to resolve the complaint to the mutual satisfaction of those involved, the supervisor will review the situation and reach a decision regarding the matter.

3. The supervisor will then decide if the complaint is founded, unfounded, or undetermined.

4. The supervisor shall notify the student and College employee(s) of their decision in writing, as applicable. Decision letters sent to students should always inform the student of their right to appeal.

5. Within ten (10) working days of resolving the formal written complaint, or as reasonably promptly thereafter, an update will be completed in the online system for the Vice President of Student Affairs and the appropriate senior administrator(s).

## SECTION E – Appeal of the Complaint Resolution

If the student does not agree with the final resolution to the complaint, and wishes to appeal the decision, a formal appeal must be submitted within five (5) working days of the resolution.

1. To submit an appeal, the student must provide a written request including their name, the date, the date of the original decision involving their complaint or grievance, and the reason they

believe the decision should be changed or modified.

2. The next-level supervisor will make a determination of the appeal. They can make a decision from reviewing the Maxient notes. The next-level supervisor or designee shall respond within ten (10) working days of receipt of an appeal or longer as reasonably necessary; this decision is final and binding.

## SECTION F – Time Limit Extensions

The appropriate Vice President (i.e. reporting line where complaint or grievance is being reviewed), Director of Human Resources, or designee may extend any of the time limits described in the above grievance procedures in the interest of fairness and for good cause. Reasonable efforts should be taken to inform the parties involved of extensions of time granted.

## SECTION G – Complaint reporting

The college will track each student complaint and will maintain a record that includes, at a minimum the following information:

1. The date that the student complaint was received;

2. The student(s) identified with the complaint;

3. The nature of the student complaint, with a copy attached, to be retained for not less than two (2) years after its final disposition;

4. The college officials who were asked to address the complaint and the steps taken to resolve it;

5. The final resolution or disposition of the complaint;

6. Any external actions taken by the student of which the College becomes aware.

## GRADE APPEALS POLICY

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).

## 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 Academic Affairs 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.

## 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.

## Faculty Peer Review Committee

Upon receipt of a student's written Grade Appeal, the Vice President of Academic Affairs 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, the Dean of Health Professions 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.
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 Academic Affairs 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.

## Procedure for Academic Misconduct

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 Affairs 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 Affairs; 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 2023-2024 athletic participation rates and financial support data will be available on November 1, 2024, and can be referenced here: ope.ed.gov/athletics.

### ■Family Educational Right and Privacy Act (FERPA) – 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.

The Family Educational Rights and Privacy Act (FERPA) allows SCC to make certain information about students public, including name, address, phone number, dates of attendance, awards and honors. 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 2019 cohort year was 50.7%. The transfer rate for students in the 2017 cohort year was 58.0% See https://www.scciowa.edu/meet/about/consumer-information.aspx.

### ■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 polices, 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 Student Code of Conducts 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

28

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 inroom 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 Student Code of Conducts. Actions taken against students may include any sanctions listed in the Student Code of Conduct 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 protected 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

30

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 Student Code of Conduct. Actions taken against offenders may include any sanctions listed in the Student Code of Conducts 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, or Resident Assistant (RAs). The staff member receiving the report will immediately notify the Vice President of Student Affairs 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 Affairs 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 Safety

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 reported 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 Vice President of Student Affairs 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 Affairs: 319-208-5049

VP for Administrative Services: 319-208-5069
VP for Academic Affairs: 319-208-5054
VP for Technology Services: 319-208-5070
Location Operator: 319-208-5000

**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 voicemails, 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 emails 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 9:00 p.m. and Friday, 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 and Blackhawk Towers*
Three and four-story apartment style buildings each 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.

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 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, Blackhawk Tower*
>    1. Pull the fire alarm.
>    2. Notify Residence Life staff.
>    3. Evacuate the building.
>    4. Have Residence Life staff 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:**
>    *Blackhawk Towers* – basketball hoop area in Millenium Hall parking lot
>    *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.

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.

**■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 6:00 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
>    •*Blackhawk Towers* – restrooms and laundry area
>    •*Winegard Hall* – kitchen/ laundry area

•*Witte Hall* – kitchen/
laundry area

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:

| Fire Statistics | Winegard Hall | | | Witte Hall | | | Millennium Hall | | | Non-Resident Bldg. | | | Blackhawk Tower | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| Number 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 | | | | | | | | | | | | | | | |
| Fire Drills Performed | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 2 | 2 | 2 |
| Equipment Tested/ Maintenance | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 2 | 2 | 2 |

# Crime Statistics

■**Occurrences on Campus**
*January - December, 2019-2021*
**Reports to Campus Authorities or Local Police**

| | West Burlington Campus | | | Keokuk Campus | | | Ft. Madison Center | | | Mt. Pleasant Center | | | Housing | | | ISP/MPCF | | | CBIZ | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *Primary Clery Crimes* | 20 | 21 | 22 | 20 | 21 | 22 | 20 | 21 | 22 | 20 | 21 | 22 | 20 | 21 | 22 | 20 | 21 | 22 | 20 | 21 | 22 |
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Offenses: Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Offenses: Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Offenses: Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Offenses: Statutory Rape | 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 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 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:*

| | West Burlington Campus | | | Keokuk Campus | | | Ft. Madison Center | | | Mt. Pleasant Center | | | Housing | | | ISP/MPCF | | | CBIZ | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Liquor Law Violations | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 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 |

*Disciplinary Actions/Judicial Referrals-on campus:*

| | West Burlington Campus | | | Keokuk Campus | | | Ft. Madison Center | | | Mt. Pleasant Center | | | Housing | | | ISP/MPCF | | | CBIZ | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Liquor Law Violations | 18 | 0 | 28 | 0 | 0 | 0 | 0 | 45 | 28 | 0 | 0 | 0 | 0 | 0 | 45 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 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 |

*VAWA Crimes:*

| | West Burlington Campus | | | Keokuk Campus | | | Ft. Madison Center | | | Mt. Pleasant Center | | | Housing | | | ISP/MPCF | | | CBIZ | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 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 continuous 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 River Park 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 online discussion areas. Three times each 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 grow ing 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 a 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 qualifying students.

### ∎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 319-208-5000, 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, or West Burlington. 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 Superintendant

1960    Ralph Austermiller was appointed Superintendant

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 the West Burlington Campus

1977    Agri-Sports Arena, renamed the Loren Walker Arena in 2000, constructed on the 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 Gardener became president of SCC

1989    SCC Foundation funded construction 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 1 of the building program. Construction of the Adkins, Barr-Wittenmyer, and Gardner Halls on Keokuk campus. SCC began offering educational programs at the Mount Pleasant 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 the 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 $20^{1/4}$ 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 relocated to the former Mt. Pleasant Public Library site. CBIZ moved to two SCC-owned offices at River Park Place in downtown Burlington.

2006    SCC purchased Keokuk apartment complex to house students.

2007    The Construction Technology Building (Bldg. 600), funded by Accelerated Career Edcuation 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 $20^{1/4}$ cent physical plant levy. SCC Art Collector's 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 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 begin 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 towards 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.

2017 A state-of-the-art mechanical and electrical technology lab equipped with more than $1 million in training equipment on the Keokuk campus. SCC held a ribbon cutting in June 2017 and it's now fully operational with our hybrid (half online, half in person) Industrial Maintenance Technology programming in full swing. Blackhawk Student Center and Residence Hall opened in January 2017. Plans are underway to build a second tower.

2018 The Hall of Sciences facility was complete in the summer of 2018. It has labs and classrooms for SCC's physical and life science programs, as well as faculty and student space on the West Burlington Campus.

2023 In December of 2022, we

embarked on a project to renovate and relocate a number of high-traffic, high-profile spaces in order to improve student services and support. We leveraged dollars from multiple existing accounts and sources to pay for the project without needing to raise new funds. This included the construction of a brand new Blackhawk Student Center, equipped with an indoor track, a multipurpose gymnasium, exercise machinees, weight rooms, and locker rooms.

2024 In late 2023, SCC applied for a grant to build a saferoom on the West Burlington Campus. SCC was awarded that grant. During the summer of 2023, we began the construction of the FEMA saferoom. The saferoom will be approximately 5,000 square feet and will be able to seat about 315 for conferences and large meetings. It has the capacity to hold 1,500 people in case of emergencies. This saferoom is projected to be completed during the fall of 2024.

# Faculty and Staff Directory

*For a complete listing of our faculty and staff, please refer to our SCC website. The direct link is:*
[https://www.scciowa.edu/directory/](https://www.scciowa.edu/directory/)

**SCC** | **SOUTHEASTERN**
COMMUNITY COLLEGE

**West Burlington Campus**
**1500 West Agency Road, PO Box 180**
**West Burlington, IA 52655-0180**
**319.752.2731, 866.SCC.IOWA**

**Keokuk Campus**
**335 Messenger Road**
**Keokuk, IA 52632**
**319.524.3221, 866.SCC.IOWA**

**Mount Pleasant Center**
**200 North Main Street**
**Mount Pleasant, IA 52641**
**319.385.8012**

**Center for Business**
**610 North 4th Street, Suite 220**
**Burlington, IA 52601**
**319.752.2731, 866.722.4692**

**Fort Madison Center**
**712 6th Street**
**Fort Madison, IA 52627**
**319.208.5000**

www.scciowa.edu