

Western Iowa Tech Community College

# College Now Handbook

Student



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## WITCC Mission

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

## Values and Guiding Principles

**Student Learning.** We value the personal, intellectual and occupational growth of our students. **Quality.** We are committed to quality instruction and services to maximize student success and employer satisfaction.

**Access.** We provide access to the College by addressing student needs related to time, location and cost. **Diversity.** We respect individual differences and strive to meet the needs in our diverse communities.

**Lifelong Learning.** We promote lifelong learning for personal and professional development.

**Academic Freedom.** We are dedicated to the free exchange of ideas and information which promotes our growth as an educational institution.

**Shared Governance.** We believe in shared governance and encourage our employees and students to contribute the development of the College.

**Efficiency and Effectiveness.** We are committed to continuous improvement and fiscal responsibility within our educational programs and College services.

**Dedication.** We value a workplace which promotes mutual respect and cooperation between the College and the employees.

**Professional Integrity.** We are committed to the high standards of ethics and integrity in our relationships, our professional activities and the performance of our duties.

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## What is College Now?

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College Now, our high school Concurrent Enrollment Program (CEP) at Western Iowa Tech Community College (WITCC), has been in existence since 1992. During the 1992/93 school year, College Now started with six high school partners, six course sections, and eighty enrollments. Currently, College Now has grown to thirty plus high school partners. The Iowa Legislature, in conjunction with the Iowa Department of Education, has supported the growth for concurrent programs through current legislation called **Senior Year Plus**. The guidelines provided for this collaboration ensure increased student access, equity, program consistency and quality statewide.

WITCC College Now Concurrent Enrollment Program is accredited through the National Alliance for Concurrent Enrollment Programs (NACEP). NACEP is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication, and advocacy.

College Now courses include Concurrent Enrollment, Post-Secondary Enrollment Option (PSEO), Great Start and Articulated courses.

**Concurrent Enrollment** courses are those offered at the high schools. Concurrent enrollment, often called dual credit, refers to a course through which a student is earning both high school and college. The course is typically taught at the high school by a high school instructor who has been approved by WITCC. The course length and contact hours in the high school match the length and contact hours required at WITCC to ensure rigor. WITCC works with high schools to provide programming to meet state and local requirements.

**PSEO and Great Start** courses are offered to high school students at a WITCC campus or on-line.

**Articulated Courses** are high school courses that meet the college course competencies and have a signed Articulation Agreement with WITCC. These courses are high school credit only. If a high school graduate attends WITCC within twelve months of graduating and submits a signed High School Articulation Validation form from the high school teacher, those high school credits will be converted to college credit. See your school counselor for your high school's articulated courses.

### Student Responsibility

- The WITCC Student Handbook lists student rights and responsibilities and provides a complete listing of WITCC policies and procedures for all Western Iowa Tech students, including College Now students.
- The WITCC Student Handbook can be found on our website at [https://www.witcc.edu/pdf/student\\_handbook.pdf](https://www.witcc.edu/pdf/student_handbook.pdf)

### Discrimination, Sexual Harassment, Americans with Disabilities Act of Compliance

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, actual or potential parent, family or marital status in its programs, activities, or employment practices as required by state and federal civil rights regulation. Individuals who feel they have been discriminated against can reference the Western Iowa Tech website, [www.witcc.edu](http://www.witcc.edu), for full Iowa Codes and contacts.

## Registration Process

- Each concurrent enrollment student works with their high school counselor to determine what courses they plan to enroll with College Now.
- High school students must meet the same course requirements as students attending classes on WITCC campus.
- The student and counselor then complete a College Now application/registration and submit ACT or College Placement Test (CPT) scores when required.
- Registration for all College Now courses takes place in the months before classes start. A specific timeline with registration dates will be communicated before each semester.

## Computerized Placement Test

- Some courses require a pre-requisite course or certain score on the ACT or CPT. Pre-requisites can be found next to course offering in College Course Catalog which can be found on our website under Academic Programs.
- If the College Placement Test (CPT) is required as a prerequisite for a course, it is required that students take the (CPT) at any Western Iowa Tech campus or it can be proctored at the high school by the identified and trained CPT proctor.
- CPT Test Preparation can be found on the Western Iowa Tech website.

## MyWIT

- MyWIT is your online access to Western Iowa Tech resources. MyWIT allows you access to your email account, check grades, etc.
- Your MyWIT user ID is wit followed by a sequence of numbers and @witcc. (wit0123456@witcc) Your MyWIT ID and password are kept confidential.

## Add/Drop Policy

- College Now students must adhere to the registration policies of Western Iowa Tech Community College. All adds, drops and withdrawals must be completed, approved and signed by the high school guidance counselor.
- Registration add/drop dates for Great Start and PSEO classes can be found on the Western Iowa Tech website. Dates are also provided to high schools prior to the first day of classes.
- Registration add/drop dates for concurrent courses offered at your high are communicated to your high school prior to the first day of class. Please see your HS Counselor for those dates.
- Please check with your HS Counselor for any specific policies your high school may have regarding adding/dropping courses. Registration add/drop dates for Great Start and PSEO classes can be found on the WITCC website.

## Textbooks

- The student is responsible to use all textbooks in an appropriate manner, and return books at the end of the semester in excellent condition. If not, the student may be charged for the cost of a replacement textbook.

## **Syllabus**

- At the beginning of the course, the instructor will provide students a syllabus outlining objectives and expectations for the course as well as the grading policy for the course. Please review and maintain the syllabus throughout the course should any questions arise regarding course policies.

## **Student Resources:**

### **Learning Achievement Center**

The Learning Achievement Center represents the heart of the campus. It contains Library Services, The Comet Learning Center, and the Open Computer Lab.

#### **Library Services**

- A collection consisting of more than 46,000 print and media items providing information in diverse formats;
- Subscriptions to hundreds of periodical titles and to local and regional newspapers;
- Reference assistance and bibliographic instruction;
- Worldwide interlibrary loan service;
- Patron privileges at all the Sioux City Library cooperative libraries with verification that you are a current WITCC student;
- Check out privileges at most libraries in Iowa with verification that you are a current WITCC student;
- Visit our Web site at [www.witcc.edu/library](http://www.witcc.edu/library) for access to:
  - 36 online databases under the umbrella of 11 companies, with full text components;
  - Online and interactive encyclopedias;
  - More than 12,000 electronic books;
  - Quick access to electronic newspapers and Web sites verified to have accurate information available from our Web site.

### **Comet Learning Center**

#### **Tutoring**

The Comet Learning Center, located in the Learning Achievement Center, provides drop-in tutoring services in various subject areas for registered WITCC students. No appointment is necessary. Individual tutor schedules are posted each semester. The Comet Learning Center employs both peer and professional tutors. Tutoring services are offered free of charge to enrolled WITCC students.

#### **Supplemental Instruction**

The Comet Learning Center coordinates Supplemental Instruction sessions for select courses each semester. These sessions take place outside of class time and offer students an opportunity to review important material in a group setting with a qualified Supplemental Instruction Leader (student who has previously mastered the course material). Students who participate in the free Supplemental Instruction sessions have historically outperformed other students in the class.

The Learning Achievement Center represents the heart of the campus. It contains Library Services, The Comet Learning Center, and the Open Computer Lab.

## **Incompletes**

- To receive an Incomplete (“I”) grade, students must contact their instructor prior to the end of the semester requesting a grade of incomplete. The instructor must complete an Incomplete Grade Contract form.
- Instructors may assign incomplete grade (“I”) only when a student who is doing ACCEPTABLE course work and is unable to complete the course because of an illness or other extenuating circumstances, i.e., military service, hardship, or death in the immediate family.
- A student shall have until the end of the next regular semester following receipt of the “I” to meet the conditions of the contract. If the student fails to do so, the “I” will be changed to an “F” grade.

## **Grade Appeals**

A student who questions a final grade from a particular course should make every effort to meet with the faculty member involved to communicate his/her concerns and resolve those concerns in an informal manner. The syllabus for each course will provide an outline of the grading procedures for the course and should be referenced in dealing with these issues.

When unable to informally resolve a concern, a Grade Appeal Procedure is provided to students. A student may exercise the following procedures in sequence. Written requests and written responses shall be provided at each review step. Written responses may be given to the students in an electronic format. The Grade Appeal Procedure must be initiated within 45 calendar days of the posting of the final grade in the course. Please note that timelines outlined below for response to a student’s request will be based on the availability of faculty and administration impacted by official college breaks and non-contracted faculty days. Every attempt will be made to communicate timeline expectations with students making such requests.

**Step 1:** Within 45 calendar days of the posting of the final grade, the student will present in writing his/her concerns to the faculty member involved. The student should clearly indicate in that written concern that he/she is formally appealing the final grade received in the course. The student should document specifically his/her concerns related to the calculation of the grade and should also include the grade received as well as the grade expected, if the appeal would be granted. Upon receipt of the written concern, the faculty member will have 7 working days to respond to the student.

**Step 2:** If the concern is not resolved in Step 1, the student may appeal in writing to the appropriate Academic Dean or Chair. The appeal should provide full written documentation as outlined in Step 1. This appeal must be submitted to the Academic Dean or Chair within 10 calendar days of the response from the faculty member in Step 1. The Academic Dean or Chair shall respond to the student within 7 official working days of receiving the appeal.

**Step 3:** If the concern is not resolved in Step 2, the student may provide a written request to the Dean of Instruction to convene the Appeals Committee. This request must be submitted within 10 calendar days of the Academic Dean or Chair’s response in Step 2. The student should provide full written documentation as outlined in Step 1 for the committee and may personally appear before the committee if desired. Faculty related to the grade appeal may also appear before the committee in its review. The Dean of Instruction will convene the Appeals Committee within 10 working days from the receipt of the request from the student. The committee has no authority to make decisions, but rather makes recommendations to the Dean of Instruction or its designee for the appropriate resolution of the appeal.

The Dean of Instruction or its designee shall have 7 calendar days to respond to the student from the date of the Appeals Committee meeting. The decision of the Dean of Instruction or its designee will be final.

### **Student Release of Information**

In general, the policy of Western Iowa Tech Community College is to keep the student's record confidential. It is the intention of the college to fully comply with the provisions of the "Family Education Rights and Privacy Act of 1974" Section 513 of Public Law 93-380 as amended by Senate Joint Resolution 40. The College has established policies and procedures to implement compliance. These may be reviewed during normal business hours in the Enrollment Services Office.

The College considers the following information as public information and will release it without the student's consent unless the student directs otherwise: name, address, telephone number, date and place of birth, program of study, participation in recognized activities and sports, dates of attendance, awards and previous institutions attended.

Any students objecting to the public release of this information must file a written objection with the Enrollment Services Office. Forms are available in the Enrollment Services Office. (Directory information will be furnished to law enforcement officials at their request.)

### **Transcripts**

Concurrent enrollment students need to understand the implications of starting a college transcript:

- Grades for concurrent enrollment courses become part of a permanent college transcript.
- Grades in concurrent enrollment courses could have an impact on college academic standing and eligibility for financial aid after high school.
- Students should understand that the timeline for withdrawal from a course will impact what is recorded on the student's official transcript.
- It is the student's responsibility to check with the transfer institution to determine equivalent credit awarded at the transfer institution.
- All credits earned while participating in the College Now Concurrent Enrollment Program are accepted at WITCC.
- It is the responsibility of the student to review and monitor their WITCC transcript.

### **Requesting Transcripts**

- Transcript requests will only be processed if the request is submitted by the WITCC student. Federal law prohibits the release of student information to anyone other than that student. **Note:** Grades for concurrent enrollment courses are posted after the high school semester ends. If a student is requesting a transcript mid-semester, all of their courses/grades may not appear.
- WITCC needs to receive transcript requests in writing. You may either come in and fill out a request form, send a fax or letter requesting your transcripts to be sent to you or a specific college, or submit the online request on [www.witcc.edu](http://www.witcc.edu) or [www.my.witcc.edu](http://www.my.witcc.edu).
- The letter or fax should contain your full name, Social Security number or WITCC student I.D., the years you attended WITCC, and your signature. Requests will be accepted via e-mail only if the transcript is going to another college or university.
- There is no fee to request a transcript.



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## Academic Integrity and Plagiarism

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### Student Academic Responsibilities

- Students are responsible for their own learning and development. They have a responsibility to be an active learner by attending class, completing class and laboratory assignments, and preparing in advance of the scheduled class session.
- Students should participate through sharing learning experiences with peers, broadening their general education base, and transferring previous learning. Students should assume responsibility for fostering effective relationships with instructors and peers.
- Students are expected to understand and maintain high standards of academic honesty. Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the situation. If the instructor concludes that the student has committed academic dishonesty and can resolve the matter with the student through punitive grading, the case may be considered closed.

Examples of punitive grading include giving a lowered or failing grade for the assignment, having the student repeat the assignment or complete an additional assignment, or assessing a lower or failing grade for the course. The Academic Review Procedure offers recourse to a student who feels his/her grade has been reduced unfairly. Examples of academic dishonesty include, but are not limited to, the following:

1. Cheating. A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise including, but not limited to, the following:
  - a) Substituting on an exam or course for another student.
  - b) Submitting a paper written by another person.
  - c) Copying with or without the other person's knowledge during an exam.
  - d) Turning in a paper that has been obtained from a commercial research firm or internet site.
  - e) Using unauthorized notes during an exam.
  - f) Padding items on a bibliography.
  - g) Accessing and/or altering exams or grade records.
2. Plagiarism. A student must not use the words and/or ideas of another, representing them as his/her own, without proper credit to the author or source.
3. Fabrication. A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.
4. Dual Submission. A student is expected to submit work solely for a single course unless prior written permission of the instructor is obtained that addresses the nature of the changes required in that work before submission to a second course.
5. Facilitating Academic Dishonesty. A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

### Responsible Use of Services

Students are responsible for appropriate use of services provided by the College. This includes the following:

1. Knowledge of student, social and professional activities;
2. Participation in student, social and professional activities;
3. Seeking assistance when facing problems that interfere with educational success; and
4. Meeting financial obligations to WITCC and those incurred through student loan programs.

## **Student Code of Conduct**

Western Iowa Tech Community College students are responsible to conduct themselves in a manner that maintains an educational environment conducive to learning. Students at WITCC are expected to conduct themselves as good citizens in the College community by respecting the rights and property of others. Please see WITCC college catalog for a complete list of rules and regulations.

## **Computer Conduct**

College computer systems are provided by WITCC for use by students, faculty, and staff for the purpose of furthering the educational mission of the College. This includes course work, college-related educational endeavors, and business operations. Each user is expected to follow established computer conduct policies and not to interfere with or disrupt the orderly processes of WITCC resources. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. Users must follow all existing federal, state, and local laws as they relate to computer conduct.

Acts of misconduct which will be the cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action:

1. Unauthorized copying of anything that is licensed or protected by a copyright. This includes, but is not limited to, any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.
2. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.
3. Knowingly introducing a "computer virus" to a computer or network (i.e. a program – either harmless or damaging – which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).
4. Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code, or data. Attempting to gain network privileges to which you are not entitled.
5. Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or attempting to do so. Downloading and/or installing software, or attempting to do so.
6. Introducing or using profanity/obscenities on the network, including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.
7. Using the network to conduct business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.
8. Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person's login or attempting to do so. Unauthorized use of a generic login outside of the context for which that login was created. Each student/employee will be responsible for all activities under his/her assigned login.
9. Inappropriate or misuse of e-mail. This involves sending unsolicited e-mail (including junk mail, jokes, or chain letters) to users of the College's e-mail system that is of a non-business nature.
10. Installing unauthorized personal hardware or software to any computer or network.

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## College Now Department Contacts

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WITCC College Now Program Specialist

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### **Jill Brogan**

WITCC College Now Secretary

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### **IT Help Desk**

712.274.8733 ext. 1461

800.352.4649 ext. 1461

[helpdesk@witcc.edu](mailto:helpdesk@witcc.edu)

Additional Contacts:

### **Darin Moeller**

Executive Dean of Instruction

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