

It is the policy of the College to extend equal educational opportunities to all students. No student shall, on the basis of race, color, national origin, creed, religion, gender, sexual orientation, age, disability, and, to the extent covered by law, veteran status, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the College.

Inquiries about the enforcement of this nondiscrimination policy may be directed to the Executive Dean, Student Services or to the Director of the Office of Civil Rights, Washington, D.C.

Adopted: February 14, 1989
Reviewed: 2005
Revised: February 1994
January 20, 2000
August 8, 2005

The College shall be comprehensive in nature by meeting the curriculum objectives established for a community college as defined by law.

Programs and courses shall be offered within major subject areas; they shall be sufficiently varied to accommodate the abilities, interests and goals of a diverse student population and they shall be subject to rules and regulations of the Iowa Department of Education.

Whenever possible, the community shall serve as a laboratory for practical instruction, using people and resources of the community to supplement the educational program.

Adopted: September 15, 1987

Reviewed: 2005

Revised: January 10, 2000
August 8, 2005

To ensure the quality of instructional programs, the College shall maintain accreditation membership in the Higher Learning Commission of the North Central Association and approval status with the Iowa Department of Education. In addition, the College encourages review and accreditation by professional associations.

The address and telephone number for the Higher Learning Commission of the North Central Association is:

30 N. LaSalle St., Suite 2400
Chicago, IL 60602-2504
(312) 263-0456

Adopted: September 15, 1987
Reviewed: 2005
Revised: July 14, 1997
January 10, 2000
August 8, 2005

The Board affirms the rights and responsibilities of College instructors and administrators as defined by the American Association of University Professors (AAUP) in its "Academic Freedom and Tenure" statement of 1940, which states:

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The teacher is entitled to freedom in the classroom in discussing his/her subject, but should be careful not to introduce into his/her teaching controversial matter which has no relation to the subject being discussed. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When a teacher speaks or writes as a citizen, she/he should be free from institutional censorship or discipline, but should realize that a teacher's special position in the community imposes special obligations. As a person of learning and an educational officer, she/he should remember that the public may judge the profession and institution by his/her utterances. Hence, one should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

Libraries, as sources of information, must seek to provide materials which present both sides of controversial issues, and every attempt shall be made to acquire a balanced collection of materials. Items shall be judged on their quality rather than on their points of view. No one group or individual shall have the power to censor which materials may and may not be included in the library's collection.

To ensure a variety of materials and viewpoints in the library collection, individuals from all areas of the College shall be involved in media selection. Employees and students are encouraged to suggest materials for purchase. However, primary responsibility for purchases rests with the professional media/library staff, with the ultimate responsibility resting with the President.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

It shall be the policy of the College to foster free inquiry and encourage timely discussion of a wide variety of issues, provided the views expressed are stated openly and subject to critical evaluation. The College shall invite, on a limited basis, resource speakers to participate in classroom and public lecture activities.

The President or designee shall, upon the recommendation of the staff, develop and administer criteria and procedures for the use of resource speakers.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The President or designee shall establish class sizes for all programs/courses of the College.

Adopted: September 15, 1987

Reviewed: 2005

Revised: January 10, 2000

Students shall be expected to attend classes regularly. Each instructor shall keep a record of class attendance and shall be responsible for determining when a student's absences are affecting satisfactory progress.

The President shall ensure that student attendance guidelines, procedures, and regulations are prepared and implemented.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The President or designee shall establish graduation requirements for each of the curricula offered at the College, consistent with the regulations of the Iowa Department of Education. The College catalog shall contain information regarding the requirements for the various awards.

The College shall grant to graduates one of the following awards as determined by the curriculum and program of each student:

Associate in Arts

Associate in Science

Associate in Applied Science

Associate in General Studies

Diploma

Certificate of Specialization

Adopted: September 15, 1987

Reviewed: 2005

Revised: January 8, 1992
January 10, 2000

The College shall follow a two-stage admissions policy which includes the following:

1. Students who meet general admissions criteria shall be admitted to the College
and
2. Shall be accepted into specific programs upon satisfaction of identified program standards.

The President shall approve admissions criteria and procedures appropriate for the educational programs of the College.

Special admissions procedures may be established and communicated for the admission of students meeting specific federal, state, and agency requirements for matriculation at Des Moines Area Community College.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

In recognition of the need to offer students alternative modes for obtaining college credit, examinations shall be developed so that students may earn credit by examination.

The College shall accept credit earned through the College Level Examination Program (C.L.E.P.), and may award up to thirty semester hours of credit on the basis of successful completion of examination.

Any accepted student may be eligible to receive credit based on scores obtained on the General Examinations or the Subject Examinations. Earned C.L.E.P. credit shall be recognized only after the student has successfully completed a minimum of twelve semester hours of credit course work at the College.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

Students may cross enroll in programs (including ROTC) at cooperating institutions under terms, provisions, and agreements established by the College and the cooperating institutions.

The credit earned shall be applied toward the appropriate degree or diploma at the College.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The College shall accept credit from other institutions of higher education based upon generally accepted practices of other regionally accredited institutions of higher education. The President or designee shall approve all procedures, rules and regulations relating to the administration of this process.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

Tuition refunds to students shall be made according to the following guidelines:

- A. A refund schedule shall be established by the President.
- B. Tuition refund schedules shall consider the length of term of study and loss of expected tuition income balanced against an equitable and fair return of student financial commitment.
- C. Exceptions to the approved refund schedule shall be made only by the President or designee.

Adopted: September 15, 1987

Reviewed: 2005

Revised: January 10, 2000

If a student has an indebtedness to the College, the student's transcript shall not be released nor graduation awards conferred during the period for which the indebtedness remains unsettled.

Financial aid payments due directly to students will be released only when the student has arranged to satisfy all indebtedness to the College.

In addition, a student who has an indebtedness may be prohibited from registering for classes.

Adopted: September 15, 1987

Reviewed: 2005

Revised: January 10, 2000

The following classifications shall exist for students enrolled at the College.

1. Freshman: A student who has earned no more than 32 semester hours of credit in a declared program of study.
2. Sophomore: A student who has earned more than 32 semester hours of credit in a declared program of study.
3. Full-time: A student enrolled for 12 or more semester hours or credit per regular term,
or
A student enrolled for 8 or more semester hours of credit per 10-week summer term.

For all other terms a proportionate number of hours will be required for full-time status.

4. Part-time: A student enrolled for 11 semester hours of credit or less per regular term,
or
A student enrolled for 7 semester hours of credit or less per 10-week summer term.

For all other terms a proportionate number of hours will be required for part-time status. Six semester hours shall be considered half-term during Fall and Spring terms; four semester hours shall be considered half-term during Summer term.

5. Guest: A student enrolled for credit classes at the College on an interim basis who has already been accepted at or is currently enrolled in classes at another college (not to be confused with cross-enrollment status). Standard admission procedures shall be waived for guest students.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The President shall ensure that procedures, rules and regulations for the maintenance and custody of student records are established. Permanent academic records and enrollment records shall meet minimal requirements established by the Iowa Department of Education.

The permanent academic records shall contain grades that conform to the standardized list of grading symbols adopted by Iowa Department of Education.

A complete report of the grades in all courses for which a student is enrolled shall be made within a reasonable time following the conclusion of a term.

The President shall establish procedures regarding the internal usage and external release of student records in accordance with law.

The President or designee shall be the keeper of the College Seal and is authorized to affix the seal to appropriate records.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The President shall conduct commencement exercises at times and places that are appropriate for the graduates of the College. Attendance shall not be a prerequisite to receiving degrees, diplomas and certificates.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The President shall establish minimum academic and conduct standards and approve procedures governing academic and student conduct.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The intercollegiate athletic program shall be operated in accordance with the National Junior College Athletic Association pursuant to applicable law.

Conference affiliations shall be determined by the President or designee.

Adopted: September 15, 1987

Reviewed: 2005

Revised: January 10, 2000

Student government organizations shall be approved by the President.

To finance the various projects undertaken by the student government, an annual budget and student activity fee shall be approved by the President. Activity fees shall be assessed to all students enrolled in on-campus credit classes.

The function of student governments shall be to provide a channel of communication between students and the professional staff of the College, to provide a learning experience through participation in student governance, and to provide learning experiences through the sponsorship of student clubs, activities and events.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

Student organizations shall be approved by the respective campus/attendance center student government organization and the President or designee. In addition to official recognition, this approval allows for qualification for use of campus facilities, materials, and/or equipment. Events sponsored by the student government, or student organizations recognized by the student government, are subject to the procedures, rules, and regulations of the College and of the respective student organization.

The College shall develop intramural programs for students subject to interests of students, availability of facilities, and availability of funding.

Students may participate in intercollegiate contests or events sponsored by the College and directed or guided by professional personnel according to procedures, rules and regulations established by the College. Events in which students participate in places other than at Des Moines Area Community College sites must be sponsored and, when practical, supervised by professional personnel. Approval to participate in such events must be secured from the President or designee prior to the date of the event.

Adopted: September 15, 1987
Reviewed: 2005
Revised: January 10, 2000

The College shall comply with federal and state statutes that require:

- A. Development of security procedures.
- B. Collection of crime statistics (including sexual abuse) and the appropriate distribution of such statistics to students and staff.
- C. Development of procedures to address racial violence.
- D. Development of procedures to address sexual assaults and/or abuse that are directed as follows: 1) counseling, 2) campus security, 3) education, and 4) reporting to duly constituted law enforcement authorities.
- E. Annual reporting to designated federal and state agencies of crime statistics and information provided to students and staff relating to campus crime and sexual abuse.

The College shall annually prepare, publish and distribute, through appropriate publications or mailings, to all students and employees, and to any applicant for enrollment or employment upon request, a report containing at least the following information.

- A. The College's policies regarding procedures and facilities for students and others to report criminal actions or other emergencies on campus and the College's policies concerning its response to such reports.
- B. The College's policies regarding security and access to campus facilities and security considerations used in the maintenance of campus facilities.
- C. The College's policies regarding the enforcement authority of campus security, including their relationship with state and local police, and policies which encourage accurate and prompt reporting of all crimes to campus police and the appropriate police agencies.
- D. A description of the College's programs designed to inform students and employees about security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others, including the type and frequency of the programs.
- E. A description of the College's programs designed to inform students and employees about crime prevention.
- F. Statistics concerning the occurrence on campus at the College, during the most recent school year, and during the two preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:
 - (i) murder;
 - (ii) rape;
 - (iii) robbery;
 - (iv) aggravated assault;
 - (v) burglary; and
 - (vi) motor vehicle theft

- G. The College's policies concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the College and that are engaged in by students attending the College, including any student organizations with off-campus housing facilities.
- H. Statistics concerning the number of arrests for the following crimes occurring on campus at the College:
 - (i) liquor law violations;
 - (ii) drug abuse violations; and
 - (iii) weapons possessions.
- I. The College's policies regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and the College's policies regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug and alcohol abuse education programs at the College.

Adopted: October 12, 1992
Reviewed: 2005
Revised: January 10, 2000

The College may establish drug and alcohol testing requirements for selected educational programs in accordance with applicable laws.

Accountability of this Board Policy to students shall not confer upon them the rights of College employees, nor shall it oblige the College to treat students as College employees for disciplinary, treatment, or any other purpose.

The President or designee shall develop administrative regulations to implement this policy, and to provide such information and notice to students as is required by law.

Adopted: February 12, 1996

Reviewed: 2005

Revised: January 10, 2000