## TABLE OF CONTENTS
### SERIES 600

**EDUCATIONAL PROGRAM AND INSTRUCTION**

<table>
<thead>
<tr>
<th>SERIES NUMBER</th>
<th>POLICY STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>601</td>
<td>Statement of Guiding Principles</td>
</tr>
<tr>
<td></td>
<td><strong>Curriculum</strong></td>
</tr>
<tr>
<td>609</td>
<td>International Education</td>
</tr>
<tr>
<td>610</td>
<td>Types of Education</td>
</tr>
<tr>
<td>611</td>
<td>New Program</td>
</tr>
<tr>
<td>612</td>
<td>Revision of Curriculum</td>
</tr>
<tr>
<td>613</td>
<td>Curriculum, Software and Inventions Developed</td>
</tr>
<tr>
<td>614</td>
<td>Copyright</td>
</tr>
<tr>
<td></td>
<td><strong>Educational Program and Instruction</strong></td>
</tr>
<tr>
<td>615</td>
<td>Course Criteria</td>
</tr>
<tr>
<td>616</td>
<td>Assignment of Credit Hours</td>
</tr>
<tr>
<td>617</td>
<td>Special Courses</td>
</tr>
<tr>
<td>618</td>
<td>Non-Traditional College Credit</td>
</tr>
<tr>
<td>619</td>
<td>Articulation</td>
</tr>
<tr>
<td></td>
<td><strong>Progress Reports and Graduation Requirements</strong></td>
</tr>
<tr>
<td>657</td>
<td>Student Assessment  <em>(Repealed 10-24-16)</em></td>
</tr>
<tr>
<td>659</td>
<td>Grading System</td>
</tr>
<tr>
<td></td>
<td><strong>General Organization</strong></td>
</tr>
<tr>
<td>660</td>
<td>Academic Calendar</td>
</tr>
<tr>
<td>661</td>
<td>Advisory Committees</td>
</tr>
<tr>
<td>662</td>
<td>Type of College Organization</td>
</tr>
<tr>
<td>663</td>
<td>Quality Education</td>
</tr>
<tr>
<td>664</td>
<td>Academic Freedom</td>
</tr>
</tbody>
</table>
Educational Program and Instruction

Statement of Guiding Principles

Northwest Iowa Community College shall be sensitive to diverse student needs, changing technology, transferability of course work, global competition, labor market requirements, and the needs of lifelong learning. All students should be given the opportunity to develop their potential. To meet the needs of the College’s student population, programs shall be provided which are varied in content, delivery, and academic requirements.
Curriculum

International Education

Northwest Iowa Community College recognizes and appreciates the value of international education and cultural diversity and encourages curriculum and activities that shall facilitate a greater understanding of other cultures.
Curriculum

Types of Education

Citizens of Merged Area IV shall be provided educational opportunities to pursue their personal and career objectives.

Vocational-Technical Education

The College shall offer occupationally oriented programs including vocational, technical, business, and para-professional for entry level employment.

Liberal Arts Education

The College shall offer courses which lead to an Associate of Arts or Science Degree which are transferable to a baccalaureate program.

Developmental Studies

The College shall offer instruction for the remediation of basic academic deficiencies and shall provide assistance to students in meeting occupational and/or transfer objectives.

Continuing Education

The College shall offer courses, workshops, and/or seminars that are responsive to the need for lifelong education. Individuals may take courses of general interest, upgrade their skills, and/or be trained for a change in employment. These educational opportunities shall be available to the general public.

High School Completion

The College shall offer instruction in preparation for high school equivalency tests as well as high school credit courses.

Workforce

The College shall offer training to meet the specific educational needs of a business, industry, or an organization.
Curriculum

New Program

Curriculum development for new programs shall be conducted through the office of the Chief Academic Officer (CAO). All new programs shall be approved by the Board of Trustees.
Curriculum

Revision of Curriculum

It is the policy of the College to review and revise curriculum at regular intervals to meet the changing need of students, community, and technology.
BOARD POLICY 613

Curriculum

Curriculum, Software, and Inventions Developed

It is the responsibility of the College to determine the curriculum for all programs. All curriculum, software, and inventions developed using College facilities or equipment, or developed by a faculty/staff member as a part of his/her employment by the College, shall be the property of the College.
CURRICULUM

Copyright

It shall be the policy of the College that all questions regarding the use of copyrighted material will be resolved before the material becomes part of authorized college activities. The responsibility to determine fair use and/or obtain permission to duplicate any copyrighted materials (including but not limited to literary works, computer programs, musical works, pictorial, graphic or sculptural works, sound recordings, or audiovisual works) lies with the individual desiring duplication. The College expects that prior to duplication of any copyrighted materials, fair use be established and/or written permission be obtained for the protection of the requestor and the College consistent with the Copyright Act of 1976 [17 U.S.C. Section 101 et seq.] and the Digital Millennium Act of 1998 [codified in part at 17 U.S. Code § 1201] and implementing regulations. Furthermore, when using the internet, all users must abide by the aforementioned laws.

Users must respect the legal protection applied to programs, data, photographs, music, written documents, and other materials as provided by copyright, trademark, patent, licensure, and other proprietary rights mechanisms. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject users (including, but not limited to students) to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see 17 U.S.C. Sections 504-506. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years. Violations of this policy may also subject the violator to discipline from the College under its disciplinary policies, up to and including termination of employment or expulsion.

ADOPTED: 7-15-87
REVISED: 9-19-94, 8-18-08, 6-21-10, 11-19-12; 12-14-20


Educational Program and Instruction

Course Criteria

1. A course is a unit of instruction containing an organized body of knowledge.


3. All credit courses shall have a syllabus on file with the appropriate office, and each instructor shall provide the course syllabus to students by the beginning of the course.

4. All career and technical education offerings will be competency based and provide minimum competencies required by the Department of Education.

When a course is determined to have met the established criteria, it will be approved by the Chief Academic Officer or designee.
Educational Program & Instruction

Assignment of Credit Hours

Northwest Iowa Community College computes credit hours, regardless of delivery method, in compliance with federal and state regulations defining credit hours. The federal definition appears in 34 C.F.R. 600.2. The state definition appears in Iowa Administrative Code r. 281-21.2(12).

Credit hours are assigned during the course development process by the College’s Chief Academic Officer (CAO) or designee, upon the recommendation of the supervising Dean and Instructor(s) involved in course development.

The College calculates classroom credit hours as follows: 924 minutes of classroom lecture equals 1 credit (with the expectation that average students will spend approximately 30 clock hours completing outside-of-class assignments for every 1 credit earned), 1848 minutes of lab work for 1 credit, 2772 minutes of practicum work for 1 credit, and 3696 minutes of Co-op work for 1 credit.

Assigned credit hours for courses in the areas of career and technical education are reviewed during the program review cycle, and courses in the Arts and Sciences are reviewed during general education review activities, like articulation conferences, with recommended changes being brought to the Chief Academic Officer (CAO) for final approval.
Educational Program and Instruction

Special Courses

It shall be the policy of the College to provide an opportunity in special situations for students to pursue a course of study not included in the regular curriculum, to do independent work, or to explore in greater depth a topic covered in a course through the development of a Special Course. Regular tuition charges will apply.
Educational Program and Instruction

Non-Traditional College Credit

Various credit options enable individuals who have acquired their education in non-traditional ways to demonstrate academic achievement. Credit may be given for college-level experience as demonstrated by acceptable test results regardless of the means by which knowledge was acquired, except where college credit has previously been granted. Students may also receive credit for previous military training when mastery of skills and/or knowledge is documented. A fee for test administration and transcript recording may be assessed.
Educational Program and Instruction

Articulation

The College encourages the development of articulation agreements with other educational entities, community colleges, 4-year colleges, and universities.
Progress Reports & Graduation Requirements

Grading System

The Chief Academic Officer, assisted by the Deans, faculty members, and others, will recommend to the President a system of evaluation and grade reporting that is applicable to all credit instruction through the College.
General Organization

Academic Calendar

The Board of Trustees shall approve the Academic Calendar for Northwest Iowa Community College. The Chief Academic Officer will recommend to the President an instructional calendar to be implemented that meets the needs of Northwest Iowa Community College.
General Organization

Advisory Committees

Advisory committees shall give advice and assistance in the establishment and maintenance of NCC’s educational programs. Advisory committees shall, as fairly as possible, represent each sex and the minorities residing in the college’s service area. Members of the advisory committees shall serve without compensation. Membership of the advisory committees shall be reviewed and appointed annually by the deans upon the recommendation of program faculty.
General Organization

Type of College Organization

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

“Community college” means a publicly supported school which may offer programs of adult and continuing education, lifelong learning, community education, and up to two years of liberal arts, pre-professional, or occupational instruction partially fulfilling the requirements for a baccalaureate degree but confers no more than an associate degree; or which offers as the whole or as part of the curriculum up to two years of vocational or technical education, training, or retraining to persons who are preparing to enter the labor market.
General Organization

Quality Education

In order to consistently provide quality instruction, sound educational practices shall be followed. Quality education requires careful and ongoing attention to instructional content and delivery.
General Organization

Academic Freedom

Northwest Iowa Community College’s academic programs and pursuits are intended to be for the good of the community and not to further the interest of any individual employee of the College itself. The Board acknowledges that employees of the College will have the opportunity to advance this common good through the free pursuit of truth and through the free exposition of this pursuit. Such academic freedom, however, carries with it certain duties and responsibilities that correlate to its liberties:

- Instructors are free to conduct their classes in their own manner, commensurate with the reasonable expectations of the College and the highest standards of the teaching profession. Instructors should be careful not to introduce into their teaching controversial matter that has no relation to their subject.

- Instructors are free to engage in research and writing of their own choosing, subject to the fulfillment of College commitments.

- Instructors are members of a broader community and not only employees of the College. So, when they speak or write in their individual capacities, they are free from institutional censorship, but they should remember that the public may judge their profession and the College by their statements. Therefore, instructors 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 they are not speaking for the College.