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**SERIES 600**

*EDUCATIONAL PROGRAM AND INSTRUCTION*

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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.

ADOPTED: 11-6-68

REVISED: 9-19-94

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.

ADOPTED 2-17-93

REVISED: 9-19-94

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 life long education. Individuals may take courses of general interest, upgrade their skills and/or be trained for a change in employment. These educational opportunities are available to the general public or to meet the specific educational needs of a business/industry or an organization.

High School Completion

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

REVISED: 9-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260C.1

Curriculum

New Program

Curriculum development for new programs shall be conducted through the office of the Vice President of Instructional Services. All new programs shall be approved by the Board of Trustees.

ADOPTED: 7-15-87

REVISED: 9-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260C.23(1)

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.

ADOPTED: 7-15-87

REVISED: 9-19-94

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 their employment by the College, shall be the property of the College.

ADOPTED: 07-15-87

REVISED: 11-20-91

Curriculum

Copyright

It shall be the policy of the College to comply with the Copyright Act of 1976 and all other applicable intellectual property laws when duplicating or copying films, videotapes, audio tapes, software, or written materials for instructional use.

It is 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 obtain permission to duplicate any copyrighted materials (including but not limited to literary works, computer programs, musical works, pictorial, graphic and sculptural works, sound recordings, and audiovisual works) lies with the individual requesting duplication. The College expects that prior to duplication of any copyrighted materials, written permission be obtained for the protection of the requestor and the College in all cases that are beyond the bounds of Copyright Act of 1976 [17 USC Section 106 et se.] and Digital Millennium Act of 1998 [112 Stat. 2860]. 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. (A summary of these liabilities are available in the *Federal Student Aid Handbook* published by the Department of Education.) Violations of this policy may also subject the violator to discipline from the College, up to and including termination of employment or expulsion.

ADOPTED: 7-15-87

REVISED: 9-19-94, 8-18-08, 6-21-10

Educational Program and Instruction

Course Criteria

1. A course is a unit of instruction containing an organized body of knowledge.
2. A course shall meet the definitional requirements specified in the Department of Education Contact Hour Manual.
3. All credit courses shall have a syllabus on file with the appropriate office.
4. All vocational 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 Vice President of Instructional Services or designee.

ADOPTED: 7-15-87

REVISED: 9-19-94

LEGAL REFERENCE: Code of Iowa Chapter 260.23

Educational Program and Instruction

Special Courses

It is the policy of the College to provide an opportunity 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.

ADOPTED: 12-15-82

REVISED: 9-19-94

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 can be documented. A fee for test administration and transcript recording may be assessed.

ADOPTED: 6-29-88

REVISED: 9-19-94

Educational Program and Instruction

Articulation

The College encourages the development of articulation agreements with local educational entities, community colleges, 4-year colleges, and universities.

ADOPTED: 2-19-92

REVISED: 9-19-94

LEGAL REFERENCES: Code of Iowa Chapter 256.11  
258.4(7)  
260C.23

Progress Reports and Graduation Requirements

Student Assessment

All degree and diploma seeking students will participate in a comprehensive assessment relevant to their program of study.

ADOPTED: 11-21-94

REVISED:

Progress Reports and Graduation Requirements

Early Release

The Board of Trustees recognizes that students may be considered for early release from their program or course of study due to an early employment opportunity or other extenuating circumstances. Basic program requirements must be met before issuance of a program diploma/degree.

ADOPTED: 3-21-90

REVISED: 9-19-94

Progress Reports & Graduation Requirements

Grading System

The President, assisted by the Vice Presidents, Deans, and faculty members, will establish a system of evaluation and grade reporting that is applicable to all credit instruction through the College.

ADOPTED: 12-15-82

REVISED: 9-19-94

General Organization

Academic Calendar

The Board of Trustees shall approve the Academic Calendar for Northwest Iowa Community College. The College President is responsible for implementing an instructional calendar that meets the needs of Northwest Iowa Community College.

ADOPTED: 11-6-68

REVISED: 9-19-94

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.

ADOPTED: 11-6-68

REVISED: 9-19-94

LEGAL REFERENCES: Code of Iowa Chapter 260C.2

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.

ADOPTED: 11-6-68

REVISED: 9-19-94