



**HAWKEYE**  
COMMUNITY COLLEGE

**FACULTY HANDBOOK**  
**Spring 2021**  
Academic Affairs



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# About Hawkeye Community College

## Brief History

In response to statewide interest and federal financial incentives, state legislations was passed in 1965 allowing the establishment of fifteen geographical areas to provide postsecondary education services to all of Iowa. As a result of this legislations, Merged Area VII was formed to serve all or parts of a ten-county area in northeast Iowa and became active with the election of a Board of Directors in the summer of 1966. Subsequent to this action, Hawkeye Institute of Technology was the name selected by the Board of Directors for Merged Area VII, and Waterloo was the location chosen for the College.

For the first twenty-six years of its history, Hawkeye limited its programming to vocational-technical educational programs and adult and continuing education. In early 1991, the Department of Education provided Hawkeye with a \$50,000 grant to fund an extensive research study to determine the future direction for the College regarding offering of an arts and sciences transfer program. The study of constituent interest and needs identified a substantial population of underserved individuals in Merged Area VII. Based on the research findings, the College's Board of Trustees petitioned the Iowa State Board of Education for the addition of an arts and sciences transfer program and the establishment of comprehensive community college status. Approval was granted by the State Board of Education in September 1991 making Hawkeye the last of the fifteen public two-year colleges in Iowa to become a comprehensive community college. The first arts and sciences courses were offered at Hawkeye in the spring semester of 1992. July 1, 1993, the College officially changed its name to Hawkeye Community College as its mission had become that of a comprehensive community college.

## Accreditation

Hawkeye is accredited by the Higher Learning Commission of the North Central Association of Schools.

## Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, (319) 296-4405; or Title IX Coordinator for students, (319) 296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or email [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), 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, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). Revised 8-10-20

## Service Area

Includes all or part of the following counties: Benton, Black Hawk, Bremer, Buchanan, Butler, Chickasaw, Fayette, Floyd, Grundy, Tama

Includes all or part of the following school districts:

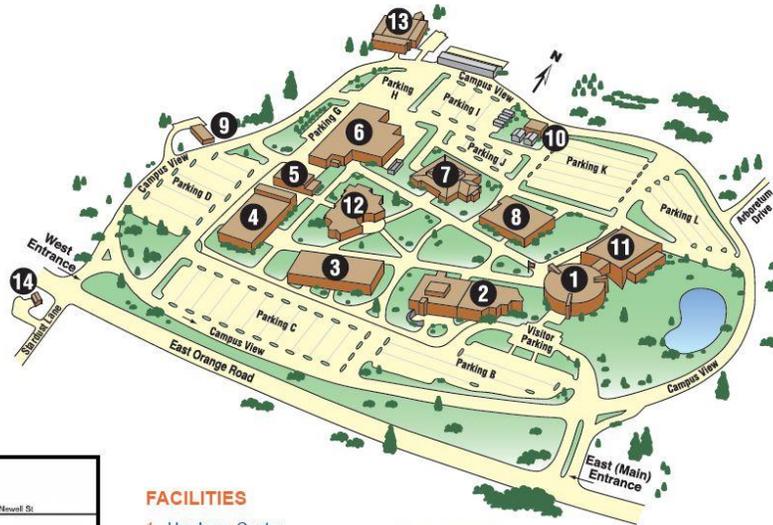
- Aplington-Parkersburg
- Cedar Falls
- Cedar Valley Catholic (Columbus High School)
- Clarksville
- Denver
- Don Bosco
- Dunkerton
- Dike-New Hartford
- East Buchanan
- Grundy Center
- Hudson
- Independence
- Janesville
- Jesup
- Nashua-Plainfield
- North Tama County
- Reinbeck (Gladbrook-Reinbeck)
- Sumner (Sumner-
- Tripoli
- Union
- Valley Lutheran
- Wapsie Valley
- Waterloo
- Waterloo Christian
- Waverly-Shell Rock

# Main Campus – Map and Buildings



## MAIN CAMPUS

1501 East Orange Road  
 P.O. Box 8015  
 Waterloo, Iowa 50704-8015  
 319-296-HAWK (4295)  
 www.hawkeyecollege.edu



Published September 2016

### FACILITIES

- |  |  |
|--|--|
| 1. Hawkeye Center  | 6. Butler Hall                           |
| 2. Black Hawk Hall<br><i>Child Development Center</i>              | 7. Tama Hall                             |
| 3. Bremer Hall   | 8. Grundy Hall                           |
| 4. Buchanan Hall<br><i>Advanced Technology and Business Center</i> | 9. Chickasaw Hall                        |
| 5. Physical Plant  | 10. Fayette Hall                         |
|  | 11. Library/Classroom Facility           |
|  | 12. Brock Student Center                 |
|  | 13. Health Education and Services Center |
|  | 14. RedTail Athletics                    |

**Hawkeye Farm Lab**  
 5503 Hammond Avenue, Waterloo, IA 50701  
 319-296-4251

**Regional Transportation Training Center**  
 6433 Hammond Avenue, Waterloo, IA 50701  
 319-296-4286

## Hawkeye Center

### Lower Level

- Academic Affairs
- Administration
- Admissions
- Board Room
- Business Services
- Financial Aid
- Foundation Conference Room
- High School Relations
- Human Resource Services
- Records and Registration

### Upper Level

- Foundation
- Grants / Project Management
- Hawkeye Center Conference Room
- Make Up Testing
- President's Office
- Public Relations and Marketing
- Public Safety
- Student Services Office

## Black Hawk Hall

- Arts department and programs
- Business department and programs
- Child Development Center

- Dean of Arts and Sciences
- Information Technology department and programs

**Bremer Hall**

- Agriculture and Natural Resources programs
- Career Services Center
- Center for Learning and Academic Success
- Student Tutoring and Computer Lab
- Industrial and Engineering Technology programs
- Title III
- TRIO

**Brock Student Center**

- Clubs & Organizations Meeting Room
- Esports Arena
- Food Court
- Military and Veterans Services
- Multipurpose Room
- Student Life Office
- Student Lounge
- Student Leadership Council
- Veterans Resource Center

**Buchanan Hall**

- Advanced Technology and Business Center
- Global Agricultural Learning Center
- Industrial and Engineering Technology department and programs

**Butler Hall**

- Agriculture and Natural Resources department
- Dean of Business and Applied Technologies
- Power Technology department and programs

**Chickasaw Hall**

- Indoor and outdoor firing range
- Law Enforcement training
- Police Science program

**Fayette Hall**

- Greenhouse
- Landscape and Turf Management program

**Grundy Hall**

- Arts and Sciences department
- Dean of Health and Sciences
- Continuing and Community Education - Health
- Dental Clinic
- Health programs
- Math Lab
- Science Labs



### **Health Education and Services Center**

The Health Education and Services Center offers:

- Classroom space
- General physical education and health classes
- Gymnasium
- Law Enforcement Training
- Occupational Therapy Assistant program
- Physical Therapist Assistant program
- Safety Services Department and programs
- Running/Walking track
- Student Health Clinic
- Weight Room

Recreational use of the facility is limited to approved members. Members must sign a Health Education and Services Center Waiver and Release of Liability Form.

### **Library and Classroom Building**

- Library
- Classrooms

### **Physical Plant**

- Building and Ground Maintenance
- Central Receiving
- Environmental Health and Safety
- Printing Services

### **Redtail Athletics Building**

- Hawkeye Redtail Athletics

### **Tama Hall**

- Artist Series
- Brobst Center for Teaching and Learning Services
  - Distance Learning
  - Learning Lab
  - Telecommunications - Hawkeye Television, ICN/EBS Classrooms, Satellite Services
- Conference Center
- John Hawse Auditorium

## Campus Locations

### **Cedar Falls Center**

5330 Nordic Drive  
Cedar Falls, IA 50613  
319-277-2490

### **IowaWORKS**

3420 University Avenue  
Waterloo, IA 50701  
319-291-2546

### **Van G. Miller Adult Learning Center**

120 Jefferson Street  
Waterloo IA 50701  
319-296-4278

### **Farm Lab**

5503 Hammond Avenue  
Waterloo, IA 50701  
319-296-4251

### **Regional Transportation Training Center**

6433 Hammond Avenue  
Waterloo, IA 50701  
319-296-4286

### **Western Outreach Center**

17040 Market Avenue  
Holland, IA 50642  
319-824-3085

### **Independence Center**

Independence High School  
700 – 20<sup>th</sup> Avenue SW  
Independence, IA 50644  
319-334-0790

## Mission, Vision and Institutional Goals

### **Mission**

Empowering students, strengthening businesses, and enriching communities.

### **Vision**

Improving the quality of life in the communities we serve.

### **Institutional Goals**

To effectively demonstrate our mission, we are committed to provide:

- Educational opportunities that are student centered, comprehensive, and responsive to the individual and society.
- Leadership activities that support a dynamic framework for students, faculty, staff and the community to reach their potential.
- Quality services to each qualified individual.
- Access sensitivity to diversity, support for equal opportunities for all qualified individuals.
- Cooperative community relationships which foster human, social, cultural, economic, and civic development.

## General Education Philosophy

General Education at Hawkeye is intended to teach common knowledge, intellectual concepts, and attitudes enabling people to function effectively in a diverse and changing society.

Curricular offerings

are designed to:

- Enhance technical skills and employability
- Facilitate pre-baccalaureate transfer
- Provide a foundation for continuing education by promoting:
  - Access to educational opportunities
  - Curiosity, intellectual inquiry, and creativity
  - Acceptance of social responsibilities
  - Sensitivity to cultural diversity

## Hawkeye Community College Statement on Academic Freedom

Hawkeye Community College champions the ideal of academic freedom for its instructors, students, administrators, staff and all members of the community it serves.

The College pledges to protect the communication of ideas that are academically valid, creative, and challenging, as well as points of view that are original and alternative, in all venues and media associated with the college. Instructors, students, and any other participants in college-based dialogues will make every effort to utilize information that is timely, factually accurate and relevant to student learning outcomes.

The College shall provide a safe learning environment that stimulates a desire for life-long learning. The College requires all members to practice civility, academic decorum, and mutual respect, as well as inclusion of all members of the community. Hawkeye Community College embraces its role in promoting social responsibility, active citizenship and the protection of rights guaranteed by the First Amendment of the Constitution of the United States.

## Programs, Degrees and Awards

- |                                    |                            |
|------------------------------------|----------------------------|
| ▪ AA Associate in Arts             | ▪ AAS Associate in Applied |
| ▪ AGS Associate in General Studies | ▪ Diploma                  |
| ▪ AS Associate in Science          | ▪ Certificate              |
| ▪ AAA Associate in Applied Arts    |                            |

Courses and instructional services leading to the Associate of Arts, Associate of Science, Associate in Applied Arts, Associate in Applied Science, and Associate of General Studies degrees, diplomas, and certificates are provided as appropriate through the following academic areas:

- Agriculture and Natural Resources
- Arts
- Business
- Education

- Health
- Industrial and Engineering Technology
- Information Technology
- Liberal Arts Transfer and General Education
- Power Technology

## Cabinet

President's Office President, Dr. Todd Holcomb Hawkeye Center, Upper Level 319-296-4201	Provost and Vice President, Academic Affairs Lynn LaGrone Hawkeye Center, Lower Level 319-296-4015
Human Resource Services Executive Director, Susan Hauber Hawkeye Center, Lower Level 319-296-4492	Administration and Finance Vice President, Dan Gillen Hawkeye Center, Upper Level 319-296-4409
Foundation Office Executive Director, Holly Johnson Hawkeye Center, Upper Level 319-296-4002	Student Affairs and Institutional Diversity Interim Vice President, Nina Grant Hawkeye Center, Lower Level 319-296-4409
Business and Community Education Executive Director, Aaron Sauerbrei Cedar Falls Center 319-277-2490	

## Offices and Administrators Guide – Other

### Admissions

Director, Matthew Knight  
 Hawkeye Center, Lower Level  
 319-296-4204

### Business Office

Director, Julie Thomas  
 Hawkeye Center, Lower Level  
 319-296-4275

### Financial Aid

Director, Gisella Baker  
 Hawkeye Center, Lower Level  
 319-296-4465

### Bookstore

Dawn Miltenberger  
 Brock Student Center  
 319-296-4440

### Records & Registration

Registrar, Amy Frost  
 Hawkeye Center, Lower Level  
 319-296-4205

### Athletics and Recreation

Director, Ethan Crawford  
 319-296-4430

# Academic Affairs

## Administrators Guide – Academic Affairs

Lynn LaGrone  
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David Grunklee  
Dean, School of Applied Technologies  
319-296-4042  
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Laura Hidlebaugh  
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[laura.hidlebaugh@hawkeyecollege.edu](mailto:laura.hidlebaugh@hawkeyecollege.edu)

Candace Havelly  
Director, Library Services  
319-296-4229  
[candace.havelly@hawkeyecollege.edu](mailto:candace.havelly@hawkeyecollege.edu)

## Academic Schools

### School of Liberal and Applied Arts & Human Services

Programs include:

#### **Arts**

Digital Mass Media  
Professional Photography

Graphic Communications

#### **Education**

Early Childhood Education

#### **Liberal Arts Transfer and General Education**

Communications  
Education  
Performing Arts  
Social Sciences

Fine Arts  
Humanities  
Math  
Wellness

#### **Human Services**

Police Science

Criminal Justice

### School of Business and Applied Technologies

Programs include:

#### **Business**

Accounting  
Executive Assistant  
Human Resource Management  
Marketing Management

Business Administration  
Hospitality Management  
Legal Office Assistant  
Information Systems

Management

Network Administration & Engineering

Web Programming &

Development

#### **Agriculture and Natural Resources**

Agriculture Business Management  
Animal Science

Agricultural Science  
Landscape and Turf

Management

Natural Resource Management

Veterinary Assisting

#### **Industrial and Engineering Technology**

Civil & Construction Engineering Technology

CNC Machining & Tool Making

Tech.

Electronics Engineering Technology  
Industrial Automation Technology

Heating & Air Conditioning  
Sustainable Construction and

Design

Welding Technology

#### **Power Technology**

Agricultural Power Technology  
Collision Repair and Refinishing

Automotive Technology  
Diesel Truck Technology

## School of Health and Sciences

Programs include:

Medical Administrative Assistant  
Medical Billing and Coding

### **Health**

Dental Assisting  
Medical Assistant  
Nursing Associate Degree (RN)  
Physical Therapy Assistant

Dental Hygiene  
Medical Laboratory Technology  
Occupational Therapy Assistant  
Respiratory Care

### **Safety Services**

Emergency Medical Services/Paramedic

### **Sciences**

Biology  
Physical Science  
Physics

Chemistry  
Environmental Science

## School of Online Learning

Programs include:

Online Business Administration  
Online Criminal Justice  
Online Liberal Arts

## Standing Committees – Academic Affairs

### **Academic Standards & Issues**

This committee acts in an advisory capacity and is responsible for reviewing and evaluating proposals that impact academic standards and issues. The Academic Standards and Issues Committee will present to the Provost/Vice President of Academic Affairs recommendations on policies, regulations, and procedures that promote institutional scholarship.

### **Assessment Committee**

The Assessment Committee regards assessment as a reflective process of asking meaningful questions about student learning, establishing multiple methods of data-gathering that will uncover the results of the educational process, and making careful and informed decisions on the basis of that information designed to improve the quality of student learning.

### Curriculum Committee

This committee acts in an advisory capacity and is responsible for reviewing and evaluating curriculum proposals to insure they are consistent with and complimentary to the mission of the college.

### Retention Committee

The Retention Committee acts in an advisory capacity to research, review and recommend initiatives to enhance the retention of students.

## Academic Affairs Offices/Services

### Brobst Center for Teaching & Learning

The Brobst Center for Teaching and Learning is located in Tama Hall and be reached by calling 319-296-4291.

The mission of the Brobst Center for Teaching and Learning Services is to provide resources and on-going support for faculty development and innovation to enhance student learning.

The vision of the Brobst Center for Teaching and Learning Services is to engage faculty as full partners in the learning process. The Brobst Center provides learning opportunities based on faculty needs and student learning data. They believe good teachers are developed by design not default - faculty development, mentoring, and orientation are essential.

They strive to ...

- Engage faculty as full partners in the learning process.
- Shift focus from the process of teaching to the results of learning.
- Understand the impact of teaching so that we get better results in the classroom.
- Provide learning opportunities based on faculty needs and student learning data.
- Coach, consult, and provide tools and strategies to engage learners.
- Maximize use of classroom technology.
- Create media resources to complement instruction.
- Enhance online instruction and distance-learning courses.

The Brobst Center coordinates the two-year faculty induction and mentoring program for full time faculty. The induction and mentoring program provides a welcoming and supportive climate and teaches and models research-based instructional practices. New faculty members are mentored by a faculty member of another discipline who has taught at Hawkeye for at least three years.

For more information visit [Brobst Center for Teaching and Learning](#)

### Center for Learning and Academic Success

The Center for Learning and Academic Success is located in Bremer Hall 127, and can be reached by calling 319-296-4029.

The Student Tutoring and Computer (STC) lab provides learning assistance and support to all current credit students. STC services are designed to help students with academic and job-related activities, and help development the educational skills and strategies essential for academic achievement. Faculty are encouraged to refer students to the STC for instruction for Canvas, tutoring, and study skills. Staff are available to provide instruction in the lab or in the classroom and are responsive to faculty requests for student instruction.

The STC lab offers current Hawkeye students access to more than 80 computers, scanners, printers, and a wide variety of software applications used to support the many academic program areas across campus. It is not open to the public.

Computers are available on a first-come basis. Computer lab coordinators are available to assist students with computer software related questions.

Workstations and study tables are also available for students who bring in laptops.

Professional tutoring is available and free to students in the STC lab. Students will find tutors for math, health sciences, business, and writing. ACCUPLACER and TEAS prep are available as well. Peer tutors may arrange to meet with their students in the STC Lab.

For tutoring help 24 hours a day, students can utilize SMARTHINKING. With SMARTHINKING, students can:

- Connect with an e-structor and interact with a live tutor for 24 hours a day, 7 days a week.
- Submit writing for any class to the Online Writing Lab.
- Get questions answered in subjects such as math, bilingual math, biology, chemistry, physics, anatomy and physiology, economics, accounting, statistics, and writing.

**The STC lab is not always a quiet environment.** Students are encouraged to use the Library if they need a quiet environment to work and study.

For more information visit [Student Tutoring and Computer Lab](#)

## Library

The Library building is attached to Hawkeye Center via a walkway. The building houses faculty offices and classrooms, in addition to the library proper which provides study rooms on the 2<sup>nd</sup> floor and resources and services on the lower level.

The Hawkeye Library belongs to the Cedar Valley Library Consortium (CVLC) and the Two Rivers Alma Collaborative (TRAC) which allows Hawkeye faculty, staff and students to borrow resources from local and statewide academic libraries including all three Iowa Regents universities, Drake, Grand View, St. Ambrose Universities and Wartburg College.

**Library Instruction:** Hawkeye's Reference, Instruction & Digital Services Librarian provides custom information literacy instruction upon request. Use the ["Request Library Instruction"](#) link on the library's home page to schedule a session for your students.

**Online Research Guides:** [Online research guides](#) can be developed for your course, discipline or specific assignments. Online research guides provide targeted research help, listing certain databases that are relevant to your discipline/course, etc.

**Recommendations for New Library Materials:** Submit requests for new books, journals or videos to the Library Director, ext. 4229. Faculty recommendations are most helpful since the library's collection supports the research needs of students; you will be notified when requested material is available. If you are teaching a new course, the Librarians are available to do a consultation to better ensure the library collection can support the research needs of the course.

**Research Assistance:** The library staff provides individualized research assistance for your students. 60+ databases may be accessed via the Library's website or via the [A to Z Database list](#).

**Reserve Collection:** Faculty members may put books, videos and other materials from the library and/or their own collection on reserve at the Circulation Desk. Faculty must comply with copyright law with regard to placing photocopies of articles or excerpts from books on reserve. Links to some full text articles/online books may be embedded into Canvas in lieu of placing a physical item on reserve.

**Faculty Resources:** See the [Faculty Resources](#) page on the Library's website for additional information about [OERs](#), copyright basics, etc.

To learn more about the Library, consult the [Hawkeye Library](#) website.

## Student Services

The Student Services office is located on the upper level of Hawkeye Center. There are a variety of services offered which are described below, and the Dean of Students is located in this office. You may reach the Student Services Office at 319-296-4014.

### Academic and Transfer Advising

Student Services has advisors available to assist students. Advisors are available for individual appointments and walk-in appointments Monday thru Friday for the following services:

- Clarify academic/career goals
- Understand your degree requirements
- Review your academic progress
- Evaluate previous coursework
- Choose courses that will transfer to your next school
- Decide on a major
- Learn about careers in your major field

- Transfer information about four-year institutions
- Review your academic plan
- Discuss probation status with Liberal Arts and Pre-Technical students

### **Assessment and Testing**

Hawkeye Community College is an official test site for several college entrance exams, professional certification exams, and a proctoring site.

Students are able to complete admission exams with the ACCUPLACER assessment and the ACT and earn college credit with the CLEP.

We also offer professional certification exams including certification with the Federal Aviation Administration, Automotive Service Excellence, and Iowa Board of Dentistry.

### **Career Services**

The Career Services Center offers several services to students to help them be successful; from choosing the right college program to finding the right job. Faculty are encouraged to invite Career Services staff to their classrooms to present to students on the services they offer. Career Services is located in Bremer Hall, Room 102 and can be reached at 319-296-4297.

### **Mental Health Services**

Students occasionally may encounter situations that affect their learning environment. When these situations arise, counseling is available to provide short-term assistance, and in some cases, referral to community resources for long-term help. The Student Health Clinic provides free counseling services with a licensed mental health practitioner. The clinic is located in the Health Education and Services Center – left hand door. The Student Health Clinic may be reached at 319-296-4224.

### **Student Success Specialists**

Student Success Specialists are located in Bremer Hall, Black Hawk Hall, Buchanan Hall, Grundy Hall and the

Health Education and Services Center and serve the needs of the students in programs which are primarily

located in their respective buildings. Student success specialists are dedicated to student success and assist

with:

- academic support
- financial issues
- personal difficulties
- career guidance and goal setting
- crisis intervention and counseling referral
- referral to community resources as needed.

## TRIO

TRIO is a program that provides intensive instructional support and peer-tutoring to help eligible students succeed in college. TRIO is located in Bremer Hall, Room 136 and can be reached at 319-296-2329 ext. 1803.

# Faculty Responsibilities

## Family Educational Rights and Privacy Act (FERPA)

This act offers students certain rights with respect to their education records.

1. **Students have the right to inspect and review their education records within 45 days of the day Hawkeye Community College receives a request for access.** Students should submit to the Director of Student Records and Registration or to an academic dean, written requests that identify the record(s) they wish to inspect. A Hawkeye Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hawkeye Official to whom the request was submitted, that Official will advise the student of the correct Official to whom the request should be addressed.
2. **Students have the right to request the amendment of their education records that the student believes is inaccurate.** Students may ask Hawkeye to amend a record that they believe is inaccurate. They should write the Hawkeye Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Hawkeye decides not to amend the record as requested by the student, Hawkeye will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **Students have the right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception that permits disclosure without consent relates to directory information. Directory information is designated student information that is generally not considered harmful or an invasion of privacy if released. Directory information is designated to be used internally within Hawkeye but its purpose may also be to allow Hawkeye to include this type of information about a student in certain school publications including, but not limited to school directory, yearbook, honor roll or other recognition lists, and graduation programs.

Hawkeye may designate the following information as directory information:

- student's name
- date of birth
- grade level
- enrollment status
- major field of study
- dates of attendance
- degrees and awards received
- photograph or other likeness
- most recent previous educational agency or institution attended by the student
- other similar information

Hawkeye may designate the following information as directory information which may be released with a signed request and photo ID of the requester:

- student's address
- telephone number
- email address

Hawkeye will require a court-ordered subpoena to release any other information concerning a student's record.

Students who do not wish Hawkeye to release directory information should complete a Request to Prevent Disclosure of Directory Information form with the Student Records and Registration office.

Another exception to the consent requirement is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hawkeye in administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Hawkeye has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additional exceptions to the consent requirement are Hawkeye may forward educational record information to requesting institutions in which the student seeks or intends to enroll if the information is necessary to protect the health or safety of the student or other individuals.

4. Hawkeye Community College, according to FERPA-34 CFR 99.34, may also disclose educational records to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purpose of student's enrollment or transfer.
5. Solomon Amendment – Effective October 23, 1998, all colleges and Universities are required to comply with the final regulations of the Solomon Amendment. Information released is limited to military recruiting purposes only. Information released is limited to the current semester or the previous semester.
6. **Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Hawkeye to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

Click [FERPA](#) for more information.

## **Americans with Disabilities Act (ADA)**

The Special Needs Coordinator is located on the upper level of Hawkeye Center in Student Service or by calling 319-296-4014. Hawkeye is committed to helping all students be successful. We will make every effort to assure that qualified students with disabilities have equal access to education and services.

Eligibility for services is based on Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. These regulations apply to students who have disabilities that substantially impair their ability to participate in college programs without accommodations.

To determine if a student is eligible for disability services, documentation including medical and / or psychological reports and other records are examined for evidence indicating whether or not a student is disabled as defined by federal statutes.

For more information students may be referred to the Student Services office.

## Cheating/Plagiarism/Academic Integrity

The integrity of an academic program and degree rests on the principle that the grades awarded to students must reflect only their own individual efforts and achievement.

Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, examinations, and other work. Violations of academic integrity include various types of plagiarism and cheating.

### Plagiarism

Plagiarism includes, but is not limited to:

- Using exact words from a source without appropriate crediting
- Cutting and pasting electronically from any source without appropriate crediting
- Using wording and/or sentence structure too close to the original in paraphrasing
- Using visual images in whole or in part created by someone else without appropriate crediting
- Buying a paper and presenting any part of it as your own
- Borrowing any part of a paper and presenting it as your own without appropriate crediting
- Falsifying or inventing any information or citation in an academic exercise

### Cheating

Cheating includes, but is not limited to:

- Obtaining or giving assistance in any academic work such as on quizzes, tests, homework, etc., without instructor's consent
- Taking a test or course or turning in work for someone else
- Allowing someone to take a test or course or turn in work in your name
- Using crib notes or electronic devices to get unauthorized assistance on tests or other in-class work
- Using work from another class or previous semester without instructor consent
- Uploading or file-sharing of any intellectual property, such as faculty-created course materials/documents

### Academic Integrity

Discipline for violations. Academic integrity violations will be addressed by the course instructor with the student within seven calendar days of the instructor's discovery of the violation. The course instructor must give the student notice of the violation.

After notifying the student, the instructor may take measures such as:

- Modifying or reducing a grade/score on a graded item;
- Asking the student to complete new or additional work; and/or
- Assigning a course grade of F. An instructor may only assign a course grade of F after consulting with the instructor's academic dean.\*

The instructor must complete the [Academic Integrity Violation Report \[pdf\]](#) and file it with the Dean of Students and their academic dean when:

1. The situation cannot be resolved between the instructor and student, including when the student files an appeal; and/or
2. Every time the instructor assigns a course grade of F. If an Academic Integrity Violation Report is filed, a copy shall also go to the student.

\*In the case of an academic integrity violation, an assigned grade of F or FW for the course takes precedence over a course withdrawal received by the Student Records and Registration office.

#### **Further Discipline/Student Conduct Code**

Upon receipt of an Academic Integrity Violation Report, an academic dean and/or Dean of Students may file charges against the student to seek additional disciplinary sanctions, including, but not limited to:

- Removal from the academic program
- Suspension
- Expulsion

If such a charge is filed, the remainder of the matter will be heard subject to the provisions of the College's Student Conduct Code. The other procedures contained in this policy will not apply, and the matter cannot be heard concurrently by the Academic Integrity Review Board.

#### **Student Notification and Appeal Process**

After receiving the instructor's notification, the student may respond to the instructor's allegation and meet with the instructor to attempt resolution within seven calendar days of the instructor's notification. If a mutually agreeable resolution is achieved, the student may remain active in the class.

If a mutually agreeable resolution is not achieved, the instructor's decision regarding score/grade reduction on the graded item will be enforced.

The student may appeal the instructor's decision directly to the Academic Appeals Review Board by completing the [Academic Integrity Policy Form \[pdf\]](#) and filing the appeal with the Dean of Students within seven calendar days of the instructor's notification of the violation. Appeal forms are also available in the Student Services office.

Pending an outcome of an academic integrity matter, the student shall remain active in class. If the course instructor determines additional measures are necessary (for instance, if the student's pending academic integrity violation was due to collaboration, collusion, or the student is likely to re-offend), the instructor must contact the Dean of Students or Provost/Vice President of Academic Affairs to determine whether restrictions from class activities or other protective measures are warranted. If so, the student will be given the opportunity to be heard on whether any measures should be imposed.

#### **Reviewing the Appeal**

If the Dean of Students receives a student's appeal of an instructor's decision, the Academic Appeals Review Board will be notified of the appeal and will meet to consider it. Both student and instructor will be notified by the Dean of Students of the date and time of the Board hearing.

If the student and/or the instructor cannot attend, the Board will still consider the appeal based on the information provided on the Academic Integrity Violation Report and the Academic Integrity Violation-Student Appeal Form.

The decision of the Academic Appeals Review Board is final. The Dean of Students, in consultation with the Provost/Vice-President of Academic Affairs, will notify the student and the instructor of the final decision in writing.

### **The Academic Appeals Review Board is comprised of:**

- Dean of Students (presiding)
- At least three faculty representatives selected from the Academic Standards Committee
- One Student Leadership Council representative
- Director of Records & Registration or designee (serving as ex officio)

### **Course Syllabi**

Faculty are required to use the course syllabi template. Directions to use the syllabus template are found at [Syllabus Template Instructions](#)

- You can work on the word document to update your term/year, instructor information, course information.
- DO NOT CHANGE credit hours, course description, course goals, student learning outcomes, or instructional outcomes. Edit the other categories as appropriate for your course following the instructions on the template. Statements with an asterick (\*) are optional; policies without an asterick (\*) must remain on your syllabus.
- You can add other items if needed

At the beginning of each term, a copy of each course syllabus must go to your department Administrative Assistant. Save the file with the following name before submission:  
3 letter department \_designated course section-course name-term, year-instructor last name  
i.e. SPC101-1-Fund of Oral Comm-Fall,2018-Smith

### **CurricUNET**

All courses have an official course guide, available in CurricUNET. This guide contains the course goals, student learning outcomes, and a list of topics which have been approved for your course. If you want to change your course, you need to get approval from your dean and one of the curriculum co-chairs to begin the process. The process to change the course guide will be finalized upon approval from the Curriculum Committee. CurricUNET is used to enter changes to course guides. Click here to login to [CurricUNET](#).

### **Early Alert**

In an effort to help students be successful in achieving their academic goals, Hawkeye Community College has established a special program called "Early Alert." This program is designed to help students who are not making satisfactory progress prior to mid-term. You will received detailed instructions from the Records and Registration office to your Hawkeye email regarding grade reporting for Early Alert. Early Alert grades are collected in the fall and spring terms only.

Additional information may be found on My Hawkeye page for Records and Registration  
<https://my.hawkeyecollege.edu/Pages/WebAdvisor.aspx?title=Early+Alert+Grades+%26+Enrollment+Report&pid=ST-WESTS02A>

## Grades

There are three mandatory reporting dates; Attendance, Early-Alert/Midterm Grades, & Final Grades. Keeping track of student attendance is essential for the completion of these reports. Faculty will be expected to submit the last day of attendance when submitting final grades.

Final grades are reported via your SOAR account. You will receive an e-mail from the registrar's office with the due date, but it is generally one or two days after the end of finals. Valid grade choices are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FW, or I. You are not obligated to assign plus/minus grades. If you assign a F, FW, or I grade, you must also provide a last date of attendance.

Each semester the Records and Registration Department will e-mail detailed instructions for reporting Attendance, Early Alert/Midterm Grades, & Final Grades. Timely submission is essential as failure to do so will impact student financial aid. The email you receive from the Registrar's office will include information about:

- Due date and submission of grades
- Submitting incomplete grades
- Submitting grade changes
- How to interpret grade symbols on student transcripts

## Gradebook

Faculty are required to use the Canvas Gradebook which is the official college gradebook. To support student success, timely input of student grades is expected.

**Canvas Grade book does NOT replace reporting and final grading on MY HAWKEYE.**

## Missing Classes

If it is an unplanned absence, such as when you're sick, call your administrative assistant. You can also e-mail but you MUST call them, otherwise your message may not be received. The administrative assistant will make sure a sign gets posted so that students are notified.

If this is a planned absence, make sure the administrative assistant and dean knows as a sign needs to be posted if you do not have a substitute. Also tell the administrative assistant if another instructor will be substituting for you, so that your sub can get paid.

Whenever you cannot meet with your class (whether you cancel the class or have a substitute) you must notify the appropriate administrative assistant/dean.

## Office Hours

The need for faculty office hours is predicated on the belief that regularly scheduled availability of faculty facilitates communication and collaboration with staff, peers, and most importantly provides access for students. Office hours are posted on office doors along with teaching schedules. In addition, both full time and adjunct faculty should have times noted in the course syllabus when they will be available and where along with how they can be reached by phone and email.

## Responding to Students

Faculty are expected to respond to students in a timely manner. The instructor's plan for classroom response time and feedback on assignments should be clearly stated in the syllabus including response time to emails. Best practice suggests responding to student communication within 48 hours, optimally within 24 hours.

## Faculty Resources

### CRM Advise

Student Success Specialists rely on this Constituent Relationship Management (CRM) system to identify at risk students and direct resources appropriately for retention. Among the many metrics used to determine a student's success score is the current score from each course based on a weekly export of Canvas gradebook data. Therefore, it's extremely important that instructors maintain up-to-date grades in Canvas, including entering 0 points for any assignment not submitted. Instructors can also create alerts for students using "Advise for Faculty", accessible through WebAdvisor for Faculty in MyHawkeye. Alerts include but are not limited to concerns with attendance, not turning in assignments, low test scores, distracted, and personal concerns. This system is critical to the success of the Student Success Specialist role in each department, allowing them to start early intervention for students.

Faculty gain access to CRM Advise once online training is complete. The link for training can be completed by going to <https://canvas.hawkeyecollege.edu/enroll/RGMP6N>

### Field Trips

The field trip approval form **must** be submitted and filled out at least one week in advance to the scheduled trip. Click [Field Trip Approval Form](#)

### Guidebook

The Guidebook for the following items contains instructions and screenshots for:

- How to log on to My Hawkeye
- How to Access your Email
- Attendance Reporting
- Midterm/Early Alert Grades
- Final Grades

Click here to access the [Guidebook](#)

### Hawkeye Alert

Hawkeye Alert is an emergency contact system. Should there be an emergency or should the HCC campus be closed, the Hawkeye Alert System will contact everyone that has registered. Hawkeye Alert will deliver the information you need to stay safe.

Please sign up for Hawkeye Alert by going to [Hawkeye Alert Sign Up](#)

#### NOTE:

To update or make changes to your information please submit the correct information in writing to Human Resource. Human Resource is located in Hawkeye Center.

### Hawkeye Happenings

Hawkeye Happenings is the official college newsletter of Hawkeye. The Public Relations and Marketing office publishes the email newsletter weekly during the Fall and Spring semesters and bi-weekly during the Summer Term to keep the college community informed of relevant information. This newsletter is delivered to your Hawkeye email account.



## Identification Cards/Keys

The HCC ID Card can be obtained at the Business Services office in Hawkeye Center.

Your Hawkeye ID card will be needed for access to buildings after hours and some of the labs and offices. This access is granted through the appropriate administrative assistant and dean. If you have trouble accessing a building please let the appropriate administrative assistant know.

## Learning Management System (Canvas)

Canvas is the college's learning management system and supports all courses. Canvas support is available 24/7 to all faculty, staff, and students. Call the Canvas Support Hotline at 833-574-1137 or click the Help link in Canvas to find phone, chat, and email support options plus searchable guides and community forums.

Click here for more information on [Canvas](#)

## Mailbox

You will have a mailbox on campus and in most cases it will be located in the same building as your office. Please check your mailbox regularly as you will not only receive campus mailings but this is how you may receive student work.

## Make-up Testing Services

Make-up Testing is located in Hawkeye Center on the upper level and can be reached by calling 319-296-2329 ext. 1098. Make-up testing is for Hawkeye students who have missed a test and have made arrangements with their instructor. Make up testing also provides testing assistance to students with special needs.

## My Hawkeye

My Hawkeye is an online portal to college information. You use My Hawkeye to:

- report attendance
- report grading
- access your Canvas online courses
- access your Hawkeye email
- access My WebAdvisor

To log-in:

Username: Legal **firstname.lastname**

(Exceptions: may have a number at the end)

Initial Password: Six Digit Birth Date

Example: thomas.sandbar (username)

010196 (Initial/1st time log-on password)

*You will be prompted to change your password upon 1st time log-on.*

## Printing and Copying Services

Almost all your copy needs will be done by the Print Shop. Materials such as syllabi, class handouts, etc. all get sent to the campus print shop. This is the most cost-effective way for the college to provide these materials to your students, so please be sure to utilize their services.

Print requests must be submitted through an electronic print shop job ticketing system. Job ticketing allows users to submit jobs to the Hawkeye print shop electronically by attaching a file, and providing specifications, instructions and comments for the job. Users can track the job from submittal through production to delivery of the completed project.

Please view the short (less than 10 minutes) instructional video found at this link:

<https://hcc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=79834e44-a7c3-48d4-8b75-ac8600f27948>

As the video explains, you may access job ticketing by clicking on "details" in the lower portion of the papercut window on your desktop, and then choosing Print Room / Fablabs at the bottom of the pane on the left of the screen. You'll use your usual Hawkeye login credentials.

- All large format **posters** and **spiral** binding requests are now forwarded to AEA267 in Cedar Falls. According to AEA267, for both posters and spiral jobs you can expect a 3-4 day turn-around time (from the time they receive the job). Unforeseen situations do occur (e.g. machine failures, communication errors, weather etc.) and these times may be longer at the start of each semester, but every effort will be made to fulfill this obligation. Also, according to AEA267, for any wire spiral binding jobs larger than 140 sheets (1 page, double-sided), they are recommending that you consider 3 ring binders or plastic comb binding instead. It becomes very difficult to wire spiral bind anything larger.
- Deliveries are made each morning and afternoon as warranted by volume and deadline. If you send a typical print request in the late afternoon and need it the next morning they will try to meet the deadline. Feel free to make arrangements to pick-up your job at the Copy Center to assure your delivery time is met (such as early a.m.).

If you have any questions about this process, please contact the administrative assistant in your department.

## Supplies

### Classroom/Office Supplies

White board markers, pens, paper clips, chalk, staples, and other "office" supplies are located in the department offices and through the administrative assistant. If you are unable to access these items, please send an e-mail to the appropriate dean or administrative assistant.

### Classroom Printers

Please notify an administrative assistant if the paper supply or toner cartridge is low in the classroom you are teaching in. Printer paper is sent through the inner campus mail and delivered at night by maintenance. Toner cartridges may be picked up from the administrative assistant. **NOTE: It is up to the instructors that use the classrooms to maintain supplies.**

### Grade Book

Faculty are required to use the Canvas Gradebook which is the official college gradebook. To support student success, timely input of student grades is expected.

**Canvas Grade book does NOT replace reporting and final grading on MY HAWKEYE.**

### Technology Assistance

For computer or phone issues, please contact the Communication and Information Systems department at ext. 4415.

### Turnitin.com

Turnitin is a plagiarism prevention and education tool that is integrated into Canvas and available to all faculty through their courses. Turnitin checks documents for unoriginal content. The results can be used to identify similarities to existing sources or can be used in formative assessment to help students learn how to avoid plagiarism and improve their writing.

## Professional Development, Quality Faculty Plan, Evaluation

### New Faculty Induction

New full-time faculty must participate in a two-year induction and mentoring program coordinated by the Brobst Center for Teaching and Learning Services. This two-year program is designed to provide a welcoming climate at Hawkeye Community College by:

- Building positive relationships through mentoring and by using faculty and administrators to facilitate learning.
- Strengthening teaching through learning, modeling, and application of research-based instructional practices.

The program includes the following:

- New Faculty Orientation
- Canvas Basic Training
- Teaching for Learning @ Hawkeye
- Strategies for Effective Online Learning
- Assessment of Student Learning
- History & Philosophy of the Community College
- Two Year Faculty Mentoring

## Faculty Mentoring Program

The Faculty Mentoring program is managed through the Brobst Center for Teaching and Learning. Mentors have at least three years of teaching experience and the respect of their colleagues and students. They apply instructional coaching strategies to guide their mentees in developing their unique talents and skills. The goal is to help new full-time faculty become consciously competent in the development of their teaching for learning practices.

## Faculty Rank & Title

Faculty may pursue changes in ranks and titles; however, there will be no changes in faculty salary, nor will this process be used as an evaluative tool.

Faculty interested in pursuing ranks and titles can find more information by clicking on [Faculty Rank and Titles](#)

## Full Time Faculty Evaluation

The faculty evaluation process will commence with the date of employment. Non-probationary faculty shall be evaluated at least once every five (5) years. Probationary faculty (those within the probationary period of the first three (3) years of employment) shall be evaluated at least twice during each of the three (3) years (minimum of 6 evaluations).

Within four (4) weeks of the beginning of employment or within four (4) weeks of the beginning of each fall semester, all faculty members scheduled to be evaluated shall be informed of the evaluation process and materials.

At least one faculty evaluation within each evaluation cycle will include but not be limited to a) instructional observation, b) the compilation of student perception surveys collected throughout the evaluation cycle, c) evidence of professional obligation achievement per Article 16, and d) Quality Faculty Plan progress.

Within thirty (30) calendar days of instructional observation (not beyond the current term) the dean shall confer with the faculty member. The faculty member will receive a copy of any evaluation material placed in her/his personnel file. The dean shall provide a meaningful critique, opportunities and resources for improvement, specific goals, and timelines. Within thirty (30) calendar days of the conference the employee shall have the right to file her/his written response to the evaluation and have it placed in her/his personnel file.

## Professional Meetings and Conferences

To request travel to a professional development workshop, seminar, conference, convention, etc., a Professional Leave form is required and approval needed from your respective dean and the Provost and Vice President of Academic Affairs. Please see the administrative assistant in your respective school for more information.

## Quality Faculty Plan

In 2002 Iowa Code Section 260C.36 was revised to replace the process of permanent professional licensure with Quality Faculty Plans to guide the hiring and professional development of fulltime community college faculty. The Hawkeye Community College Quality

Faculty Plan was implemented July 2003 as a collaborative effort by a committee consisting of faculty, staff and administration with the goal of assisting faculty in determining and attaining professional development to meet certification requirements. The plan distinguishes the between expectations for full time and adjunct instructors.

All full-time faculty will meet with their respective dean for a conversation on an annual basis to discuss their quality faculty plan. At that time, faculty will have an opportunity to voice their intentions about their professional development. This time may also be used to review progress on their five-year quality faculty certification and proposed rank and title changes. The dean will have the opportunity to guide and support faculty with their plans/goals.

Go to [Quality Faculty Plan](#) to see the document.

## Staff Reduction

A staff reduction is the termination of the position of a member of the bargaining unit or a decrease in the number of months of employment. In making the decisions as to reduction of staff, the College shall consider attrition and resignations. A regular part-time employee, in the designated area of reduction, will be reduced before a full-time employee. In terminating positions, the College will consider only the following criteria, on an overall basis, in determining which employees shall be retained:

1. Instructional needs of the College.
2. Educational training.
3. Experience in business, industry, and/or education.
4. Seniority.
5. Relative skill, ability, and performance as determined by the evaluation procedure.

Written notice that an employee is to be terminated shall be given by April 30 of each year. An employee terminated under this procedure will be subject to re-employment to a vacant position in which he/she was employed at the time of termination as follows:

1. Less than two (2) years of employment – up to one (1) year.
2. Two (2) years or more of employment – up to two (2) years.

When two (2) or more employees are being considered for a vacant position, re-employment will be on the same basis as termination.

To be eligible for such re-employment, the employee at the time of termination must notify the Human Resource Services Office in writing and provide an address. The individual will be required to notify the Human Resource Services Office of any change of address.

An individual who is being offered re-employment will be provided written notice of same at her/his last listed address. The employee will have ten (10) days from the mailing of the letter to notify the Human Resource Services Office, in writing, of her/his intention to accept the position. Failure to respond to such notice will terminate any rights of an individual under this agreement.

In addition, an employee terminated under this procedure who applies for a posted vacancy within the relevant time period above, and is qualified according to the posting will be given an interview. While not to be construed as providing any preference for an employee in the hiring process, the employee's past work history at Hawkeye Community College will be considered. An individual re-employed under this article shall be reinstated with sick leave benefits accrued at the time of layoff and seniority accrued in accordance with the seniority article.

## Student Perception Surveys

When administering a survey to obtain student feedback, the dean will use the college-created student perception survey. A copy of the student perception survey will be available at the beginning of each academic year for that specific year. Surveys will be administered, compiled, and shared throughout the five-year evaluation process. At time of administration the surveys shall include the class section number, date administered, and the faculty name. Survey data will be handled in a confidential manner. Survey compilations will be shared with faculty after

grades have been submitted for the term in which the survey was administered. The survey compilations will be placed and maintained in each faculty member's personnel file.

## Faculty Handbook, HPEA Master Agreement, Personnel Handbook

### Faculty Handbook

The Faculty Handbook can be found by going to the Academic Affairs page on My Hawkeye or clicking [Faculty Handbook](#)

### HPEA – Hawkeye Professional Educators Association

HPEA represents the interests of all full-time faculty whether you are dues paying member or not. The leadership provides counsel and support for faculty, and they ensure that the HPEA Agreement between administration and faculty is followed. A copy of the HPEA agreement can be found at [HPEA Agreement](#).

### Personnel Handbook

The Personnel Handbook can be found at [Personnel Handbook](#)

## Hawkeye Student Information, Services and Resources

The Student Handbook can be found at [Student Handbook](#)

### Student Athlete Handbook

The Student Athlete Handbook can be found at [Student Athlete Handbook](#)

### Student-Athlete Class Attendance

When practice schedules conflict with class schedules, student-athletes are required to attend class. It is against NJCAA rules for a student-athlete to miss class to attend practice. Student-athletes who will be traveling to away competitions will be notified of travel schedules at the beginning of each semester and should notify each instructor accordingly.

Student athletes should adhere to the following steps when notifying instructors of an absence:

- Communication of pending absence for college-related activities should occur within syllabus guidelines or 48 hours prior to the absence
- Student-athletes need to return the completed Event Notification Form to their coach before the event. **If the form is not completed and turned in to the coach the athlete will be held out of competition.**
- All homework should be completed prior to the absence unless other expectations have been communicated by the instructor.

*NOTE: If class times conflict with practice times or other events, excluding competitions, student-athletes are expected to attend your class.*

## Other General Hawkeye Information

### Animals on Campus

All livestock and domesticated animals on Hawkeye property must be confined or physically restrained. For safety and sanitation reasons, pets, except for service dogs, are not allowed in Hawkeye buildings.

Pets are allowed in outdoor areas of Hawkeye property.

- Pet must be properly controlled and restrained.
- License and vaccination tags must be attached to the collar.
- Pet is under the control of a leash with a maximum length of three feet.
- Owner is responsible for prompt collection and disposal of animal waste with the exception of service dogs.

Animals found running at large or not properly restrained may be impounded. In accordance with Iowa law, these animals may be turned over to city animal control officers. The owner is responsible for all costs associated with reclaiming the animal.

Exceptions to this policy will be allowed for the Agriculture and Natural Resources Department and the Hawkeye Farm or for other instructional activities with prior approval of an Academic Dean.

### Hawkeye Directory

The Hawkeye Directory is a program installed on your computer on campus containing faculty and staff information. Use this to find office, phone, department, duties and other information of other faculty and staff. Directory information is also available on the website at [Department Directory](#)

### Hawkeye Child Development Center

The Hawkeye Child Development Center can be contacted at 319-296-4245. The mission of the Hawkeye Child Development Center is to focus on the whole child and their family by providing quality education to the children and the families they serve, and provide a safe and nurturing environment so children and families feel welcome and comfortable to learn and succeed.

The Hawkeye Child Development Center provides care for children 6 weeks–5 years old. The Center is open to Hawkeye students, faculty, staff, and the general public. Our staff teaches developmentally appropriate practice in each classroom to match the way children develop and learn.

Children experience positive interactions with other children and staff through experimentation, play, learning, and exploration times through a variety of individual and group activities to stimulate social, emotional, intellectual, and physical development while guiding the children to self-direction, independence, and self-control.

The Hawkeye Child Development Center complies by the State of Iowa Department of Human Services and Health Department standards and the Waterloo Fire Department. We are accredited by the National Association for the Education of Young Children (NAEYC) and have achieved a Level 4 of 5 by the Iowa Quality Rating System (QRS).



## Maintenance

The Maintenance department can be contacted at 319-296-4259. Faculty and students are urged to keep classrooms clean and free from litter. Trash receptacles are available in all classroom areas. Food and drink are forbidden in many areas. Please check signs for specific restrictions. Please return furniture to the original location and clean boards at the end of each class session. If you have an issue with a classroom, please notify your respective school administrative assistant.

## Parking

Operating and parking of vehicles used by employees, students and visitors is subject to regulations imposed by the college. It is the responsibility of all those who use motor vehicles to acquaint themselves with those regulations. Click [Public Safety](#) for details.

## Weather and Emergency Information

Classes may be cancelled or delayed due to severe weather, emergency, or maintenance situations such as shutdown of electricity or water. In the event of an emergency or severe weather, Hawkeye will communicate information as outlined in the [Personnel Handbook](#).

### Severe Weather Procedures

Each classroom contains a plastic folder with all emergency procedures. Please be sure to locate this folder before your first class.

### Emergency Procedures Incident/Accident Report

If an incident or accident occurs in your class, you will be asked to fill out an Incident/Accident form which can be obtained from your school dean. Please be sure to contact Public Safety immediately regarding an incident/accident. (Public Safety 493-1763) Emergency numbers may be called from the classroom using the phone that is located at the teacher station.

## Safety

### Public Safety/ Security Services

Hawkeye Community College provides public safety coverage seven-days-a-week, 24-hours-a-day. Public Safety Officers are trained in basic first aid, emergency procedures, patrolling and CPR. Services performed include:

- locking and unlocking buildings
- random and preventive patrols of campus
- escorts
- enforcement of college regulations
- medical emergency response,
- emergency message delivery

You can reach Public Safety by calling 319-493-1763 or 319-493-1765. Adult Learning Center cell phone number is 319-429-1767, office phone 319-296-4235.

More information about safety can be found at [Public Safety](#)

# **Concurrent Enrollment** **2019-2020 Handbook**

**For more information, contact a High School Relations representative:**

Admissions  
1501 East Orange Road  
P.O. Box 8015  
Waterloo, IA 50704-8015

319-296-4000 or 800-670-476  
[www.hawkeyecollege.edu/academics/high-school](http://www.hawkeyecollege.edu/academics/high-school)  
[highschoolrelations@hawkeyecollege.edu](mailto:highschoolrelations@hawkeyecollege.edu)

Jason Streed  
Associate Director of High School Relations and Recruitment  
319-296-4233  
[jason.streed@hawkeyecollege.edu](mailto:jason.streed@hawkeyecollege.edu)

Sarah Topliff  
High School Relations Representative  
319-296-2320, ext. 1206  
[sarah.topliff@hawkeyecollege.edu](mailto:sarah.topliff@hawkeyecollege.edu)

Faithe Pohlmann  
High School Relations Assistant  
319-296-4038  
[Faithe.pohlmann@hawkeyecollege.edu](mailto:Faithe.pohlmann@hawkeyecollege.edu)

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; marital status; sexual orientation; gender identity; genetic information; political affiliation or belief in its employment practices; educational programs and activities; admission procedures; outreach and recruitment; counseling and guidance; testing; selection, placement, appointment, and referral; or promotion/retention. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Students, prospective students, employees, or applicants for employment alleging a violation of equity regulations shall have the right to file a formal complaint.

Inquiries concerning application of this statement should be addressed to: John Clopton (Equity Coordinator and Title IX Coordinator for Employees) or Nancy Henderson (Title IX Coordinator for Students), Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015, telephone 319-296-4405, email: [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu).

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## **Overview**

Each year, thousands of Iowa high school students take college courses. Hawkeye Community College provides high school students the opportunity to take college courses through programs such as concurrent enrollment, dual enrollment, and career academies.

These courses are coordinated through the High School Relations office. The High School Relations staff is dedicated to supporting students, instructors, counselors and administrators with all things related to concurrent enrollment. We are always glad to answer questions, find solutions and make connections. Contact us by phone, email, or in person.

## **Senior Year Plus**

Enacted in 2008 by the Iowa Legislature, *Senior Year Plus* is the foundation for concurrent enrollment policies and procedures. Hawkeye Community College's High School Relations office uses the *Senior Year Plus Guide* to ensure both equitable access to college-level courses and policy compliance.

The *Senior Year Plus Guide* is available at [www.educateiowa.gov](http://www.educateiowa.gov).

## **National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation**

Since 2012, Hawkeye's concurrent enrollment program has been accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). NACEP ensures college-level courses offered in high schools are of the same quality and rigor as courses offered on campus at the College. Instructors and students are held to the same standards as those at Hawkeye Community College. Hawkeye evaluates curricula, courses, instructors and student outcomes in compliance with NACEP guidelines.

Information about NACEP is available at [www.nacep.org](http://www.nacep.org).

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA prohibits instructors and other college employees from providing most kinds of information about a student's enrollment to parents/guardians unless the student has signed a release form. Students can sign release forms in the Records & Registration office at Hawkeye. This form is also available through the student's *My Hawkeye* account and may be submitted to a High School Relations representative.

To take concurrent enrollment courses, students grant designated high school personnel permission to discuss issues in the classroom and receive grades. Hawkeye advises high school counselors to refer students to their instructors with course-related questions and/or concerns. Instructors may also communicate with the school counselor regarding a specific student.

More information about FERPA can be found at [www.ed.gov](http://www.ed.gov).

## **Concurrent Enrollment Program**

The concurrent enrollment program allows high school students to earn college credit while still in high school, providing students the opportunity to supplement their high school curriculum with challenging college courses that would not otherwise be available.

Concurrent enrollment courses may be offered at high school, online or at a college location and can be taught by a community college faculty member or high school instructor who meets the state and college faculty requirements and standards. Concurrent enrollment courses taught by high school instructors are subject to approval by the Hawkeye faculty and Dean of the course subject area (see Appendix A).

## **Education Service Agreement**

The Education Service Agreement is a contract listing District-approved concurrent enrollment courses, as well as the responsibilities of Hawkeye Community College and the District. A signed Education Service Agreement is required before concurrent enrollment courses are conducted in the District.

Hawkeye is responsible for preparing the required Education Service Agreement and obtaining the appropriate signatures. Signed copies will be returned to the District and kept in a central location on the Hawkeye campus.

## **Student Eligibility**

Concurrent courses are open to any student in grades 9-12 who meets the following requirements:

- The District must verify students are proficient according to *Senior Year Plus* and/or the District's proficiency standards, if applicable. Students must demonstrate proficiency in three academic areas – reading, math and science – for any course not designated as career and technical. Specific score requirements are detailed in the *Iowa Department of Education Memo Regarding Iowa Assessments and Student Proficiency Requirements* and *The Education Reform Bill*, which can be found on the Iowa Department of Education website at [www.educateiowa.gov](http://www.educateiowa.gov).
- For applicable Hawkeye courses, students must meet required course prerequisites and/or placement scores as listed on the Concurrent Course Score Requirements in Appendix B.

## **Student Registration**

High School Relations representatives will inform instructors, counselors and high school contacts of deadlines related to registration procedures, class rosters and drop/withdrawal dates.

High School Relations representatives will also instruct high school counselors and students in using the online concurrent enrollment registration system. Students must complete the online concurrent enrollment account application prior to registering.

The registration process:

- High School Relations representatives conduct group registration sessions for students at each high school.
  - Fall registration sessions are held March through May.
  - Spring registration sessions are held October through November.
- All student *Intent to Register* requests must be approved by the District designee in order for the student to be registered at Hawkeye.
- By the 14<sup>th</sup> calendar day of Hawkeye's semester, all changes in registration and class rosters will be finalized by the course instructors and District designee.

- The District will communicate the student’s concurrent enrollment courses to the appropriate parent or guardian.
- Registered students have access to their *My Hawkeye* account and are encouraged to check it regularly. *My Hawkeye* login instructions are provided to students at registration sessions and can be found in Appendix D.
- Students taking concurrent enrollment courses that require the use of Hawkeye library materials will be given instructions on how to access Hawkeye databases and online resources when the course begins.

### **Dropping/Adding a Course**

- Registration deadlines:
  - May 30 is the last day to register for a Fall course.
  - November 30 is the last day to register for a Spring course.
- Registrations received after the deadline are subject to approval by the district designee and the College.
- High school counselors and High School Relations representatives will establish a process for entering student drops in the online concurrent enrollment registration system. The date recorded in the system will be the date assigned to the drop request.
- The District will be responsible for determining an alternative for students who drop concurrent enrollment courses.
- If the student stops attending and fails to withdraw, the student may receive a “Failure to Withdraw” (“FW”). This grade will be reflected on the college transcript and factored into the college GPA. “FW” grades may affect financial aid.
- For courses running on the Hawkeye 16-week Semester calendar:
  - On or before the 14th calendar day of the semester (count from the semester start date), students will be dropped with an “X” status. The course(s) will not be reflected on the college transcript.
  - After the 14th calendar day of the semester (count from the semester start date), students will be dropped with a “W” grade (withdrawal) for the course(s). This grade will be reflected on the college transcript, but will not be factored into the college GPA. “W” grades may affect financial aid.
  - On or after the 8th calendar day from the end of the course (count the semester end date), students will be given the grade issued to them by the instructor. “F” grades may affect financial aid.
- Courses running on an alternate-term schedule (e.g. trimester, high school calendar, late-start, summer, minimester, etc.) will have different drop deadlines. Consult your counselor and High School Relations representative for specific drop deadlines for alternate-term courses.

### **Class Size**

If the course is taught by a Hawkeye instructor, it must have a minimum of eight students or approval of the appropriate Dean. Some designated sections may consist of high school students and students from the general public.

The maximum class size for the following courses will be:

- Composition I & II – 20
- Fundamentals of Oral Communication – 25
- Nursing Assistant (CNA) – 10

The maximum and minimum class size for other courses will be determined by the District and Hawkeye based on room size, equipment needed and other pertinent factors.

### **Textbooks**

Per *Senior Year Plus*, school districts must provide textbooks to concurrently enrolled students in the same manner as books for other courses are provided (pursuant to Iowa Code Chapter 301). By district policy, a school may rent a textbook, require a student to buy the book or provide books at no cost. If the course is taught by a high school instructor, textbooks will be replaced on a three-year cycle as defined in the Education Service Agreement. Hawkeye will notify the district when textbook changes take place, and high school instructors will be assisted in selection and implementation of textbooks by their faculty liaison.

Textbook information can be found at [www.hawkeyebookstore.com](http://www.hawkeyebookstore.com).

### **Schedule**

The meeting times and total contact hours will satisfy the minimum number of required contact hours for a college-credit course.

When taught by a High School instructor, the course will have a calendar agreed on by the District and Hawkeye to match as closely as possible the contact hours for the same course on campus, but should not extend beyond the hours for the same course on campus.

### **Grades**

Periodic evaluation of student learning is mandatory and should be shared with the student. Instructors will use Canvas to ensure students have access to up-to-date information on their status in the course. A final grade will be entered into Hawkeye's student information system by the concurrent enrollment instructor within three working days of the class ending date in accordance with Hawkeye's grading policy. Hawkeye will provide a grade report to the District contact at the conclusion of the course after final grades have been entered.

### **Transcripts**

Students have access to their Hawkeye transcripts through the National Student Clearinghouse. Appendix G provides instructions for obtaining transcripts.

### **Student and Parent Information**

Information about concurrent enrollment courses should appear in the District's program of studies using Hawkeye course numbers, titles and course descriptions. Promotion of concurrent enrollment courses available to high school students will be the joint responsibility of the District and Hawkeye.

Hawkeye will provide students with concurrent course information at registration sessions.

Students will be informed about the Student Handbook, which is available on the Hawkeye website at [www.hawkeyecollege.edu/students/handbook](http://www.hawkeyecollege.edu/students/handbook).

### **Establishing a New Concurrent Course**

High school officials should follow the steps below to establish a new concurrent course.

- A High School Relations representative will communicate with the District's administration and/or representatives to discuss new concurrent enrollment courses prior to registration for the term the course will be offered.

- A High School Relations representative will discuss the District's request with the appropriate Hawkeye Dean.
- If a high school instructor will teach the course, follow the steps and deadlines detailed under **High School Instructors**.
- If the concurrent course will be taught by a Hawkeye instructor, an assignment will be made by the appropriate Dean. Concurrent enrollment course staffing assignments will be communicated to a High School Relations representative, who will then communicate the assignment to the District administrator and counselor. The calendar of course meeting dates will be reviewed and approved by Hawkeye and the District.
- High School Relations staff will amend Education Service Agreements annually to include all contracted courses.
- District administrators should identify the name of the high school designee to receive student grade and transcript data.

### **Requesting On-Site Courses Taught by Hawkeye Faculty**

- High school districts requesting a Hawkeye instructor for a course taught at their district location during an upcoming school year must submit their request and suggested course schedule to a High School Relations representative by **June 1**.
- A High School Relations representative will work with the appropriate Dean to accommodate the request. If changes to the suggested schedule are necessary, a High School Relations representative will communicate with the District.
- By **August 1**, a High School Relations representative will contact the district to confirm whether Hawkeye is able to staff the course. If staffing is not available, Hawkeye will work with the district to suggest alternative educational accommodations.

### **Supplementary Weighting**

School districts may be eligible for additional funding for Hawkeye concurrent enrollment courses. To be eligible for supplementary weighting, concurrent enrollment courses must meet the following legislated requirements per *Senior Year Plus*:

- Course must supplement, not supplant, high school courses.
- Course must be included in the Hawkeye Community College catalog.
- Course must be open to all registered Hawkeye students, not just high school students. (High school sections may be closed to Hawkeye students as long as a public section is available for Hawkeye students.)
- Course must offer college credit to all students in the course.
- Students may be awarded high school credit in addition to college credit. The college credit must apply toward an associate degree or college diploma.
- Course must be taught by an instructor meeting the credential requirements of Hawkeye Community College.
- Course must utilize the Hawkeye course syllabus.
- Course meets quality and rigor of a course offered on Hawkeye's campus.

The high school district is responsible for determining if the concurrent course meets the state supplementary weighting criteria for shared programming.

### **Course Schedule Changes**

A designated high school representative will notify a High School Relations representative of long-term schedule changes that can affect course contact minutes.

## High School Instructors

### Instructor Credentials

High school instructors must be approved by the appropriate Hawkeye Dean prior to teaching a concurrent enrollment course. The application for employment, resume and official college transcripts for the concurrent enrollment instructor must be on file at Hawkeye prior to the beginning of the course.

If a high school instructor will teach the course:

- The high school instructor will receive information from Hawkeye Community College including an application for employment and a request for a resume and college transcripts. The application process begins at <https://www.hawkeyecollege.edu/employment/login>
- A Hawkeye High School Relations representative will provide the appropriate Dean with the completed materials by **July 15**. The Dean's office will prepare a timely written reply indicating whether the instructor meets the qualifications to teach the class.
- A Hawkeye High School Relations representative will inform the District's administration of the decision by **August 1**. If the high school instructor is approved, the instructor must submit official college transcripts prior to the beginning of the course.
- A Hawkeye High School Relations representative and Hawkeye Dean will communicate with the high school instructor prior to the beginning of the semester regarding course syllabi, textbook requirements, grading systems, important dates, library resources, online resources and professional development opportunities.

Instructors for transfer arts and sciences courses shall meet the following qualifications:

- Master's degree from a regionally accredited graduate school.
- 18 credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes.

Instructors for career/technical education courses shall meet the following qualifications:

- Baccalaureate or graduate degree in the related area of study or occupational area in which the instructor is teaching classes; OR
- Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes, if the instructor possesses less than a baccalaureate degree

### Professional Development

Concurrent enrollment instructors are required to attend at least one professional development opportunity at Hawkeye annually if teaching concurrent courses.

### Course Attendance and Grading

Concurrent enrollment instructors are responsible for entering attendance, midterm grades and final grades according to Hawkeye's grading policies. Attendance and grades should be entered into *My Hawkeye* by the due date determined by Hawkeye.

Records & Registration will inform instructors of dues dates for:

- Attendance Verification due dates.
- Early alert grades.
- Final grades. If a final grade has been submitted and needs to be changed, the concurrent enrollment instructor must submit a Grade Change form to the appropriate Dean.

**Syllabus**

Course syllabi must use the Hawkeye syllabus template and be submitted within one week of the course start date. Submit syllabi via your Hawkeye Community College email to the appropriate Department Secretary. No hard copies will be accepted.

**Textbooks**

Concurrent enrollment instructors will use a textbook approved by faculty on campus. In some cases, an alternate, preapproved textbook may be used for courses. The concurrent enrollment instructor should contact the Hawkeye Bookstore manager to obtain a teacher's edition of the textbook.

**Faculty Site Visits**

A Hawkeye Community College faculty member, possibly accompanied by the appropriate Dean, will conduct a site visit for high school concurrent enrollment courses. Each course will be visited on a three-year rotation. New courses will be visited the first semester they are taught at a high school.

**Student Evaluations**

Hawkeye will routinely ask students to evaluate courses. Concurrent enrollment instructors will be asked to assist with administering student course evaluations by providing necessary class time. The results of student evaluations will be reviewed by the appropriate Hawkeye Dean and given to the concurrent enrollment instructor.

**Extended Instructor Absences**

If a concurrent enrollment instructor will be out of the classroom for an extended absence or medical leave, the high school must notify a Hawkeye High School Relations representative immediately.

**Classroom Issues**

If concerns or issues arise in the classroom, faculty and staff should follow the Concurrent Enrollment Courses Communication Flowcharts located in Appendix F.

**Non-compliance**

Concurrent enrollment instructors who do not comply with Hawkeye's expectations will be sent notification of non-compliance issues by the appropriate Dean. If the non-compliance issues continue, the concurrent enrollment instructor will be restricted from teaching Hawkeye concurrent enrollment courses.

## Appendix A - Concurrent Enrollment Course List

\* Asterisk indicates course offered at approved high schools only

### Agriculture

AGA114 Principles of Agronomy\*  
AGB235 Introduction to Agriculture Markets  
AGB330 Farm Business Management\*  
AGH134 Greenhouse Production  
AGH152 Landscape Design Techniques  
AGH400 Athletic Field Maintenance\*  
AGH221 Principles of Horticulture  
AGS113 Survey of the Animal Industry\*  
AGS305 Livestock Evaluation  
CNS121 Environmental Conservation

### Art

ART101 Art Appreciation\*  
ART123 3-D Design  
ART133 Drawing  
ART143 Painting  
ART173 Ceramics\*

### Applied Art

GRA105 Drawing & Composition\*  
GRA133 Desktop Publishing\*  
GRA142 Graphic Imaging\*  
GRA196 Design & Layout I\*  
MMS103 Basic Digital Photography\*  
MMS105 Audio Production\*  
MMS111 Video Production I\*  
MMS128 Digital Print Production

### Automotive

AUT106 Intro to Automotive Technology\*  
AUT109 Intro to Automotive Technology II\*  
AUT164 Automotive Engine Repair  
AUT610 Automotive Electrical I  
AUT504 Automotive Brake Systems

### Business

ACC115 Introduction to Accounting\*\*  
ACC116 Introduction to Accounting II\*  
ADM105 Introduction to Keyboarding  
ADM131 Office Calculators  
ADM159 Proofreading & Editing  
BCA134 Word Processing  
BCA205 Databases/Spreadsheets  
BUS102 Introduction to Business\*  
BUS183 Business Law\*  
ECN110 Introduction to Economics  
FIN 121 Personal Finance\*  
MGT101 Principles of Management\*  
MKT110 Principles of Marketing\*  
MKT140 Principles of Selling\*  
MKT198 Sports Marketing\*

### Communication

COM730 Communications  
ENG105 Composition I\*  
ENG106 Composition II\*  
LIT101 Introduction to Literature\*  
SPC101 Fundamentals of Oral Communication\*

### Computer Networking/Science

CSC110 Introduction to Computers  
CIS121 Introduction to Programming Logic\*  
CIS303 Introduction to Database  
CIS355 Database Design and Management\*  
NET109 A+ Certification Prep  
NET213 CISCO Networking  
NET225 Routing & Switching Essentials  
WDV102 Intro to Web Development

### Criminal Justice

CRJ100 Introduction to Criminal Justice  
CRJ120 Introductions to Corrections  
CRJ200 Criminology  
CRJ201 Juvenile Delinquency

### Early Childhood Education

ECE103 Intro to Early Childhood Education\*  
ECE133 Child Health, Safety & Nutrition\*  
ECE158 Early Childhood Curriculum I\*  
ECE170 Child Growth & Development\*  
ECE221 Infant/Toddler Care & Education  
ECE221 Infant/Toddler Care & Education  
ECE243 Early Childhood Guidance

### Education

EDU214 Exploring PK-12 Education\*  
EDU246 Including Diverse Learners\*  
EDU901 Academic Service Learning Experience\*

### Foreign Language

FLS241 Intermediate Spanish I\*  
FLS242 Intermediate Spanish II\*

### Health

HSC108 Intro to Health Professions\*  
HSC113 Medical Terminology\*  
HSC168 Nurse Aide\*  
EMS114 Emergency Medical Responder

### History

HIS151 U.S. History to 1877\*  
HIS152 U.S. History since 1877\*

**Hospitality Management**

HCM138 Food Fundamentals  
HCM240 Menu Planning and Design  
HCM242 Event Planning and Customer Service  
HCM608 Introduction to Hospitality\*

**Humanities**

HIS117 Western Civ I: Ancient & Medieval\*  
HIS118 Western Civ II: Early Modern\*  
HIS119 Western Civ III: The Modern Period\*

**Manufacturing/Construction**

CON102 Intro to Residential Construction\*  
CON108 Construction Safety\*  
CON131 Site Layout and Blueprint Reading\*  
CON133 Construction Technology Lab\*  
CON201 Framing Techniques and Lab I\*  
CON302 Building Science I\*  
ENV170 Photovoltaic & Hybrid Electric Systems  
MFG122 Machine Trade Printreading I\*  
MFG142 Geometric Dimensioning & Tolerancing  
MFG157 Intro to CNC Programming I\*  
MFG158 Intro to CNC Programming II  
MFG211 Basic Machine Theory\*  
MFT222 Machine Operations  
MFG302 CNC Fundamentals  
WEL111 Welding Blueprint Reading  
WEL134 Cutting Processes  
WEL228 Introduction to Welding, Safety & Health of  
Welder: SENSE1\*  
WEL234 Introduction to GMAW II  
WEL244 Gas Metal Arc Welding Short Circuit Transfer:  
SENSE1\*  
WEL262 Thermal Cutting Processes I Manual and  
Mechanized OxyFuel Cutting: SENSE1\*  
WEL344 GMAW Developmental I\*

**Math**

MAT110 Math for Liberal Arts\*  
MAT156 Statistics\*  
MAT210 Calculus I\*  
MAT216 Calculus II  
MAT764 Math for Welders  
MAT772 Applied Math\*

**Music**

MUS100 Music Appreciation

**Natural Sciences**

BIO112 General Biology I\*  
BIO113 General Biology II\*  
BIO151 Nutrition\*  
BIO154 Human Biology  
BIO163 Essentials of Anatomy & Physiology  
BIO168 Human Anatomy & Physiology I with Lab\*  
BIO173 Human Anatomy & Physiology II with Lab\*  
ENV115 Environmental Science\*  
PHS152 Astronomy  
PHS120 Exploring Physical Science\*  
PHY162 College Physics I  
PHY172 College Physics II

**Physical Education/Wellness**

PEH111 Personal Wellness

**Political Science**

POL111 American National Government\*  
POL121 International Relations\*

**Social Sciences**

PSY111 Introduction to Psychology\*  
PSY121 Developmental Psychology\*  
SOC110 Introduction to Sociology\*

**Work-Based Learning**

WBL102 Exp Careers: AS, Tech, Eng, M\*  
WBL104 Exp. Careers: Health Sciences\*  
WBL105 Exp. Careers: Bus Fin Mark Mgt  
WBL142 WBL: STEM\*

## Appendix D – My Hawkeye Login Instructions

# MY HAWKEYE LOGIN INSTRUCTIONS

### 1 VISIT WWW.HAWKEYECOLLEGE.EDU

Hover the cursor over *Current Students*.  
Click on the **My Hawkeye** link from the dropdown menu.



Current Students Faculty & Staff Alumni & Donors

My Hawkeye  
Email



### 2 SIGN IN

#### Hawkeye Username:

Your username is your legal firstname.lastname.  
(Example: jonathan.smith for Jonathan Smith)

#### Hawkeye Password:

Your starting password is your birthday in six digits.  
(Example: June 2, 1988 = 060288)  
Your password will need to be changed upon logging in.

#### Login Troubles?

Visit Student Tutoring & Computer Lab (Bremer, Rm 127) with a Drivers License or your Hawkeye Card.  
Visit the Hawkeye Library. You must show your Hawkeye Card before they will assist you.  
Can't travel to campus? Call the CIS Help Desk at 319-296-4415 or the Student Tutoring & Computer Lab at 319-296-4029.

### 3 SET UP YOUR MY HAWKEYE ACCOUNT

1. Read the *Welcome* screen. Click the *Next* button.
2. Set up your *Hawkeye Alert* to be notified of critical campus information. Click the *Next* button.
3. Enter your *Password Reset* information. Click the *Next* button.
4. Carefully read the *Responsibility and Condition of Use* statement. Click the *Confirm* button.
5. After your account has been processed, open the *Student Handbook*. Close using the 'X' button.
6. Acknowledge receipt of the *Student Handbook* by clicking *I Agree*.  
Upon completion, your *My Hawkeye Homepage* will appear.

### 4 REVIEW YOUR MY HAWKEYE HOMEPAGE

Here you can access your Hawkeye Community College email, My WebAdvisor, CANVAS (online) Courses, and more.

Click on WebAdvisor for Students for the following: user account, billing and payment, financial aid, communication, registration, academic planning, and academic profile.

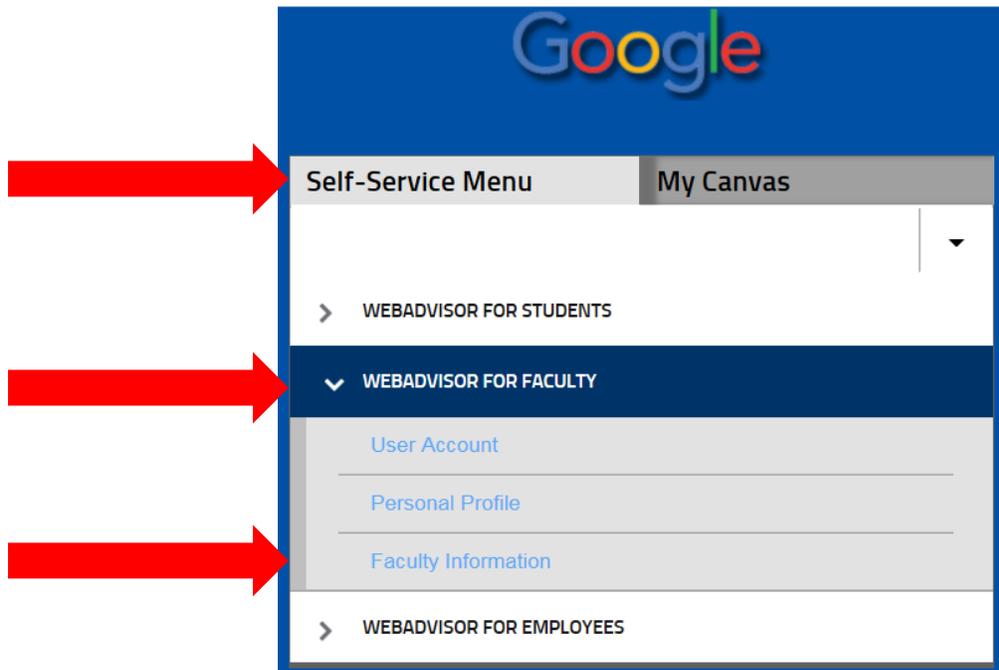
## Appendix E – My Hawkeye Enrollment and Grading Directions

### Directions for Entering Enrollment Reporting into My Hawkeye

All faculty are required to enter Enrollment Reporting for every student in each class he or she teaches. Please be sure to follow the guidelines listed below for Enrollment Reporting.

Financial Aid will need the Enrollment Reporting results prior to sending out financial aid disbursements to the students. Students are relying on their financial aid money and **it is the instructor's and department's responsibility to see that enrollment is entered by the deadline.**

1. Log in to your "MY HAWKEYE" at: <https://my.hawkeyecollege.edu>.
2. Click on the "Self-Service Menu". Select **WEBADVISOR FOR FACULTY**, and then select **Faculty Information**.



3. From the Faculty Information menu, select **Grading & Enrollment Report**.



- The faculty **Grading** information screen will open. Please read the information concerning **Attendance/Enrollment Reporting**.

Grading [X] Help

You may want to print this screen to refer to later.  
 Select the correct "Term" using the drop-down arrow, and **SUBMIT**.

**Attendance/Enrollment Reporting:** You will report Enrollment (Attendance) for all your courses by the deadline indicated in the email.

- On the "Grading" screen, use the drop-down arrow and select **"Midterm/Intermediate"**.
- For any appropriate course **click the appropriate button** under "Choose One" and **SUBMIT**.
- On the "Intermediate Grading" screen, in column **GR 2**, enter a "Y" if the student is attending. If the student has never attended, enter a "V" in column **GR 2** box.
- Repeat this process for all courses you are instructing that began by the specified date referred to in the attendance/enrollment e-mail you received. For any courses that start after the initial due date, please enter attendance/enrollment codes one week after your course began. **DO NOT enter anything in the "Last Date of Attendance" column.** This column is only used for final grade reporting when issuing a final grade of F, FW or I.

**Early Alert Grading:** You will report Early Alert grades for your courses that **begin and end with term dates (16-week classes only)**.

- On the "Grading" screen, use the drop-down arrow and select **"Midterm/Intermediate"**.
- For any appropriate course **click the appropriate button** under "Choose One" and **SUBMIT**.
- In column **GR 1** on the Intermediate Grading screen **enter an Early Alert Grade**. Be sure you are entering **ONLY** the allowable Early Alert Grades of Q (for passing), C-, D+, D, D- or F Grade for unsatisfactory progress for each student listed and **SUBMIT**.
- Repeat this process for all your appropriate courses that are 16-week classes that begin and end with term dates.

- From the drop down menu, select the correct term, and then select **SUBMIT**.

Example: **XXXX Fall Term** or **XXXX Spring Term** or **XXXX Summer Term**

Term [XXXX Fall Term] ▾

Start Date [ ] End Date [ ]

SUBMIT

- Select **Midterm/Intermediate** using the drop-down menu. One at a time, "Choose One" of your course(s) and then **SUBMIT**.

Grading [X] Help

Go back

Final or Midterm/Intermediate Grading [Midterm/Intermediate] ▾

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	SPC-101-9 Fundamentals of Oral Comm	01/09/17	03/08/17	LBRY	206	06:00PM - 08:50PM	R	MAIN	2017/SP

SUBMIT

7. Report your enrollment. Enter “Y” = Attending or “V” = Never Attended in the **Gr 2** column for each student. These are the only valid Enrollment Codes for Gr 2; please do not use any other letters, numbers or symbols. Do NOT enter anything in the “Last Date of Attendance” column nor the “Never Attended” box.



Student	ID	Stat	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Last Date of Attendance	Never Attended	Class	Credits
Armstr Nicole										<input type="checkbox"/>	FR	3.00
Cote, T N.										<input type="checkbox"/>	FR	3.00
Even, Michae										<input type="checkbox"/>	FR	3.00

You will enter the enrollment reporting code of Y for students that have attended your class at least once.

Hawkeye’s definition of “at least once” is the student has attended at least once for a class that has met 1 or 2 times or more than once for a class that has met 3 or 4 times at the time of enrollment reporting.

Please use your discretion in assigning enrollment reporting codes.

<u>Class Has Met:</u> 1-2 times 3-4 times 3-4 times	<u>Student Attended:</u> 1 or more 1 time only 2 or more	<u>Mark Student as:</u> “Y” = Attending “V” = NOT Attending “Y” = Attending
--	---	--

**Web Instructors:** Please assign a code of “Y” if the student completed one or more assignments or activities to be attending and a “V” if the student hasn’t. If you don’t have an assignment due prior to Enrollment being due, please use the settings in Canvas and check to see which students have logged in. Then use that to determine how you need to enter each student.

8. Be sure all students have either a “Y” or a “V” in GR 2. Then click the **SUBMIT** button at the bottom.
9. After clicking on the **SUBMIT** button you will now see a Grading Confirmation Form that will display a message based on the action performed and the records involved. Just click “OK”. Now your Enrollment Reporting has been submitted!

**Note:** If you get interrupted, or for any reason need to stop entering Enrollment Reporting codes for a class, you may click **SUBMIT** at any time. All codes entered at that time will be saved. When you return to the class the codes already entered will be displayed. WebAdvisor will time out after a short period of inactivity, so it is imperative that you **SUBMIT** the “Intermediate Grading” screen if you must stop data entry for any reason. Failure to do this will result in lost data if WebAdvisor times out before you click **SUBMIT**.

## **Student Enrollment Policy**

### **If A Student Is Challenging Their Enrollment Code**

If a student is challenging their enrollment code and you believe that the initial enrollment code was reported in error, you may make changes to your data entry of Enrollment Reporting codes up until the due date and time of the codes.

- After the deadline, DO NOT make changes to your data entries. If the enrollment verification was initially reported in error, faculty should email [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu) to correct the error.
- If a student was not attending at the point of enrollment verification; begins attending class and questions the reporting of attendance with either faculty or staff, the student should be given a policy statement informing them how to change the initial enrollment reporting. The policy statements will be provided to faculty and staff electronically at U:enrollment/verification/student policy. The policy will also be provided to Departmental Secretaries.

#### **The policy states the following:**

Any student who has not been attending class prior to enrollment verification being reported but who now wishes to start attending his/her registered classes, should meet with his/her instructors to determine if the student can make up missed coursework. If it is determined that the student will not be able to make up missed coursework, the student should meet with his/her advisor to determine the best course of action regarding officially withdrawing from courses. Students should also refer to the "Financial Aid Impact When Withdrawing from Classes" on the Hawkeye website ~ quick links ~ financial aid. STUDENTS MUST STILL MEET DROP/WITHDRAWAL DEADLINES FOR TUITION/FEE REFUNDS.

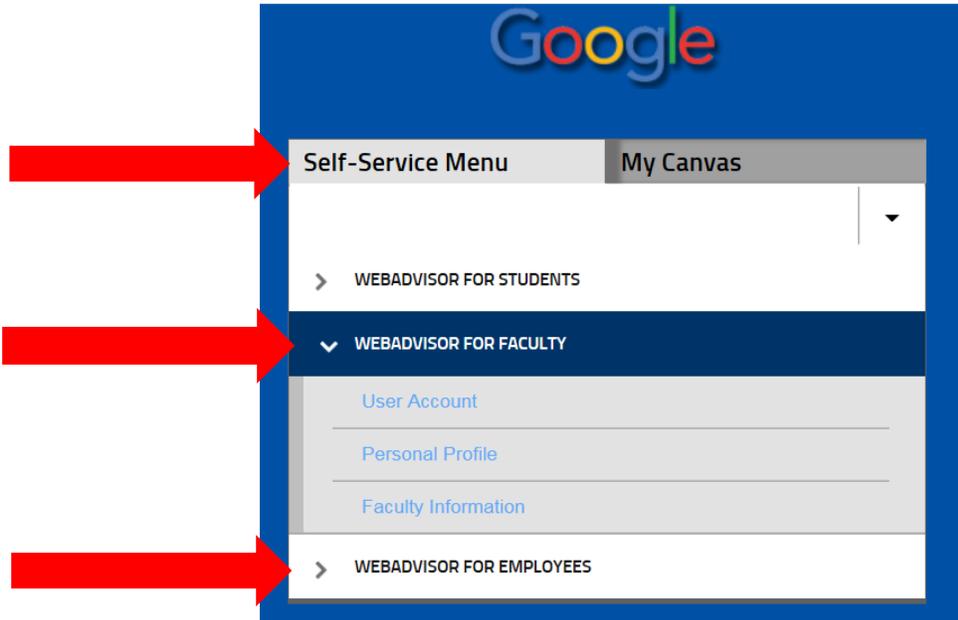
- If the student decides to continue with the class and wants the Enrollment Reporting/attendance changed it will be done after "early alert grades" for 16-week courses are reported. For non-16 week courses, the enrollment verification/attendance will be updated after the mid-point of the course.
- The student needs to provide to the Financial Aid office the early alert grades from their WebAdvisor account either a hard copy or through email to [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu). Early alert grades are available to students during the fall and spring semesters starting the 6th week of the semester. For the non-16-week courses, the student must request from the Faculty that an email be sent to the Financial Aid Office stating that the student is attending and passing the course at the mid-point.

If the student is attending and passing the course, then the Financial Aid Office will notify the Registration Office to update the enrollment verification/attendance code. Any questions regarding the policy should be directed to the Financial Aid Office.

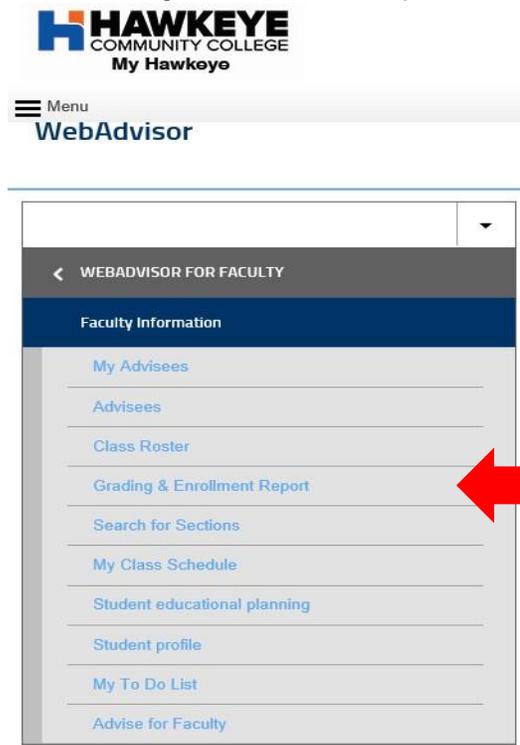
Any circumstances other than the above-listed will be handled on a case-by-case basis by the Financial Aid Office if requested by the student. After communicating with the faculty, the Financial Aid Office will determine if the attendance will be updated and if so, at what point.

## Directions for Entering Early Alert Grades into *My Hawkeye*

1. Log into your “MY HAWKEYE”
2. Once logged in, click on the “Self-Service Menu”. Select **WEBADVISOR FOR FACULTY**, and then select **Faculty Information**.



3. From the “Faculty Information” Menu, select “Grading and Enrollment Report”.



- The Faculty Grading information screen will open. Please read the information concerning **Early Alert Grading**. Select the correct term: Example **XXXX Fall Term** or **XXXX Spring Term** and **“SUBMIT”**.

**Early Alert Grading:** You will report Early Alert grades for your courses that have begun but have not ended. For classes that have not started by the due date there is no grade required. Log in, select the correct “Term” using the drop-down arrow, and Submit. On the “Grading” screen, select “I Midterm/Intermediate” using the drop-down arrow. For any course(s) that have begun but haven’t ended by the due date click the appropriate box under “Choose One” and Submit. In Column Gr 1 on the Intermediate Grading screen enter an Early Alert Grade (Q-Passing, C-, D+, D, D- or F Grade for unsatisfactory progress) for each student listed and Submit. Repeat this process for all your courses currently in session.

Select a term or date range to restrict your class list

Term  

Start Date  End Date



- Select **Midterm/Intermediate** using the drop-down menu. One at a time, select your course(s) by checking a box in the “Choose One” column and click **“SUBMIT.”**

Grading ×
Help

Go back

Final or Midterm/Intermediate Grading Midterm/Intermediate

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	SPC-101-5 Fundamentals of Oral Comm	08/22/16	xx/xx/xx	L	xx/xx/xx	06:00PM - 08:50PM	T	MAIN	2016/FA
<input type="radio"/>	SPC-101-6 Fundamentals of Oral Comm	10/19/16	xx/xx/xx	I	xx/xx/xx	06:00PM - 08:50PM	T	MAIN	2016/FA



6. On the **Midterm/Intermediate Grading** screen enter Early Alert Grades in column GR 1 as follows:

- Valid Early Alert Grades: Q, C-, D+, D, D-, or F (“Q” = passing grade of A, A-, B+, B, B-, C+, C)
- If the student has not attended but is still showing on your roster, the student should receive an “F” Early Alert Grade.
- **Do NOT check the Never Attended box or enter a Last Date of Attendance.**

Student	ID	Stat	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Last Date of Attendance	Never Attended	Class	Credits	CEUs
Armstrong			<input type="text"/>	<input type="checkbox"/>	FR	3.00							
			<input type="text"/>	<input type="checkbox"/>	FR	3.00							
Mendonso			<input type="text"/>	<input type="checkbox"/>	FR	3.00							

Gillen.

**SUBMIT**

When entering Early Alert Grades, **do not use the enter key to move the cursor.** Click on the grade box for the next student and enter the Early Alert grade. **Every student on the roster must receive an Early Alert grade.** After all Early Alert Grades for your course have been entered, click the **SUBMIT** button. Clicking **SUBMIT** returns you to the Faculty – WebAdvisor for Faculty Menu. If you teach additional classes, repeat the steps until you have entered Early Alert Grades for all your courses listed in the email attachment. Log Out once complete.

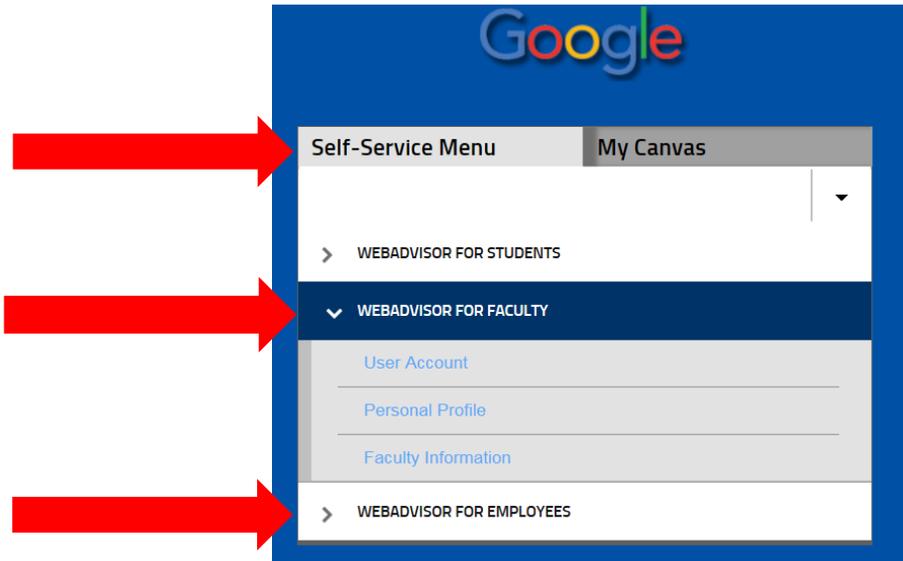
WebAdvisor will time out after a short period of inactivity. If you get interrupted, or for any reason need to stop entering Early Alert grades for a class, you may click Submit at any time. All grades entered at that time will be saved. When you return to the class Early Alert Grading screen, the Early Alert Grades already entered will be displayed. Failure to submit your data entry prior to a period of inactivity will result in lost data.

**You may make changes to your submitted Early Alert grades up until the due date and time of the information.** Students will be notified by e-mail after the due date and time that the Early Alerts grades are available and they will see blanks for any courses which begin after **the required date.** Since Early Alert grades do not need to be verified, they are available to the student as soon as you submit the data.

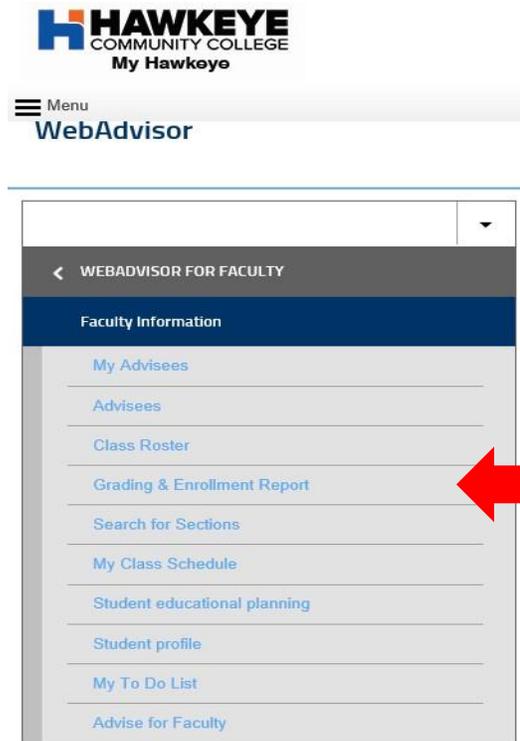
Under the Family Educational Rights and Privacy Act (FERPA), you are not allowed to post enrollment or grading information for your classes using social security or student ID numbers since they are personally identifiable. Doing so would be a violation of FERPA. If you feel you must post Early Alert grades for your students, you will need to assign a random look-up password/number.

## Directions for Entering Final Grades into *My Hawkeye*

1. Log into your “MY HAWKEYE”
2. Once logged in, click on the “Self-Service Menu”. Select **WEBADVISOR FOR FACULTY**, and then select **Faculty Information**.



3. From the “Faculty Information” Menu, select “Grading and Enrollment Report”.



- The faculty **Grading** information screen will open. Please read the information concerning **Final Grading**.

**Final Grading:** You will report Final Grading for all your courses by the deadline indicated in the email.

- On the "Grading" screen, use the drop-down arrow and select "Final".
- For any appropriate course click the **appropriate button** under "Choose One" and **SUBMIT**.
- On the "Final Grading" screen enter a **final grade** (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, FW, or I) for each student listed in the "Grade" column and **SUBMIT**. Please Note: The "Last Date of Attendance" column is used for I, F, and FW grades **ONLY**. You must enter a "LAD" or your data entry will not be accepted. In addition, if you assign an "I" grade you will have to enter an "Expire Date." The "Expire Date" to enter was provided to you in an e-mail containing final grading instructions. **We no longer use the "Never Attended" box.**
- Repeat this process for all courses that need grades entered.

Once grades have been verified you will have to complete a **GRADE CHANGE FORM** to change the verified grade. Print the form, fill it out, then forward to the Dean/Assoc. Dean for signature. Then send it to the Student Records Office.

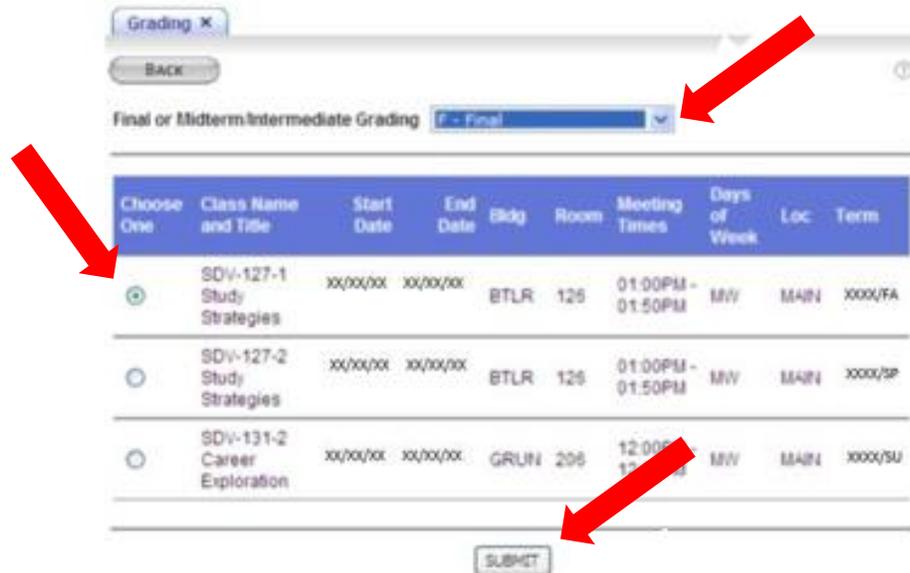
Select a term or date range to restrict your class list

Term  

Start Date  End Date



- From the **Grading** screen make sure "**Final**" appears in the box with the dropdown arrow. One at a time, select your course(s) by checking a box in the "Choose One" column and click "**SUBMIT**."



Grading x

Back

Final or Midterm/Intermediate Grading  

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	SDV-127-1 Study Strategies	xx/xx/xx	xx/xx/xx	BTLR	126	01:00PM - 01:50PM	MW	MAIN	XXXX/FA
<input type="radio"/>	SDV-127-2 Study Strategies	xx/xx/xx	xx/xx/xx	BTLR	126	01:00PM - 01:50PM	MW	MAIN	XXXX/SP
<input type="radio"/>	SDV-131-2 Career Exploration	xx/xx/xx	xx/xx/xx	GRUN	206	12:00PM - 12:50PM	MW	MAIN	XXXX/SU



6. On the Final Grading screen, the “Grade” column will be used to enter final grades.

To enter final grades, click in the “Grade” column for the first student on the list. The valid final grades are:

- **A, A-, B+, B, B-, C+, C, C-, D+, D, D-** : Do not enter a “Last Attend Date” for these grades
- **F, FW** : Enter a “Last Attend Date” -- If the student was marked as never attending at enrollment reporting, please list the Last Date of Attendance as the first day of class. **PLEASE DO NOT CHECK THE NEVER ATTENDING BOX!!** FW grades are assigned due to a student’s nonattendance (or lack of participation in web courses) at any point before the last day to withdraw. If the student’s last day of attendance occurs **before** the last day to withdraw, you should assign an “FW” grade. However, if the student has participated after the last day to withdraw or through the end of the course (e.g. taken the final exam) then they would receive an “F” grade.
- **I** : Enter BOTH a “Last Attend Date” and an “Expire Date”

When entering final grades, **do not use the enter key to move the cursor**. Click on the grade box for the next student and enter the grade, etc., until all students have been assigned Final grades. It is possible to leave the “Grade” field blank for a student and submit partial data. You will be able to go back and “Grade” remaining students.

**Do not** assign a grade of **W** to any student. If the student is on the class roster and stopped attending, assign an **FW**. **Do not** change any W (withdrew) or N (auditing the class) grades already assigned. When you have graded all desired students, click the **SUBMIT** button.

7. On the Grading Confirmation Form screen, the page displays a message based on the action performed and the records involved.

To confirm that you have submitted grades for all students in a class, go back into the Faculty Main Menu. Choose the "Grading and Enrollment Report" screen and choose the appropriate class on the Grading screen. **Check for a grade on EVERY student listed and a Last Date of Attendance for every student with an "F", "FW", or "I" grade.** If there are any blanks in the grade column, grades have not been submitted for the students. This means that you need to enter a grade. After you have submitted the grades you will be given a message (\*\*Your changes have been saved. Modified records are shown below\*\*) and you can also confirm by repeating this process.

WebAdvisor will time out after a short period of inactivity. If you get interrupted, or for any reason need to stop entering Final grades for a class, you may click Submit at any time. All grades entered at that time will be saved. When you return to the class Final Grading screen, the Final grades already entered will be displayed. Failure to Submit your data entry prior to a period of inactivity will result in lost data.

Grades are verified at least once daily by the Records & Registration Office. Therefore, it is best to be sure the grade you are entering is the final grade. You may make changes to your submitted Final grades up until the time we verify them. Once a grade has been verified by the Records & Registration Office, you will need to use a Grade Change Form to update the grade. Grade Change forms are available on My Hawkeye > Departments > Records and Registration > Faculty and Staff > Grade Forms > Grade Change Fillable-Printable Form

**Note regarding students not listed on your roster for final grades:** If you have students currently attending your course that are not on your class roster(s) in My Hawkeye, please email myself or your high school counselor so we can work on getting the student added. If you have students who are on your class roster that are not supposed to be in the course, please also e-mail myself or your high school counselor so we can drop the student from your course.

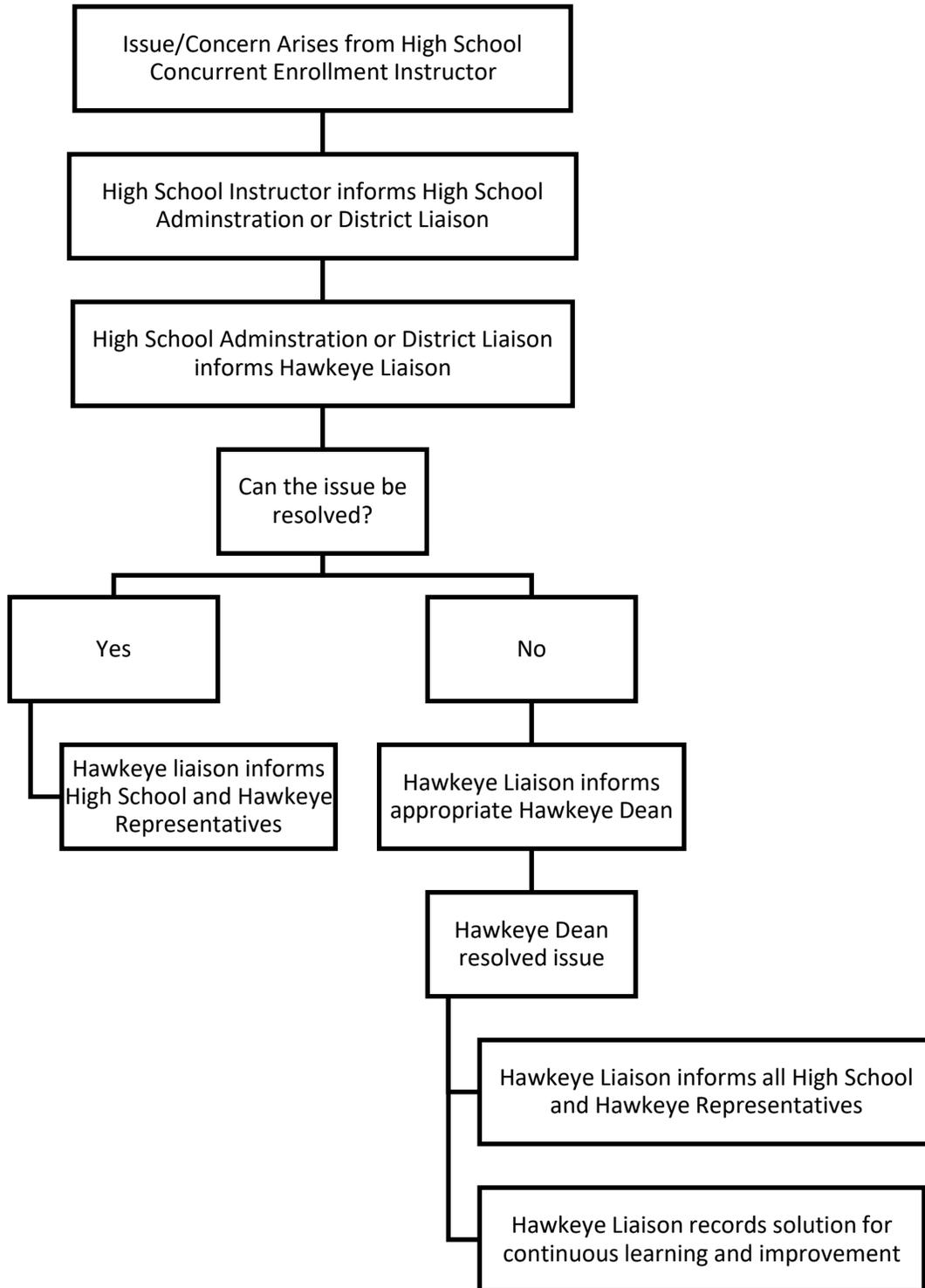
**Important note concerning posting final grades:** Under the Family Educational Rights and Privacy Act (FERPA), you are not allowed to post enrollment or grading information for your classes using social security or student ID numbers since they are personally identifiable. Doing so would be a violation of FERPA. If you feel you must post final grades for your students, you will need to assign them a random look-up password/number.

**Important note concerning retention of paper grade books and daily attendance data:** If you record your grades and daily attendance manually on paper records, please remember these records should be retained by the college indefinitely. Should you cease to be employed by the college, please contact your department secretary concerning turning over your records for permanent retention by the department.

## Appendix F – Concurrent Enrollment Courses Communication Flowcharts

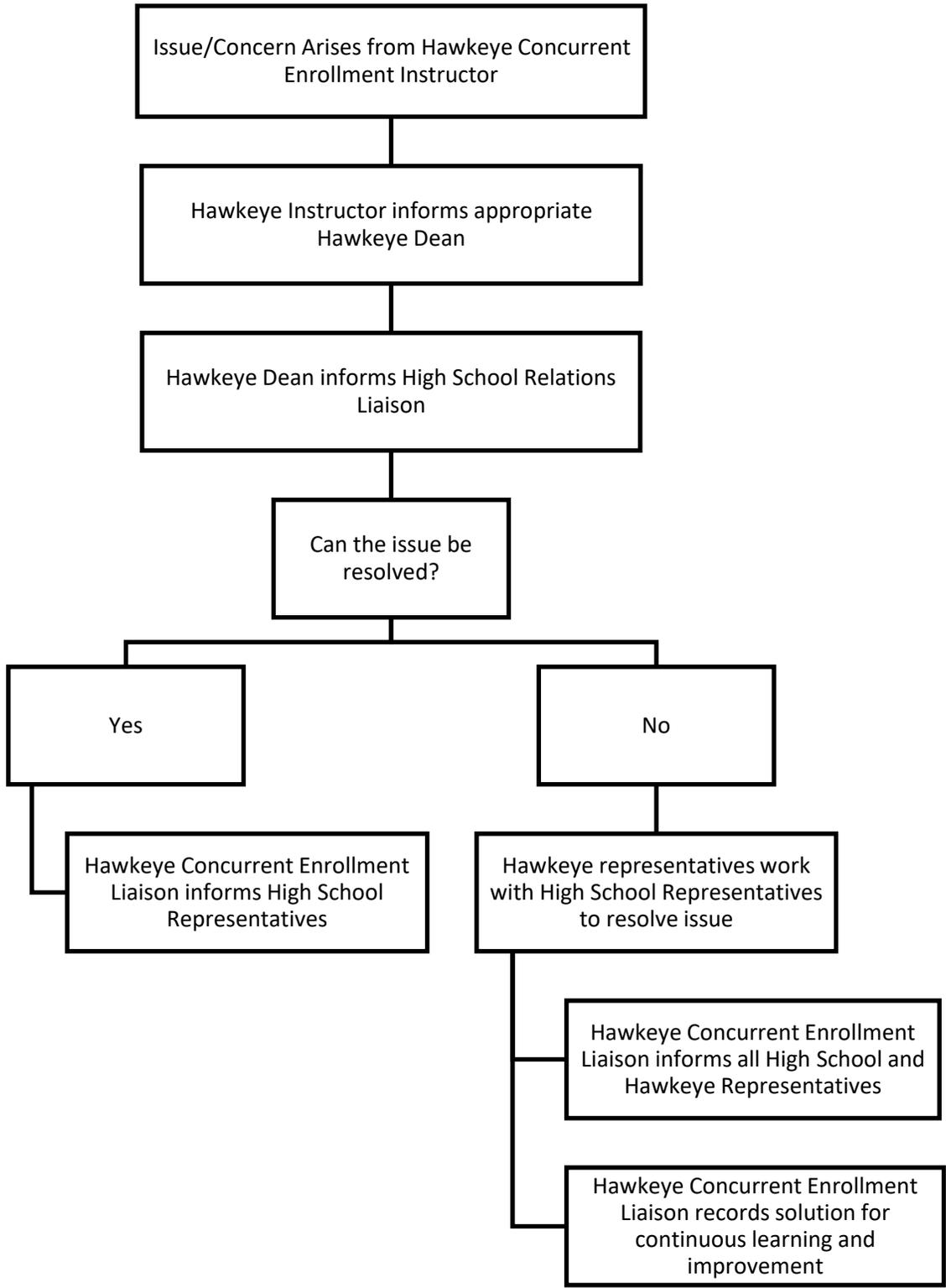
### Concerns Initiated by High School Faculty

When a concern regarding a concurrent course arises, the following communications flow should be followed:



### Concerns Initiated by Hawkeye Faculty

When a concern regarding a concurrent course arises, the following communications flow should be followed:



### Concerns Initiated by Hawkeye Faculty Liaison

When a concern regarding a concurrent course arises, following the chart below:

