## **ADDITIONS FOR SYLLABI FROM IHCC’S ADMINISTRATION**

## **Academic Policies and Student Support Services at Inver Hills Community College as of Summer 2014**

## [**Attendance/Participation policy**](http://www.inverhills.edu/About/CollegePolicies/pdfs/Current/Academic/3.61ClassAttendance.pdf)

Students are expected to attend all sessions of each class in which they are enrolled. If an illness or emergency results in an absence, students should meet with their instructors to determine if missed work can be completed. A student may receive a course grade of FN or NC after two consecutive weeks (or equivalent in accelerated courses/terms) of unexcused absence at any time during the semester. Students who receive an FN grade may request to have their grade changed to a W (withdraw) if done so by the course’s withdrawal deadline. Online attendance is defined as having submitted an assignment, taken a quiz, or posted/made a course content-related comment on the discussion/chat board for the course in which the student is registered.

**Last date to drop and receive a refund from your course**

Please refer students to the [Add, Drop and Withdraw page](http://www.inverhills.edu/CourseRegistration/DropWithdrawal.aspx) on our website.

**Pass/fail grade option**

A student may elect to take a course on a pass/fail (P/F) grading basis by contacting the instructor within the first 5 business days of the semester, or within 1 business day of the start date for a course beginning after the first week of the semester. If the instructor approves, he or she will submit approval to the Enrollment Center.  Not all courses are approved for students to elect the P/F grading method.

**Computers for Student Use**

All use of the college's computing resources are subject to our policy on [Acceptable Use of Campus Technology](http://www.inverhills.edu/About/CollegePolicies/pdfs/Current/Campus/AccUseofTech.pdf). Computers are located in various locations on campus. See the information on the college website: Student Resources > Technology > Current Students > Computers for Student Use. Use the Find an Open Computer link to see where there is a computer available.

**Technical Support:**

Technical support is available in a variety of ways. See the information on your options on the college website: Student Resources > Technology > Current Students > Getting Help.

For issues specific to the Desire2Learn (D2L) online classroom refer to the Getting Help page: college website > Students > D2L > Getting Help.

**Academic and Student Support Resources at IHCC** Please visit the Inver Hills Community College Student Resources page at: [IHCC Student Resources](http://www.inverhills.edu/StudentResources/) for more information related to the student services resources.

[**Academic Integrity**](http://www.inverhills.edu/About/CollegePolicies/pdfs/Current/Academic/AcademicIntegrity.pdf)

Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. IHCC students are expected to honor the requirements of the Academic Integrity Policy.

**The Office of Accessibility and Inclusion**

**Jessica Stumpf, Interim VP of Student Affairs**

641.450.3692

College Center CC118

[Disability Resources webpage](http://www.inverhills.edu/StudentResources/DisabilityResources.aspx)

**Library** – Provides access to all library services.

Phone: 651-450-3625

Location: Library Building, First Floor

[Email the library](mailto:library@inverhills.edu)

Steps to access the IHCC databases: Go to the [Library's homepage](http://www.inverhills.edu/library) and click on [Databases by Subject](http://www.inverhills.edu/library/research/databasesbysubject.html). There is also a drop-down menu of featured resources on the [Library homepage](http://www.inverhills.edu/library) under Quick Links.

If off campus you will need to use your login to the databases using your StarID username and password or a library barcode and password.

**Peer Tutoring**

Peer Tutoring is a free service that provides Inver Hills students with scheduled academic assistance for many classes on campus.  Peer Tutors are recommended by IHCC faculty and hold weekly one-on-one tutoring sessions, focusing on study skills and problem solving.  In addition, biology tutors are available on a walk-in basis in the Biology Resource Room, HH206

Phone: 651-450-3693

Location: Library Building, Room 244

**Smarthinking Online Tutoring**

Smarthinking is an online tutoring service, staffed by an independent company, available free to all Inver Hills students to use from both on and off campus.  Tutoring is available 24/7 for a broad range of subjects. See <https://www.inverhills.edu/StudentResources/PeerTutoring/OnlineTutoring.aspx> for account access information. Need help using SMARTHINKING? E-mail Customer Support at [SMART Thinking Support](mailto:support@smarthinking.com) or call (888) 430-7429 ext. 1.

**Tutors Linked to Classes**

**TLC** is an academic support program that utilizes peer assisted study sessions by linking tutors (TLC leaders) to historically difficult courses with the purpose of attaining a higher passing rate. Tutors are assigned to attend a particular class and then follow up with weekly, scheduled, small group tutoring sessions.

[**Satisfactory Academic Progress**](http://www.inverhills.edu/About/CollegePolicies/pdfs/Current/Academic/2.9SAP.pdf)

In order to maintain enrollment and financial aid eligibility, students must make satisfactory academic progress. The Inver Hills satisfactory academic progress policy requires that students maintain a 2.0 cumulative grade point average and complete 67% of cumulative attempted credits**.**

**Veteran Services**

IHCC is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Veterans Services Office.

For information regarding educational benefits and opportunities please contact;

Veteran Services Office

Sue Flannigan   
Phone: 651.450.3862   
Location: CC214

Email: [Sue Flannigan](mailto::sflanni@inverhills.edu)

**Writing Center** - The Writing Center offers students individual tutoring in every phase of the writing process, from generating ideas to drafting and editing a paper to documenting sources.

Phone: 651.450.3598

Location: College Center, 2nd floor

<https://www.inverhills.edu/StudentResources/WritingCenter/faculty.aspx>

**New Information/Policies as of Summer 2015**

**Disability Services Accommodations:** It is the policy and practice of Inver Hills Community College to create inclusive learning environments, and provide students with disabilities reasonable accommodations so they have equal access to participate in educational programs, activities, and services. If there are aspects of the instruction or design of this course that result in barriers to your inclusion, please notify your instructor as soon as possible. For further support, and to arrange specific reasonable accommodations, students are encouraged to contact:

**Kayla Swenson**

Disability Services Coordinator/Academic Advisor

651-450-3508

[**KSwenso@inverhills.mnscu.edu**](mailto:KSwenso@inverhills.mnscu.edu)

Office: College Center 211

**Religious Accommodation Statement:** Inver Hills strongly supports the principles of free expression and respect for the diversity of beliefs, including religious observances, among our academic community. It is the policy of the college to provide reasonable accommodations for students when religious beliefs and/or observances conflict with classroom activities or course requirements. It is the responsibility of students to notify instructors of the need for accommodation at the beginning of the course or as soon as a situation arises. If a mutually agreed accommodation is not possible, students may initiate an appeal. The procedure for this appeal is the same as for the complaint/grievance process described in the Catalog and on the IHCC website. The appeal must be filed within two weeks (ten business days) of a denied request.

**Student’s Right to Know:** Policies on Harassment and Discrimination, Crime Awareness and Campus Security Report, Drug- and Alcohol-Free Campus, Student Conduct, and Academic Honesty are available on the IHCC website. Inver Hills has established policies and procedures to handle violations in a timely manner.

**Incomplete Grade and Withdrawal Information:** Students must initiate requests for either an incomplete grade or withdrawal from a course by filing the appropriate form with Enrollment Services. Students who stop attending classes without completing the withdrawal process may receive a grade of “F,” and are responsible for all tuition/fees associated with the course registration. Withdrawal forms must be submitted by (here insert the last day to withdraw). Please see the current Class Schedule or Catalog for details.