

## IOWA WESTERN COMMUNITY COLLEGE

### Course Syllabus Information

#### DHY 174-01

Term: Fall 2016

#### I. Faculty Information:

Instructor: Ruth Thompson, MS, RDH

Phone:

712.325.3738 or  
800.432.5852, ext. 3738

e-mail Address:

rthompson@iwcc.edu

Office :

CLK 0 57

Office Hours:

M 7:30-8:00

T 7:30-8:00

W 12:00-1:00 (Pirates Cove)

R 12:30- 1:00 (Creighton)

F 7:30- 8:00 (Creighton)

#### II. Course Information:

<u>Course Prefix/ No.</u>	<u>Course Name</u>	<u>Credits</u>	<u>Lecture</u>	<u>Lab</u>
DHY 174	Principles of Dental Hygiene	5	3	6

Course Description:

Principles of Dental Hygiene introduces basic principles of clinical dental hygiene. The etiology of deposits and the effect on oral tissue and the theory and techniques of instrumentation in removal of deposits are emphasized in the lab portion.

Prerequisites:

Program Admission

<u>Course Meeting Times</u>			<u>Course Location</u>
Monday	Lecture	10:00-12:00	C009
	Lab	1:00-3:00	C037
Tuesday	Lab	8:00-10:00	C037
	Lecture	10:00-11:00	C009
Thursday	Lab		CDS Clinic
Friday	Lab		CDS Clinic

### Required Textbooks

*Nield-Gehrig, J.S. (2013). Fundamentals of Periodontal Instrumentation & Advanced Root Instrumentation. (7<sup>th</sup> ed.). Philadelphia:*

*Lippincott. ISBN: 13: 978-1-60913-331-3*

*Wilkins, E.M. (2013). Clinical Practice of the Dental Hygienist. (12<sup>th</sup> ed.). Philadelphia: Lippincott. ISBN: 13:978-1-4511-9311-4*

***Principles of Dental Hygiene Course Packet (Purchase at College Store)***

*Iowa Western Community College Dental Hygiene Program/Clinic Manual on **ROC***

### Suggested Supplemental Textbooks, References

Texts and references from other Dental Hygiene Courses

### Materials and Supplies to be Furnished by Student

Portfolio Notebook, paper, pen, pencil, theme notebook, instruments, cassettes, supply kit, thermometer and disposable sleeves, watch, blood pressure equipment, name tag, soap/sanitizer (optional), oral lubricant, protective eyewear (2), floss, typodont, engraver (optional)

### Course Learning Objectives and Course Competencies

#### Learning Objectives

- Upon completion of the course, the student will demonstrate professional behavior and judgment in clinical sessions.
- Upon completion of the course, the student will demonstrate use of standard (universal) precautions.
- Upon successful completion of this course, the student will use the dental hygiene process of care to determine a dental hygiene diagnosis and implement a dental hygiene care plan on a peer patient.
- Upon completion of the course, the student will be able to demonstrate fundamental instrumentation skills.

## Competencies

1. Demonstrate satisfactory performance on the professional standards evaluation.
2. Demonstrate and apply standard (universal) precautions.
3. Demonstrate the proper preparation and breakdown of a dental unit.
4. Identify, interpret, and demonstrate the technique to take the five vital signs.
5. Demonstrate the technique for taking a medical and dental history and interpret and record the findings
6. Demonstrate the technique for an extra-intra oral examination and summarized and interpret the clinical findings.
7. Demonstrate the steps in a periodontal assessment and record and interpret the periodontal findings.
8. Explain calculus and demonstrate the proper use of ODU 11/12 explorer.
9. Demonstrate the proper use of the #23 explorer and record and interpret the findings.
10. Demonstrate the proper technique to assess and record the hard tissue findings.
11. Demonstrate the proper technique for patient record keeping.
12. Define health, inflammation and record and interpret the findings of a gingival assessment.
13. Demonstrate an oral prophylaxis appointment.
14. Demonstrate a fluoride treatment along with the rationale for fluoride selection.
15. Define plaque and record and interpret the findings
16. Demonstrate appropriate communication techniques for patient care.
17. Demonstrate proper sharpening technique and the rationale to sharpen.
18. Demonstrate proper patient operator positioning and proper ergonomics.
19. Demonstrate proper instrumentation with an anterior sickle scaler.
20. Demonstrate proper instrumentation with a Gracey ½, Gracey 11/12, and Gracey 13/14.

<b>Program Goals and the Course Objectives that meet the Program Goals</b>	
<b>Program Goal 1: Upon completion of the dental hygiene program, the student will be able to utilize evidence based decision making principles.</b>	
<b>Course Objective 1:</b>	<b>Upon completion of the course, the student will demonstrate professional behavior and judgment in clinical sessions.</b>
<b>Course Objective 3:</b>	<b>Upon successful completion of this course, the student will use the dental hygiene process of care to determine a dental hygiene diagnosis and implement a dental hygiene care plan on a peer patient.</b>
<b>Program Goal 2: Upon completion of the dental hygiene program, the student will be able to utilize the dental hygiene process of care to meet the needs of diverse populations.</b>	
<b>Course Objective 3:</b>	<b>Upon successful completion of this course, the student will use the dental hygiene process of care to determine a dental hygiene diagnosis and implement a dental hygiene care plan on a peer patient</b>
<b>Program Goal 3: Upon completion of the dental hygiene program, the student will be able to operate within an ethical framework within the dental hygiene scope of practice.</b>	
<b>Course Objective 1:</b>	<b>Upon completion of the course, the student will demonstrate professional behavior and judgment in clinical sessions.</b>
<b>Program Goal 4: Upon completion of the dental hygiene program, the student will be able to positively motivate and effectively communicate with all populations to promote high standards of oral health.</b>	
<b>Course Objective 3:</b>	<b>Upon successful completion of this course, the student will use the dental hygiene process of care to determine a dental hygiene diagnosis and implement a dental hygiene care plan on a peer patient.</b>

### Course Practices:

To ensure success in this course it is imperative that the student meet course objectives. The nature of this course requires regular attendance, prompt arrival and quality participation in class/clinical and lab. After two class absences, an advising intervention meeting will be required with the faculty. Remediation is required for test scores less than 75% (see remediation policy in student handbook).

#### 1. Attendance Requirements

Students are required to attend all scheduled classes. In cases of extreme emergency, notify the instructor via telephone and email as soon as possible, Ruth Thompson, 712.325.3738, rthompson@iwcc.edu . For additional information see program manual. It is the student's responsibility to obtain course material and other information distributed in their absence. Attendance will be taken at the beginning of class. Attendance is necessary to meet course objectives. The nature of this course requires regular, prompt attendance and quality participation in class.

**LAB ATTENDANCE REQUIREMENTS:** In order for students to have the opportunity to demonstrate accomplishment of the lab objective, lab absence will require make-up time. Lab absences must be made up prior to week 14. It is the **responsibility of the student to schedule this make-up with the instructor.** Faculty must be notified of absence at least one hour prior to the start of clinic/lab (students will be informed as to how each instructor wants notification). A telephone message and email is also to be left with the department administrative assistant 712-325-3392 and the appropriate faculty.

**LAB ABSENCE POLICY:** Lab hours are determined by the course. The number of credit hours each course contains MUST be completed in order to successfully pass each course with demonstrated competency. Missing lab hours is highly discouraged and should be an extremely rare event. Missing any portion of a lab session is considered "one absence". Any extenuating circumstance that would cause the student to miss more than one session MUST be discussed with the instructor for action planning.

#### 2. Standards for written work

All written work must be in the following format to receive full credit:

Word processed, Arial, Times New Roman or Calibri, black ink, 12 font, double space, spell checked with proper grammar and punctuation or as otherwise specified. Paper is to be white and multiple pages must be stapled in the upper left hand corner with the accompanying rubric paper clipped to the paper in the upper left hand corner. Students are to keep a duplicate copy of all written work.

EVAUATION PROCEDURES/GRADING: Criteria for papers is as follows: When assignments are to be uploaded to ROC they are to be uploaded by attachment and saved with the student's last name and identifying abbreviated assignment information. Assignments will be evaluated using the supplied rubric.

Written assignments should take the following into consideration:

General Scholarship is to include grammatical style, punctuation, spelling organization, vocabulary, language usage and clarity of thought. Please proofread your papers and you are encouraged to have a peer proof your paper.

Creativity and Imagination is to include innovation, uniqueness of style, and fresh, timely ideas and thoughts on the given subject.

Theme is developed with attention to the central task or patient. Writing is to be succinct, with little doubt of the intent of the paper.

3. Late papers and assignments

In order to receive full credit for your work, assignments and papers must be in on time (beginning of class). All assignments are required to be completed and at a passing level. When an assignment is not at a passing level, the student will be required to make the necessary correction to bring the assignment to a passing level. Late papers or assignments can only earn a maximum of 75%. Assignments submitted later than one week after the due date will not be accepted and will receive a zero.

4. Missed exams

Exams (Tests, Infection Control Test, Final Comprehensive Examination) may be made up under extenuating circumstances. The student will be responsible to set up an appointment with the instructor to schedule a time for the makeup, which will be at the instructor's convenience. Exams may be different than originally given.

Quizzes are only given in class at the designated time.

5. Extra Credit: None

6. Participation

Students are required to actively participate in this course. The instructional staff in Dental Hygiene believes that lack of participation will interfere with the ability to meet the objectives in this course.

## 7. Classroom Management and Behavior

Your first responsibility in this course (or any other) is to make sure that you have read and that you understand this syllabus. The terms in this document will bind both instructor and student for the coming semester. Thereafter, your responsibilities to ensure success in this course are to do your part to maintain a classroom atmosphere that facilitates learning for all by:

- Being attentive in class, taking notes, and asking pertinent questions.
- Participating fully in class/clinic/lab activities.
- Respecting the diversity of cultures, opinions, and viewpoints in the classroom.
- Listening to classmates, faculty, and presenters with respect.
- Refraining from inappropriate talking.
- Refraining from the use of a cellphone during class.
- Electronic devices may be on only, when the student has gained prior approval from the instructor.
- Refraining from the use of a computer or other electronic equipment except to take notes or follow the lecture.
- Arriving on time, prepared for class
- Attending for the duration of class; not reading other materials, books, or newspapers during class time
- Not making racist, sexist, and other disrespectful comments. These will not be tolerated.
- Certain student behavior will result in the lowering of the course grade by at least one grade level, an “F” grade for the course, or the student’s suspension or expulsion from the college.

These behaviors include, but are not limited to:

- Dishonesty, including cheating, plagiarism, or knowingly furnishing false information.
- Use of a cell phone during a quiz or exam.
- Intentional disruption, obstruction, or interference with the process of instruction.
- Copying a classmate’s homework assignment will result in a grade of zero for both of you. If you are caught cheating on an exam, you will receive a grade of zero for the exam.

## 8. Communication with Instructor

- Best way to contact instructor is via email: [rthompson@iwcc.edu](mailto:rthompson@iwcc.edu)
- Availability of instructor. See schedule on office hours on page one. Additional office hours may be scheduled by advanced appointment.
- Turnaround time for feedback on assignments is within 1 week; for exams, 3 days; for email correspondence, 72 business hours.

### Instructional Techniques and Practices

Information is presented in a variety of ways: lecture, demonstration, peer teaching, slide/video presentations, “hands on” experiences, presentations, inquiry analysis group activities, inquiry activities, class and small group discussion, PowerPoint presentations, online study modules, independent study assignments, guest speakers and in other formats.

### Safety Practices and Policies

Students are required to wear prescribed personal protective equipment (PPE) for all labs. Students must be in PPE with hair up or away from face, fingernails groomed and short, and close toed shoes with socks (must cover any visible skin) prior to presentation to lab. Professional dress is required at Creighton University.

### Classroom Assessment Techniques

A variety of classroom assessment techniques will be used throughout the course for informal feedback and to guide students to mastery. Classroom assessment techniques that may be utilized: summary, muddiest point, minute paper, and matrices etc.

**COURSE WORK:** All course work is to be done as an individual, unless specified by the instructor. Completing your own assignment encourages, you, the student to think independently and enhances your learning.

Dates and times of content and clinical activities may be altered at the discretion of the faculty to provide enhanced learning experiences, health fair and sealant clinics.

Resources **MUST** be cited utilizing APA format (see IWCC library for APA format resources) to earn full credit for the assignment.

**PROFESSIONALISM:** is an integral component of being a Dental Hygienist. It is imperative that students conduct themselves in an ethical manner. One of the responsibilities of a professional is to meet deadlines, obligations and to be on time. You will be expected to model this behavior. The faculty is the content expert, the clinical specialist, and the supervisor of student experiences. It is the responsibility of the faculty to insure the students’ practice within the current dental hygiene standards, facility policy and within the scope of practice. The goal is to challenge the student to learn new concepts, new skills and utilize them. This requires faculty involvement, planning and monitoring of experiences.

- Students must practice in a safe manner to remain in the lab area.
- All dental hygiene students are expected to demonstrate professionalism in behavior, manner, and judgment.



- Peer assistance and peer review programs are utilized to ensure the safe and ethical practice of dental hygiene. The instructor will be your contact to establish peer assistance. Confidentiality will be maintained. It is your duty as a professional to report any breaches in ethical behavior.

ROC: Students are required to check their ROC account daily. Assignments may require the utilization of ROC. Upload Clinical Experience Compilation (CEC) to ROC by noon Monday of the week following the lab session.

### Grading

A = 100-91.5    B = 91-84.5    C = 84-74.5    D = 74.4    F = 69 and below

Each category is assigned a percentage. The percentages of all categories when added together will equal 100%. The final grade is the addition of all category earned percentages.

Please NOTE: To successfully complete the course requirements the learner must receive a 74.5% or above. Students MUST achieve a 75% average of ALL tests, before other grades are calculated into the final grade.

Quizzes (7-10)	10%
Assignments/Weekly Reflections/Conference Paperwork (May include Clinical Experience Compilation)	5%
Infection Control Self Study Module Test	10%
Tests	40%
Comprehensive Final	30%
SADHA/Professional Development	5%

#### INFECTION CONTROL MODULE COMPREHENSIVE TEST:

\*Satisfactory Completion of this module is a requirement for Principles of Dental Hygiene.

This test is 10% of your Principles of Dental Hygiene grade.

This information is considered foundation knowledge and will be reassessed through testing:

Learning Competencies, Tests and Comprehensive Final in Principles of Dental Hygiene.

\*\*\*Note: Mastery of this information is necessary foundation knowledge for clinical dental hygiene.

Final grades are viewable on ROC, Self-Services Menu, Students, Academic Record the Tuesday after the end of the semester.

### Important Dates

*Please refer to the “Academic Calendar” in ROC for a complete list of important dates.*

October 3, 2016-- Last day to apply for graduation

November 24, 2016-- Last day to withdraw from course

Sept 5, Nov 24, Nov 25 2016 —Holidays, no classes

October 24 & 25 2016—Staff Development, no classes

### Problem Resolution

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Dr. Gina Schochenmaier, Dean for Health and Sport Sciences, CLK-036, 712-325-3356, [gschochenmaier@iwcc.edu](mailto:gschochenmaier@iwcc.edu).

### Notice of Class Cancellation

1. Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.
2. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door.

## Course Topical Outline and Schedule

<b>Week</b>	<b>Date</b>	<b>Participants</b>	<b>Activities//Topics</b>	<b>Assignment* Wilkins = W Gehrig = G</b>
1	8/22	All	Review Syllabus HIPAA Assignment Lecture: Grasp/Pt/Op Positioning	HIPAA G: Module 2,3, 4,5,6,7
	8/22	Group 2	Lab 1A: Introduction to Lab Demonstrate: Hand washing Practice: Pt/op/ grasp manikin	Sterilize Instruments
	8/23	Group 1	Lab 1B: Introduction to Lab Demonstrate: Hand washing Practice: Pt/op/ grasp manikin	Sterilize Instruments
	8/23	All	Lecture: Vitals	W: Chapter 11 Vitals Assignment
	8/25	All	Lab: CDS Orientation to facility, emergency tour, locker assignments  Demo/Unit prep / practice pt/op/grasp/vitals	W: Chapters 5,6 Labels/Sterilize Instrument
	8/26	All	Lab: CDS - practice	Vitals assignment due on ROC
	8/26	All	CPR – IWCC	
2	8/29	All	Infection Control Test Lecture: Probe	Receipt of Syllabus Due, HIPPA Test Due – ROC G: Module 12
	8/29	Group 2	Lab: Probe-Manikin	
	8/30	Group 1	Probe – Manikin	W: Chapter 20 CAL Assignment
	8/30	All	Lecture: Periodontal Assessment	
	9/2	All	CDS: Probe, vitals, skills peer	
	9/3	All	CDS: Probe, vitals, skills peer	

3	9/5		No School	
	9/6	All	Lab: Demo E/IO\practice probe /manikin	W: Chapter 12
	9/6	All	Lecture: E/IO	
	9/8	All	CDS: E/IO/ probe	
	9/9	All	Learning Competency Unit Prep	
4	9/12	All	Lecture: E/IO, Hard Tissue	W: Chapters 16,17
	9/12	Group 2	Lab: E/IO, probe	
	9/13	Group 1	Lab: E/IO, probe	
	9/13	All	Lecture: Hard Tissue	Assignment: Odontogram Activity
	9/15	All	CDS: Enter oral exam findings, odontogram findings into axiUm Training Practice: E/IO, probe vitals	
	9/16	All	CDS:Practice: E/IO, probe vitals	
5	9/19	All	Lecture: Explorer/Hard Deposits	W: Chapters 20, 21 G: Module 13
	9/19	Group 2	Lab: Explorer-Manikin	
	9/20	Group 1	Lab: Explorer – manikin	
	9/20	All	Lecture: Hard deposits, Introduction to Instruments	W: Chapter 39
	9/22	All	CDS: Explorer, probe, E/IO	
	9/23	All	Learning Competency Pt/OP	
6	9/26	All	Lecture: Patient Histories	W: Chapter 10
	9/26	Group 2	Lab: Instruments	
	9/27	Group 1	Lab: Instruments	
	9/27	All	Lecture: Patient Histories	
	9/29	All	CDS: Enter peer's history into axiUm. Instrumentation.	
	9/30	All	CDS: Learning competency: E/IO and Hard Tissue Charting	

7	10/3	All	Test: Lecture: Gracey Curets	G: Module 19
	10/3	Group 2	Lab: Graceys	
	10/4	Group 1	Lab: Graceys	
	10/4	All	Lecture: Biofilm	W: Chapter 15
	10/6	All	CDS: Instruments	
	10/7	All	CDS: Instruments	
8	10/10	All	Lecture: Gingival Inflammation	W: Chapters: 18, 19 Description Assignment
	10/10	Group 2	Lab: Graceys	
	10/11	Group1	Lab: Graceys	
	10/11	All	Lecture: Gingival Inflammation	Assignment: Gingival Description Activity
	10/13	All	CDS: Instrumentation	
	10/14	All	CDS: Learning Competency Probe and Explorer	
9	10/17	All	Lecture: Universal Curet, H6/H7	G: Modules 15, 17
	10/17	Group 2	Lab: H6/H7	
	10/18	Group 1	Lab: H6/H7	W: Chapter 39
	10/18	All	Lecture: PI/Self-Care	W: Chapters 23, 28, 29
	10/20	All	CDS: Peer PI, H6/H7, instrumentation	
	10/21	All	CDS: Peer PI enter into axiUm Training, H6/H7, instrumentation	
10	10/24		No School	
	10/25		No School	
	10/27	All	CDS: Practice instrumentation	
	10/28	All	CDS: Practice instrumentation	

11	10/31	All	Lecture: Polish/ Stain	W: Chapters 22, 45
	10/31	Group 2	Lab: Polish Manikin	
	11/1	Group 1	Lab: Polish Manikin	
	11/1	All	Lecture: Stain, Fluoride	W: 36
	11/3	All	CDS: Polish and Fluoride (Varnish) – Peer Instrumentation	
	11/4	All	CDS: Selectively Polish and Fluoride (Tray) – Peer Instrumentation	
12	11/7	All	Test Lecture: Instrument Sharpening	W: Chapter 40 G: Module 24
	11/7	Group 2	Lab: Instrument Sharpening	
	11/8	Group 1	Lab: Instrument Sharpening	
	11/8	All	Lecture: Communication	Review Communication Assignment G: Module 22
	11/10	All	CDS: Learning Competency: Graceys and H6/H7 Instrumentation	
	11/11	All	CDS: Instrumentation	
13	11/14	All	Lecture: Disease Development	
	11/14	Group 2	Lab: Activity—disease development	
	11/15	Group 1	Lab: Activity – disease development	
	11/15	All	Lecture: Treatment Sequence	
	11/17	All	CDS: Communication Activity: First Operator/Second Operator. Abbreviated peer appointment. <b>Last 30 minutes of lab Learning Competency Polish/Fluoride</b>	
	11/18	All	CDS: Communication Activity: Second Operator/ First Operator. Abbreviated peer appointment. <b>Last 30 minutes of lab Learning Competency Polish/Fluoride</b>	

14	11/21	All	Lecture: Dental Hygiene Diagnosis	W: Chapter 24
	11/21	Group 2	Lab: Learning Competency-Medical History	
	11/22	Group 1	Lab: Learning Competency - Medical History	
	11/22	All	Lecture: Back of the Daily Clinical Assessment Form	Assignment: Case Study - Back of the Daily Clinical Assessment Form
	11/24		No School	
	11/25		No School	
15	11/28	All	Lecture: Ergonomics/ Four Handed Dental Hygiene	W: Chapter 7
	11/28	Group 2	Lab: Learning Competency: Instrument Sharpening	
	11/29	Group 1	Lab: Learning Competency: Instrument Sharpening	
	11/29	All	Lecture: Cultural Competency	
	12/01	All	CDS: Learning Competency Retest	
	12/2	All	CDS: Instrumentation	
16	12/6	All	Lecture: Treatment Sequence/Case Studies/ Review Activity	Review assignment due
	12/6	Group 2	Lab: Treatment Sequence Activity—Integration Activity	
	12/7	Group 1	Lab: Treatment Sequence Activity – Integration Activity	
	12/7	All	Lecture: Review	
	12/9	All	CDS: Treatment Sequence Peer Appointment	
	12/10	All	CDS: Treatment Sequence Peer Appointment	
17	12/13-12/17	All	Finals Week	
	12/14	All	CDS: Final Conferences	

<b>Group 1</b>	<b>Group 2</b>
<i>Jessica Telecky</i>	<i>Shangya Liang</i>
<i>Sami Hurlbert</i>	<i>Ana Petersen</i>
<i>Nicole Guarino</i>	<i>Claudia Perez</i>
<i>Tori Dean</i>	<i>Dilyns Houser</i>
<i>Ashley Bolton</i>	<i>Reagan Holl</i>
<i>Heidi Thies</i>	<i>Jessica Bolter</i>
<i>Jazmin Morales</i>	<i>Paige Davis</i>
<i>Karissa Birmingham</i>	<i>Donnita Helman</i>
<i>Matt Swagler</i>	<i>Kari Lapke</i>
<i>Martha Herrera</i>	<i>Taylor Anderson</i>
<b>Group 1</b> has Radiology lab on Mondays from 1:00-4:00 and Principles lab on Tuesdays from 8:00-10:00.	<b>Group 2</b> has Principles lab on Mondays from 1:00-3:00 and Radiology lab on Tuesdays from 8:00-11:00.

### III. Information/College Policy

#### Cyber-Library

- Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the *Cyber-Library* by clicking on the Cyber Library under Academics in ROC.
- Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.
- For questions about finding information at your campus or center, email [cyberlibrary@iwcc.edu](mailto:cyberlibrary@iwcc.edu) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

#### Academic Support

- FREE tutoring and academic assistance are available through the *Academic Support Center*, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-in basis.
- FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.



- For more information about tutoring services or help in your classes, email [tutoring@iwcc.edu](mailto:tutoring@iwcc.edu) or call 712-388-6841. A full tutoring schedule is posted by subject area on ROC.

### Dropping Classes

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

### Personal Electronic Devices

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

### Honor Code – Academic Honesty

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

### FERPA

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their educational (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

### Diversity Statement

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

### American with Disabilities Act Statement

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email [disabilityservices@iwcc.edu](mailto:disabilityservices@iwcc.edu) or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations.

*Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.*

### Non-Discrimination Statement

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 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.

### **EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT**

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

This workforce solution is funded by the IHUM Consortium which is 100% financed through a \$15,000,000 grant from the U.S. Department of Labor's Employment & Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This work is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.

