

CAMPUS RESOURCES

ACADEMIC APPEALS COMMITTEE

Chair: Martha Talman
 Secretary: Ruth Bruckert
 Office: 119 North Instruction Bldg.
 Email: bruckert@dixie.edu
 Phone: (435) 652-7862

The Dixie State College Academic Appeals Committee, comprised of faculty and students, is charged with reviewing appeals of graduation requirements, General Education requirements, appeals of academic actions after they have reached the dean level, and appeals of Student Professional Conduct Hearing Board decisions.

See also: Policy Exceptions in the Campus resources section of this catalog. Prerequisite and placement requirements, as well as course substitutions, are handled by the department chair and/or dean/ associate dean. For more information, consult the Student Code in this catalog. The Academic Appeal cover sheet can be found on the Registrar's Office Forms page: <http://www.dixie.edu/registration/?page=Forms>.

ACADEMIC INTEGRITY COMMITTEE

Chair: Tim Eicher
 Secretary: Lory Mattucci
 Office: 105C Browning Bldg.
 Email: mattucci@dixie.edu
 Phone: (435) 652-7653

The Dixie State College Academic Integrity Committee exists to promote and support an educational environment where academic integrity, honesty and fairness can flourish. The Committee, comprised of both faculty and students, adjudicates appeals from students who have received sanctions from faculty for academic misconduct. It also considers fair and appropriate sanctions when a faculty member or a representative of the College's administration seeks to bring further sanctions against a student for academic misconduct. For more information on this committee, please see the Student Code included in this catalog.

ALUMNI ASSOCIATION

Location: Stephen and Marcia Wade Alumni House
 Director: Kalynn Larson
 Email: larson@dixie.edu
 Phone: (435) 652-7535
 Website: <http://dixie.edu/alumni/alumniandfriends/>

The Alumni Association of Dixie State College is an extraordinary group of 30,000 individuals across the United States and in Japan. Everyone who has attended Dixie State is a member of the alumni association whether or not they graduated from DSC. There are no membership fees or dues charged to belong to the association.

The Dixie State Alumni Association (SAA) exists to preserve and promote the "Dixie Spirit" throughout the community and the world. This is done through chapters in various parts of the country where all alumni are invited to meet together to be updated about what is happening at the college, renew their Dixie Spirit and network with other alumni in a particular area.

Homecoming and D-Week are filled with traditions that have existed for many years and as we near the celebration of our 100 years as an institution we hope these traditions will continue for the next 100 years.

The Alumni Office is located in the Stephen and Marcia Wade Alumni House at 684 E. 500 S., across the street from Hansen Stadium. The Alumni House is also the home of the Student Alumni Association (SAA). The purpose of the Dixie State College SAA is to assist in creating true relations between the students and alumni. This is accomplished through projects in order to help foster these relationships. The SAA is a council of students who work in conjunction with the Alumni Board to promote the Dixie Spirit, keep traditions alive, and promote the college.

AMBASSADORS

Location: Department of School Relations
 Whitehead Student Services Center

Assistant
 Director: Joshua Sine
 Phone: (435) 652-7590
 Email: jsine@dixie.edu
 Website: <http://dixie.edu/futurestudents>

The Ambassador Leadership group serves prospective students as they select an institution of higher education to attend. Promoting education first and Dixie State College second, the Ambassadors are the face of DSC and work closely with the Department of School Relations to raise awareness of educational opportunity. These students, selected based on academic merit and past leadership experience, must maintain a level of academic performance to participate in the group. Each year new scholarships are awarded to incoming freshmen and transfer students, and applications are accepted until Feb 15th each year.

ART MUSEUM GALLERY

Location: Dolores Doré Eccles Fine Arts Center
 Director: Kathy Cieslewicz
 Phone: (435) 652-7909
 Email: cieslewicz@dixie.edu
 Website: http://dixie.edu/culturalarts/sears_art_gallery.php

Located in the Dolores Doré Eccles Fine Arts Center on the Dixie State College campus, the Robert N. and Peggy Sears Art Museum Gallery features six exhibits each year, offering a variety of art styles from traditional to contemporary for the enjoyment and education of DSC students and the community. Every President's weekend in February, this beautiful space hosts the Sears Dixie Invitational Art Show, a popular regional exhibit with approximately 100 invited artists and 200 paintings. The College also owns a significant permanent collection. Tours for community groups and educational tours for public school groups

may be arranged by calling 435-652-7909. Hours: College schedule, Monday through Friday, 9:00 am to 5:00 pm., open during DSC performances, closed on school holidays. The Sears Dixie Invitational Hours: Monday through Saturday, 10:00 am to 6:00 pm, Sunday, 2:00 pm to 6:00 pm.

The Kathryn Lloyd Richards Sculpture Garden is located outside of the Eccles Fine Arts Center just north of the Sears Art Museum Gallery. The Garden has beautifully come to life among meandering walkways, a tranquil reflection pool and waterfall, lovely vegetation, and stunning sculptures. It is truly a place for students and community to enjoy peaceful contemplation and conversation.

BOOKSTORE

Location: Gardner Center (2nd Floor)
 Director: Randy Judd, Executive Director Auxiliary Services
 Phone: (435) 652-7644
 Website: <http://bookstore.dixie.edu>

The Dixie State College Bookstore is a convenient student source for textbooks, general books, educational supplies, and a wide variety of calculators, office, and school and art supplies. The bookstore is the only source for official DSC Red Storm clothing. The Computer Department offers educational discounts on software and computer supplies. Great savings are available for students on APPLE Computer products as the bookstore is an Approved APPLE Campus Store. This modern 8,000 square foot retail store is located on the 2nd floor of the Kenneth N. Gardner Student Center.

CAMPUS COMPUTING LABS

Location: Smith Computer Center
 Administrator: Gene Mosteller
 Email: gmos@dixie.edu
 Phone: (435) 652-7947

There are two major computer labs on the DSC campus: the Smith Computer Center and the Library Computer Lab, and smaller computer labs in other buildings. Students log in to computers in all labs using their student Dixie ID accounts (same ID and PIN as Dmail).

The Smith Computer Center is the largest computer lab on campus with a 153 computer stations available for students use. As of Fall 2010, all computers in this lab run the Windows 7 operating system. Also within this lab is the Testing Center for the CIS courses taught on campus and there are 21 computer stations within that area of the lab. The Lab is staffed with a Lab Assistant and at varying time and at various times of the day CIS faculty also assist students. The Smith Computer Center also has three computer classrooms just off the main lab area. These classrooms all have 26 computer stations available for classes and/or student use when not scheduled with classes.

During Fall and Spring Semester, the Smith Computer Center hours are:

- Monday – Thursday 7:00 a.m. – 11:00 p.m.
- Friday 7:00 a.m. – 6:00 p.m.
- Saturday 9:00 a.m. – 5:00 p.m.

Hours during Summer Semester and between semesters differ.

The Browning Library Computer Lab is located in the basement. It contains 43 computer work stations with a Lab Assistant available during most hours of operation.

During Fall and Spring Semester, the Smith Computer Center hours are:

- Monday – Thursday 8:00 a.m. – 11:00 p.m.
- Friday 7:00 a.m. – 6:00 p.m.
- Sunday 3:30 p.m. – 9:00 p.m.

Hours during Summer Semester and between semesters differ.

CAMPUS RECREATION

Location: Eccles Fitness Center, Student Activity Center
 Director: Christian Hildebrandt
 Email: hilde_c@dixie.edu
 Phone: (435) 652-7989
 Website: <http://dixie.edu/rec>

Dixie State College has a very active Campus Recreation program with over 4,000 students participating. Campus recreation provides five areas of emphasis on campus to meet student's recreational needs. These areas are Fitness Center, Intramural Sports program, Outdoor Recreation, The Student Activity Center, and Aquatics. Each of these areas offers opportunities and activities for students to either participate or get involved in some way in campus life. There are also outdoor basketball hoops, open field space, and tennis courts for student's impromptu use. Employment opportunities are also available for students in campus recreation.

Fitness Center

The Fitness Center is geared toward the students of Dixie State. The Fitness Center offers students the opportunity to increase their cardiovascular fitness, flexibility and strength by using the latest state-of-the-art Cybex machines, treadmills, elliptical machines, bikes, and free weights. Semester memberships are available or students can also enroll in PEHR 1088 to receive credit for working out.

Intramurals

The Intramural Sports program offers a wide variety of individual, dual, and team sport activities. Intramural leagues and tournaments are open to every current DSC student or faculty/staff member. There are multiple skill levels, so if you are a first time player looking to learn a sport or a former high school athlete looking to stay physically active and competitive, we have programming for you! Stop by the Intramural office located in the Southeast corner of the Student Activity Center (SAC) to learn more or visit our website at <http://www.dixie.edu/intramurals> or call at (435) 879-4263.

Outdoor Recreation

The Outdoor Recreation & Adventure Center (ORAC) provides Dixie College with a variety of activities ranging from hiking, rock climbing, to even mountain biking. The ORAC provides 6-8 outdoor

CAMPUS RESOURCES

adventures for students, faculty, staff, and even the public per semester. These outings allow individuals to experience the splendor and glory of Southern Utah with the assurance of safety through guided exploration. The ORAC also provides equipment rentals, which can either outfit one for their own adventure, or provide missing articles to complete one's own equipment supply. For any questions check out our website at <http://www.dixie.edu/odr> or contact us at (435) 652-7986.

Student Activity Center

The Student Activity Center (SAC), located in the Old Gym, is the hub of campus life and a central location for a variety of campus services. We provide an inviting, accessible, vibrant facility designed primarily for our students, and visitors to enjoy the wide variety of activities from ping-pong to pool and volleyball to basketball and a array of other fun activities. We also have a variety of lounges with large screen TVs, excellent study areas with soft furniture, and wireless Internet connectivity for DSC students. The Student Activity Center also houses the college's Intramural and Outdoor Recreation programs. Stop by and enjoy all that the Student Activity Center has to offer.

Aquatics

The Dixie State College Pool, located just north of Hansen Stadium, is part of the Fitness Center facilities. The pool is a full-functioning aquatics center, providing students the opportunity to enjoy and recreate in a 6-lane 25-yard length pool, with a spectacular view overlooking the football stadium. Students are able to obtain an aquatic membership by semester or enroll in any of the aquatics courses offered. Activities provided are lap swim, open swim time, water aerobics, intramural activities, Triathlon training clinics, pool rentals, etc. Courses taught in the pool are Beginning and Intermediate Swimming, Beginning and Intermediate Water Aerobics, SCUBA, and Lifeguarding.

CAREER CENTER

Location: Career & Financial Aid Bldg.
Director: Kathy Kinney
Phone: (435) 652-7737
Email: kinney@dixie.edu
Website: <http://dixie.edu/career>

The Career Center provides up-to-date resources and services to help make the difficult decisions of choosing a major and a career. The services are free and available to students and to the community. The Career Center offers a variety of career exploration materials and has a library of books and resources for effective job-hunting. Career advising, career assessments, resume review and mock interviews are also available. The Career Center hosts the annual campus Career Day and the Employment Fair.

Student Employment

Many students work part-time or full-time while attending college. The Career Center offers various forms of assistance to students seeking employment. Current job openings are available on the job board

and on the internet. Career advising, career assessments and labor market information is available to help individuals decide on specific occupations.

Employers may use the Career Center to post jobs, to recruit on-campus, to access interview rooms, and to attend the annual Employment Fair.

COOPERATIVE EDUCATION

Location: Career & Financial Aid Bldg.
Director: Karl Hutchings, Jr.
Office: 114 Career & Financial Aid Bldg.
Email: hutchings@dixie.edu
Phone: (435) 652-7668

Cooperative Education relates the classroom to the employment community. Those with a designated major and a vocational or career interest may be encouraged to locate employment that relates to classroom studies. If a student has approved employment, they may be eligible for academic credit based upon the completion of structured learning objectives. Cooperative Education is available in most majors and areas of study, but is also available for students who are uncertain about their major and who want to explore their options. Permission must be obtained from the director of cooperative education before registration.

General Cooperative Education classes (COOP 1800, 1810, 1820, 1-3 credits) are open to all students who are working but undecided in a major and/ or want to explore different types of work and receive on the job training. Eagerness, dependability, willingness, attitude, and human relation goals will be set along with other skills that would transfer to most any career or field of work. The same is true with students enrolled in discipline-specific co-op courses. Students in all co-op classes meet with the instructor and employer at the beginning of the course to determine objectives, number of credits hours, hours to work, and to sign a work agreement form.

CENTENNIAL CELEBRATION

Contact: Steve Johnson, Director of Public Relations
Phone: (435) 652-7544
Email: johnsons@dixie.edu
Website: <http://centennial.dixie.edu>

From the beginning, in 1911, Dixie State College of Utah has continued its rich academic tradition. Thousands of students have entered, studied, experienced, graduated, and have gone on to successful careers. The educational experience at Dixie has changed the course of their futures.

As the college celebrates in on its 100th year, we take this time to reflect on our first one hundred years and position ourselves for the next century.

We celebrate our rich history and strive to meet our goals of providing quality education, offering a wide array of service, cultural, and recreational opportunities and building strong campus-community partnerships.

Since 1911 Dixie State College of Utah has been at the heart of our community. We continue to evolve into a higher quality educational institution that serves our local community, our region, our nation, and our world.

As part of the celebration of the Dixie State College Centennial in 2011, the leadership of Dixie State College is prepared to enter into a time of recognition and celebration of all the DSC family has experienced through the challenges and achievements of our past and to build for the future. We invite you to celebrate with us as together we move forward to an even more dynamic second century.

From the President

In the tradition of the pioneer men and women who founded Dixie Academy in 1911, we continue to preserve our heritage while forging ahead with new initiatives.

Our pioneer founders made great sacrifices to establish this institution. When we look back at how we arrived here today, we see that it was not an easy evolution. Our College was threatened with closure in the 1930's. Our forefathers took on great personal financial risk as they struggled to keep the doors open. Thanks to their great efforts, the school survived and has grown beyond anything the founders could have imagined.

The world has greatly changed in the last 100 years. The landscape of higher education has changed dramatically. We must continue to improve our educational offerings if our graduates are to remain competitive in the new, global, knowledge-based economy.

The explosive growth of knowledge and rapid changes in society require a more dynamic approach to learning. We are faced with the challenge of preparing students for a lifetime of multiple careers – many of which do not even exist today. The rapid growth in south-western Utah places us on the national landscape.

An educational institution is a vehicle for accelerating the development of human potential and enhancing our community and its economic development. We have helped our community through volunteer service and partnerships designed to transform our region and improve our quality of life.

The heart and soul of education is that we are in the business to change people. Education results in greater vision...greater opportunities...greater economic prospects and a richer cultural life. Together we have the ability to mold and shape our next one hundred years. I call on every one of you to join us in bridging a new century of service.

Stephen D. Nadauld, Ph.D.
President
Dixie State College of Utah

Dean of Students

Dean: Del Beatty
Office: 204 Gardner Student Center
Email: beatty@dixie.edu
Phone: (435) 652-7514

DINING SERVICES

Location: Gardner Student Center
Director: Martin Peterson
Email: petersonm@dixie.edu
Phone: (435) 652-7676
Web: <http://dining.dixie.edu>

DSC Campus Dining Services primary responsibility is to provide the complete Food Services needs of the students, faculty, staff and campus guests. We offer a variety of dining options on the DSC Main Campus.

Red Rock Cafe:

This Food Court is situated on the south side of the Gardner Center. We offer a wide variety of tasty options: Grilled Items, Asian Food, Custom-made Sandwiches, a full Salad Bar, Beverages, Pizza, Pasta, and Desserts! We are open 7 days per week.

The Market at Dixie:

The Market at Dixie is more than just a convenience store. It's a place where friends can meet, do homework, be tutored, or just eat a snack or two while studying. There are lots of scrumptious food items to select from!

Vending:

Campus Dining Services has conveniently located vending machines throughout the DSC Main Campus and the Hurricane Center. We offer ice-cold Pepsi products, snack items, and novelty ice-cream bars.

Concessions:

Whenever there is an on-campus sporting event, Campus Dining Services will be there to quench your thirst or feed your enthusiasm as you support our teams! Menus include hotdogs, brats, candy, nachos, popcorn, hot/cold beverages and, at most events, a full tailgate menu with burgers, polish sausages, and chicken sandwiches! Don't forget to purchase a Meal Plan to receive special discounts and promotions!

DISABILITY RESOURCE CENTER

Location: Career & Financial Aid Bldg. (lower level, next to Testing Center)
Coordinator: Alhassan (Baako) Wahabu
Email: drc@dixie.edu
Phone: (435) 652-7880
Web: <http://dixie.edu/drcenter>

The Disability Resource Center (DRC) provides accommodations for students with disabilities who need assistance with educational, physical and/or program accommodations while pursuing their education. Students are encouraged to complete an application for the DRC and provide qualified medical and/or psychological documentation of their disabilities. Services are designed to accommodate the limitations of the disability and are approved on an individual basis, as well as re-evaluated each semester. DRC is also available for consultation and assistance to faculty and staff. Please refer to our website for complete

information about services and procedures: <http://www.dixie.edu/drcenter/>.

FIRST YEAR EXPERIENCE (FYE)

Coordinator: Sarah Black
 Office: 121 Science Bldg.
 Email: sblack@dixie.edu
 Phone: (435) 652-7759
 Website: http://dixie.edu/fye_handbook/

See your Academic Advisor to learn more about FYE. The First Year Experience Program (FYE) consists of a selection of courses designed for incoming freshmen students. All degree-seeking students who come to Dixie State College are strongly encouraged to take one of these courses during their first year of college.

Three types of FYE courses are available – discipline-specific courses, open major courses, and courses for specific groups. Discipline-specific courses are taught by many departments across campus, and are intended for students who know what area of education they would like to pursue, as well as those who are leaning towards an area and would like to find out more about it. Open major courses are intended for students who haven't yet formed an educational goal. There are also courses (or sections) specifically designed for international students, student athletes, and students in the TRiO program. All FYE courses are one credit hour, which will count toward electives needed for graduation.

If all sections of the FYE course a student desires to take are full, he or she has the options of choosing another FYE course or waiting until the spring, when most courses will be offered again. Students who plan to attend school for only one semester before going on entering church service, military service, or the Peace Corp are advised to take an FYE course after they return and are ready to fully enter into their educational journey.

The purpose of the First Year Experience Program is to increase student retention and success. Many other colleges across the nation have found that having an FYE course is of great benefit to students, and Dixie State College wants to offer that benefit to our students as well. In addition to choosing or finding out about a major, the course covers topics in getting to know Dixie State College, dealing with the challenges of student life, and critical skills needed for academic success.

As coordinator of the First Year Experience Program, I invite all incoming freshmen to register for an FYE course and take full advantage of this opportunity to get your college career off to a running start. Many students struggle with the transition from high school or the job world to college, and this class can help you to make that transition successfully. If you go into it with a good attitude, ready to learn, attend class, and do the assignments you are asked to do, you'll come out with the information, skills, and connections you need to succeed in college. If a student changes his or her major, the FYE course does not have to be repeated.

Research has shown that students who participate in an FYE course perform better in college and have a higher rate of persistence toward graduation. Some of the things you can expect to do in an FYE course are:

- find out about a major will help you know what to look for in other majors if you change your mind

- adapt to college life
- become integrated into DSC
- refine academic skills
- create and foster social networks
- learn about college resources
- explore fields of study, degree options, and career opportunities
- provide you with the resources you need to succeed in your college career
- develop a degree plan

FYE Curriculum

1. Finding or finding out about a major or area of interest, including the value of education, General Education, degree and career options, graduation plan, and discipline-specific topics.
2. Getting to know Dixie State College: campus locations, student government, campus resources, campus procedures, student rights and responsibilities, co-curricular activities, Service Learning, dropping classes, and final exams.
3. College Life: transition to college life, campus safety, time management, health and wellness, dealing with stress, handling finances, diversity, networking, and staying motivated.
4. Academic Success: deciphering a syllabus, how to read a textbook, how to talk to your professors, note-taking skills, effective studying, test-taking strategies, academic honesty, critical thinking, learning styles, and college writing.

FYE Courses

(subject to change as needed)

Open Major Courses

Course	Intended for:
ASC 1001	any students in general studies, undeclared majors
THEA 1026	students in general studies who wish to consider these topics through the medium of film
INTS 1001	any students in general studies, especially those interested in the Integrated Studies degree

Discipline-Specific Courses

Course	Covers majors and areas of interest:
BIOL 1001	Biology, Biology Secondary Education, Biology Secondary Education w/Integrated Science
BUS 1001	Accounting, Business Administration, Entrepreneurship, Economics, Finance, Marketing
CIT 1001	Computer Science, Information Technology, Visual Technology
CJ 1001	Criminal Justice, Pre-Law
COMM 1001	Human Communication, Film Production, Mass Communication, Journalism, Public Relations

DHYG 1001	Dental Hygiene
EDUC 1001	Elementary Education, Secondary Education, Teacher Education
ENGL 1001 / HUM 1001	English, Technical Writing, Literary Studies, English Education, Philosophy, American Sign Language, Spanish, French, German, Humanities, Japanese
ENGR 1000	Pre-Engineering
FCS 1001	Early Childhood Education, Family & Consumer Science, Human Development, Nutrition & Food Science
HLOC 1001	Nursing, Emergency Medical Services, Medical Radiography, Physical Therapist Assistant, Respiratory Therapist, Health Occupations, Sports Medicine
MATH 1001	Mathematics, Mathematics Education, Statistics
MUSC 1001	Music, Music Education
SCI 1001	Chemistry, Environmental Science, Geology, Physics, Pre-Chiropractic, Pre-Dental, Pre-Medicine, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physicians Assistant, Pre-Veterinary
PSY 1001	Anthropology, History, History Education, Political Science, Psychology, Psychology Education, Sociology
THEA 1001	Theatre

Courses for Specific Student Populations

Course	Intended for
ASC 1001 (specific section)	International Students
PEHR 1001	Intercollegiate Athletes, Physical Education, Recreation Management
SSS 1001	Students accepted into the TRiO program

HEALTH & WELLNESS CENTER

Location: 110 Student Activities Center (Old Gym)
 Coordinator: Barbara Johnson
 Hours: Monday – Friday, 9:00 a.m. – 4:00 p.m.
 Email: johnsn_b@dixie.edu
 Phone: (435) 652-7755
 Website: <http://dixie.edu/wellness/>

Mission Statement

The Dixie State College of Utah Health & Wellness Center Mission is to enhance the health and well-being of students, faculty, and staff. We strive to provide confidential and accessible assistance to those who seek help; and this is achieved by utilizing specific areas of health development: Physical, Emotional, and Intellectual.

Location

Enter through the main doors of the Student Activities Center (Old

Gym, and walkthrough the gym, even if a class is in session. At the end of the bleachers, turn left, go through the doorway, and go into the Health & Wellness Center.

For Students

For students who do not have health care insurance, we offer vouchers to InstaCare allowing a student to be seen by a doctor. The college will pay for the visit, but costs for lab tests, x-rays, and prescriptions are the student’s responsibility.

For students who find themselves with a mental health need, four therapists are housed in the Health & Wellness Center. Just walk in and make an appointment. We are here to help! Full-time students receive up to 8 free visits during the academic year; part-time students (11 or fewer credits) receive up to four free visits.

Alcohol, Tobacco, & Other Drugs

The Alcohol, Tobacco, and Other Drug policy can be found on the Health & Wellness website. It is recommended that all students read this policy. For those students who find themselves being cited for the use of any of the above, there are education sessions taught at the Health & Wellness Center.

HOUSING AND RESIDENT LIFE

Location: Housing Office
 Director: Seth Gubler
 Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
 Email: housing@dixie.edu
 Phone: (435) 652-7570
 Website: <http://dixie.edu/housing/>

Dixie State College offers on-campus housing facilities to meet the needs of both single students and students with families. To be eligible for on-campus Student Housing, students must be enrolled in at least nine (9) credit hours. Applications can be found online at www.dixie.edu/housing.

Single Student Housing at Dixie State College provides suite-style and apartment-style resident living units. Single Student Housing facilities are close to most classes, have live-in student staff members, and are monitored by Dixie State College’s Campus Security Department. Student staff members serve residents as referral agents to Campus resources, mediators in resolving conflicts, and friends as they build rapport with residents and facilitate an array of social and educational programs. The Housing and Resident Life Office endeavors to provide a safe, fun, and educational environment conducive to student success.

Family Student Housing at Dixie State College is available to married couples (with or without children) and single parents with children. Family Student Housing’s Abby Apartments features three bedrooms, one bathroom, and on-site laundry facilities. Family Student Housing’s Dixie View Apartments have three bedrooms, one-and-a-half bathrooms, and washer and dryer hook-ups. Campus Security personnel monitor the Family Student Housing areas, and a Resident Manager works closely with residents to address facility issues and other concerns germane to family community living. Residents of Family Student Housing enjoy a safe and clean family living environment.

For further information (e.g., rates, deadlines, rules and regulations, etc.) regarding on-campus Student Housing at Dixie State College, please contact the Housing and Resident Life Office at (435) 652-

CAMPUS RESOURCES

7570, or go online to www.dixie.edu/housing.

HURRICANE EDUCATION CENTER

Director: Becky Smith, Associate Dean of Academic Outreach (435) 652-7912
 Center Telephone: (435) 652-7910
 Website: <http://dixie.edu/hurricane/index.php>

The Hurricane Education Center (HEC) is located at 112 South 700 West in Hurricane, Utah. The facility contains 8 classrooms including a computer classroom. The facility hosts an average of 16 courses per semester with around 400 enrollees. The facility also has a Testing Center for students enrolled in HEC courses as well as courses from the main campus for students who live in the Hurricane area.

INTERCOLLEGIATE ATHLETICS

Website: <http://dixieathletics.com>

Athletic Administration

Jason Boothe Athletic Director	boothe@dixie.edu	(435) 652-7526
Mo Eckroth Assoc. AD/Compliance/ SWA	eckroth@dixie.edu	(435) 652-7569
Jason Herbers Asst. AD - Development & Operations	herbers@dixie.edu	(435) 652-7569
Jeff Cluff Operations Coord./ Media Relations	cluff@dixie.edu	(435) 652-7525
Derek Dawes Community Engagement Coord.	dawes@dixie.edu	(435) 879-4295
Dr. Randy Jasmine Faculty Athletic Representative	jasmine@dixie.edu	(435) 652-7811

Women's Sports	Men's Sports
Basketball	Baseball
Cross Country	Basketball
Soccer	Cross Country
Softball	Football
Tennis	Golf
Volleyball	Soccer

Football

Head Coach: brumfield@dixie.edu 435-652-7782
 Scott Brumfield

Women's Basketball

Head Coach: kristensen@dixie.edu 435-652-7920
 Angela Kristensen

Men's Basketball

Head Coach: judkins@dixie.edu 435-652-7781
 Jon Judkins

Baseball

Head Coach: littlewood@dixie.edu 435-652-7530
 Mike Littlewood

Softball

Head Coach: rsimkins@dixie.edu 435-652-7543
 Randy Simkins

Women's Soccer

Head Coach: lhudd03@dixie.edu 435-652-7531
 Linda Huddleston

Men's Soccer

Head Coach: dortiz@dixie.edu 435-652-7787
 Danny Ortiz

Women's Volleyball

Head Coach:
 Darice Pratt

Men's Golf

Head Coach: mcarthur@dixie.edu 435-668-3866
 Reed McArthur

Women's Tennis

Head Coach: pelton@dixie.edu 435-773-2002
 Eric Pelton

Men's & Women's Cross Country

Head Coach:
 Justin Decker

Cheerleaders

Head Coach: shaw@dixie.edu 435-757-1155
 Kristi Shaw

Dixie Dance Team

Head Coach: kori@esplin.net 435-619-7552
 Kori Esplin

Dixie State College of Utah has been a member of the National Collegiate Athletic Association (NCAA) Division II since the 2006 transition from junior college competition. DSC is a member of the Pacific West Athletic Conference in all sports except Football, which is a member of the Great Northwest Athletic Conference. Each year 280-300 students participate in Intercollegiate Athletics, and many more get involved through attendance at games, matches, and other events.

Since the transition to D-II, DSC has had much success in a short time. The Women's Soccer and Men's Basketball teams won 2009-2010 conference championships in their respective sports and competed in their first post season event. In 2009 the Softball team made it to the NCAA National Championships and finished in sixth place, and the Men's golf program finished 13th at their National Tournament.

Facilities

- Burns Arena (Basketball) seats 4,779 people and was built in 1986. It is one of the finest venues in DII and has already

hosted a nationally televised game on 1/3/09 on CBS TV

- Hansen Stadium (Football & Soccer) seats nearly 5,000 people and was built in 1983. New, state-of-the-art field turf was installed in 2010.
- Hurst Field (Baseball) seats nearly 2,200 people, was built in 1995, and is known as one of the collegiate facilities in the West.
- Old Gym (Volleyball) seats nearly 1,000 people and was built in 1956. It was home to the basketball team until 1985.
- Karl Brooks Field (Softball) seats 250 people and was built in 1992 in a joint venture with St. George City. In 2007 a state of the art clubhouse was built kind donations from many people with the community.
- Green Valley Spa (Tennis) The world-renowned spa is home to the Vic Braden Tennis School, which kindly allows the DSC Tennis teams to call their courts home.
- Sunbrook Golf Course (Golf) This 27-hole course is home to the men's golf team.

LIBRARY

Location:	Val A. Browning Library
Dean / Director:	Daphne Selbert
Circulation Desk:	(435) 652-7714
Reference Desk:	(435) 634-2081
Special Collections:	(435) 634-2087
Website:	http://library.dixie.edu

The Val A. Browning Library at Dixie State College of Utah is "Information Central" for students, faculty, and staff. In its building on campus and with its presence through the Information Portal on the Web (<http://library.dixie.edu>), the Library provides comfortable access to information resources for the campus community.

The three-story library building houses over 100,000 print items, over 10,000 audiovisual titles, and almost 200 print periodicals (magazines, journals and newspapers). Materials are primarily selected to support DSC associate and baccalaureate degree programs, but the Library also has a collection of recreational reading materials. These include a strong collection of DVDs and video recordings, music CDs, and audio books in CD and cassette formats. There is also an extensive collection of juvenile material and a Curriculum Collection that support students in the Education program. The Special Collections area on the second floor features rare books, local histories, material on Utah's Dixie, the Arizona Strip, the Big Muddy Region of Nevada and Dixie State College archival materials (including old yearbooks), and a unique collection of Oral Histories.

The building is an information home for the campus, with comfortable furniture, an information commons with 50 computers located near the reference desk, a computer lab located in the basement, a special collaborative learning area, group study rooms, areas for quiet study, and leisure furniture for more relaxed study. Reference librarians are available to support research and information needs. Circulation staff assist library users in checking out materials and assist with materials on Course Reserve. The library is open more than 90 hours each week during the fall and spring semesters. Hours are posted on the library

website: <http://library.dixie.edu>. Materials may be checked out using a DSC student ID card or special community borrower card.

The Library's online access is available 24 hours a day. Through the Library homepage, users have access to the Library catalog. In addition to listing the print materials in the collection, the catalog provides access to more than 50,000 titles in the Library's e-book collections. There are also almost 100 online databases that provide access to articles in more than 25,000 periodicals (journals, newspapers, magazines), and numerous online subject encyclopedias and reference sources. If students, faculty, and staff are unable to find material in the Library's print or online collections, they may request materials through ILLIAD, the online interlibrary loan system.

Library Hours (Fall and Spring Semester)

Monday – Thursday	7:30 a.m. – 11:45 p.m.
Friday	7:30 a.m. – 6:45 p.m.
Saturday	12:00 p.m. – 6:45 p.m.
Sunday	3:00 p.m. – 9:45 p.m.

[Summer and break hours are posted on the library web page]

Special Collections: Open by appointment

LIB 1010: Information Literacy

The Library supports an online one-credit course required of all students in degree programs. The purpose of the course is to provide information literacy skills and knowledge that will support student needs for information access, and evaluation of information and effective use of information to meet their research and academic needs. Students access the course through Blackboard Vista, the campus online course management system.

There is no required orientation program for LIB 1010, but librarians at the Reference Desk are available to assist students in getting started in the course and who can answer questions at any stage in the course. The course consists of 8 modules with scheduled deadlines for completion, and a final exam. It may be completed as quickly as the student progresses through the material, but students must meet deadlines for assigned modules. The syllabus is posted on the Library Home page.

MULTICULTURAL / DIVERSITY CENTER

Coordinator:	Kristine Whittaker
Location:	Lower level Student Activities Center (Old Gym)
Office Hours	Monday – Friday, 8:00 a.m. – 5:00 p.m.
Phone:	(435) 652-7733
Website:	http://dixie.edu/diversity/

The Multicultural/Diversity Center (MCDC) is a student support service established to provide services to students with various cultural and/or ethnic backgrounds and to increase cultural diversity at Dixie State College of Utah. The MCDC operates under the principle that every person's unique life experiences enriches campus life and add a profound element to a true education. We invite all DSC students to participate in the Multicultural/Diversity Center events; promote diversity through awareness and acceptance; and celebrate their own cultural identities as well as those of others. Again, the MCDC is open to all students, while we particularly focus on supporting DSC multicultural/diverse students.

CAMPUS RESOURCES

Please take your time to explore our Website, and feel free to contact us with any questions, concerns or suggestions. We also invite you to stop by the MCDC to further see how we can be of benefit to you.

Services

- **Advisement:** Applying for admission to DSC, registering for classes, financial aid/scholarship assistance, student advocacy
- **Mentoring:** Tutoring services, peer advisor training, leadership development, textbook checkout
- **Orientation:** Program orientation, recruitment of students of color, college-preparatory workshops
- **Personal Counseling:** Cultural and ethnic issues; diversity issues related to race, gender, age, religion, sexual orientation, etc.
- **Clubs & Organizations:** Polynesian Club, Black Student Association, Hispanic Student Association, Native American Student Association, Gay Straight Alliance, International Club

Scholarship

Dixie State College recognizes that a culturally diverse student body benefits and enriches the educational experience of all students, faculty and staff. Thus, we strive to assist students who will enrich this cultural diversity and make every attempt to support their academic success. The presence and the success of these students at Dixie State College benefits each student individually, but also enhances the experience of the entire DSC community at large. The recipients of the Multicultural Scholarship must demonstrate academic merit, outstanding leadership, and financial need in order to qualify. If awarded, he/she must take an active part in the MCDC by giving services. Scholarship priority deadline is June 30th. Criteria include: U.S citizen & legal resident of Utah, must have and maintain minimum 2.5 GPA, enrolled full-time, enrolled in a degree program, exemplify a multicultural background. For more information visit www.dixie.edu/diversity.

Events

Each year, the Multicultural/Diversity Center sponsors a series of campus-wide events that are open to all students, faculty, staff and community members. These events are created to promote an atmosphere of acceptance, awareness and inclusiveness while fostering a unique educational experience at Dixie. See updated events at www.dixie.edu/diversity. Events include the Leadership Retreat, Academic Success Workshops, Community Service Projects, Diversity Forums, and Diversity Week activities such as Cultural education booths, “Who Am I?” discussion, Native American Celebration, Taste Around the World, Luau, Fiesta, Black Out Dance, International Movie Festival, and Multicultural Extravaganza.

PARKING (Campus Security / Police)

Location: 300 S. 800 E. (Security Office)
Director: Don Reid
Email: reid@dixie.edu

Website: http://dixie.edu/publicsafety/parking_services.php
Phone: (435) 652-7515
Cell phones: (435) 619-1144 or (435) 652-1145
For Emergencies: Call 911

All motor vehicles parked on the DSC campus must:

- Be duly and properly licensed
- Bear a valid DSC parking permit.

To purchase a student parking permit (valid July 1 – June 30):

- Bring license plate number to Cashier’s Office (2nd floor SSC)
- Pay \$20 for each permit.

There are more than 2,160 total “general parking” stalls available to students, faculty, and staff on campus. They are designated by white pavement striping. Vehicles without a valid DSC parking sticker will be issued citations.

In addition, there 325 reserved faculty/staff parking stalls. These “reserved parking” stalls are indicated by freestanding signs and/or yellow pavement striping. Many of these reserved areas will also be designated by a horizontal yellow stripe at the top of the stall (meaning that an individual would be required to drive over the line in order to enter that particular parking space). Vehicles without a valid DSC faculty/staff parking sticker will be issued citations.

There are also 99 handicap and disabled persons parking stalls will be marked by the typical insignias. Vehicles must display a clearly visible valid handicap insignia.

Other reserved areas are fire lanes, motorcycle parking stalls, drive-lanes (individually marked or not), and sidewalk access ramps. Each of these areas carry separate fines for violations. Citations may also be issued for parking or driving on a sidewalk or lawn.

Frequently Asked Questions

Why do we have to have parking permits?

It helps us to distinguish between faculty and staff, students, and visitors. Window permits allows us to enforce the reserved areas and keep them open for those who need them. They also allow us to identify individual vehicles for the purpose of providing security to those on campus as well as to provide courtesy services. After printing and shipping, all revenue from the cost of the permit is used to augment the cost of maintenance, control, and enforcement of parking rules.

What happens if I get a ticket and don’t pay it?

Each citation is entered into a computer database that tracks them and from they don’t just go away. If a citation is not cleared by payment or appeal within 10 calendar days of issue a \$20 late fee will automatically be attached. If the citation is not cleared within 14 days after the end of a semester, they go to a delinquent fines list. Any further registration attempts by the student will be blocked, and transcripts will be held in suspension until all fines are paid in full. If the owner/driver of a vehicle is not a student, the citation may be reissued as a St. George Police Department citation. Do not let a parking or traffic citation go unanswered: later consequences are far greater than initial sanctions.

How do I appeal a citation?

The first step in appealing a citation is to make contact with the direc-

tor of campus security/police. You will need to appear in person at the service window of the security office located at 300 South 800 East, and you will need to have the citation with you at that time. If the appeal is valid, the director may reduce the fine. If that appeal is denied, you have the right to appeal the director's decision by requesting a hearing with the parking board in writing, no less than 10 days after your meeting with the director. You will be allowed to state your appeal in person at this time and the decision of the board will be final.

POLICY EXCEPTIONS COMMITTEE

Chair: Barbara Blythin
Secretary: Stella Callagee
Office: 300 Udvar-Hazy Bldg.
Email: callagee@dixie.edu
Phone: (435) 652-7652

The Policy Exceptions Committee, comprised of faculty, staff, and students, is charged with reviewing appeals of academic standing and ruling on Exception to Policy petitions. Exception to Policy petitions may be submitted for exceptions to the policies that govern registering, adding courses, dropping courses, auditing courses, payment of tuition and/or fees, refunds of tuition and/or fees, complete withdrawals, applying for graduation, and other policies. See also: Academic Appeals in the Campus resources section of this catalog. For more information, consult the Student Code in this catalog. The Exception to Policy petition can be found on the Registrar's Office Forms page: <http://www.dixie.edu/registration/?page=Forms>.

POST Academy (Peace Officer Standards & Training)

Location: Hurricane Education Center
Director: Bob Flowers
Location: Hurricane Education Center
Phone: (435) 652-7916
Email: flowers@dixie.edu
Website: <http://dixie.edu/post/index.php>

The Dixie State College Regional Peace Officer Standards and Training Academy (also known as the Police Academy) offers Special Function Officer (SFO or Cat I) training and Law Enforcement Officer (LEO or Cat II) training. The SFO training is approximately 12 weeks in length, and the LEO training is approximately 24 weeks in length. SFO is a prerequisite to LEO. Through the direction of the Council of Peace Officer Standards and Training and a local advisory board, our mission is to provide professional standards and training for peace officers.

The classes are held from 6:00 P.M. to 10:00 P.M. Monday thru Friday at the Hurricane Education Center. Instructors include local law enforcement officers, attorneys, and educators.

NOTE: The DSC Regional Academy does not offer the Emergency Vehicle Operations Training. After a student graduates and is employed by an agency, they will need to attend the Utah POST EVO. Please inform any potential employers of this. It will be the student's responsibility to inform employers and potential employers of this. You cannot be certified until you have completed the EVO.

Special Function Officer (SFO) Training

The SFO training curriculum provides training for certification as a Special Function Officer/Auxiliary Officer. Positions requiring SFO training include constables, auxiliary officers, bailiffs, reserve officers, and other special function officers.

Law Enforcement officer (LEO) Training

The SFO training curriculum (above) is a prerequisite to the LEO training. The LEO training curriculum provides the remaining training necessary for certification of a peace officer with full police powers. Positions requiring both levels of training include police officers, highway patrol troopers, and deputy sheriffs with full police powers.

Schedule & Admissions

Special Function Officer classes will start the second Monday of each January. Law Enforcement Officer classes will start the second Monday of each April. Applications will be accepted starting August 15 and ending December 7. Applications are due four (4) weeks before the beginning of each session. Financial aid is not available.

ROTC (Army)

Location: Whitehead Student Support Center (3rd floor)
APMS: Captain Gerald Williams
MSI/HRA: Captain Darin Gumucio
MSII: Sergeant First Class Mikel Cobb
MSIII: Sergeant First Class Mark Loria
MSIV/History: Major (Ret) Jim Dupras
Telephone: (435) 879-4750
E-mail: armyrotc@dsc.edu
Website: <http://dixie.edu/rotc>

Cross-Enrollment Agreement

DSC offers ROTC through a cross enrollment agreement with Brigham Young University (BYU). The Military Science courses are taught at DSC. Compliance with BYU standards, as listed in the current BYU catalog, is an obligation while participating in ROTC activities and at all times on both DSC and BYU campus. Military Science (Army ROTC) is given below. More detailed information is available in the appropriate BYU catalog listing.

General Information

The ROTC program is designed to produce highly qualified commissioned officers for the U.S. Army, Army Reserve, and Army National Guard. The traditional ROTC program extends over four years of college and consists of two phases: A two-year basic course during the freshman and sophomore years, and a two-year advanced course covering the junior and senior years of college.

To receive a commission as a second lieutenant in the U.S. Army, Army Reserve, or Army National Guard, students must earn a baccalaureate degree prior to age 30. An exception will be made for prior service, which may extend the age limit to 34. Students must be citizens of the

United States to be commissioned. Physical and academic standards for the basic course are the same as for those of all ROTC programs nationwide. To qualify for the advanced program, students must pass a mental and physical examination during the year preceding entry into the advanced course. At the beginning of the fall semester of their junior year students are sworn in and sign an agreement to complete the last two years of ROTC and to serve on reserve or active duty upon graduation. Students incur no military obligation prior to contracting to join the military.

Program of Instruction

The ROTC program is designed to complement the civilian goal of acquiring a baccalaureate

degree in a personal course of study while enabling students to develop the knowledge, skills, and abilities for transition into the United States Armed Forces upon commissioning and to fulfill a military obligation as a reserve or active duty officer. Students do not “major” in Military Science but may receive a “minor” in these areas upon their request and depending upon the requirements of the college or university from which the students received their baccalaureate degree. ROTC military and leadership training provides ROTC graduates with many special skills and experiences which will enable them to compete as leaders in the military and/or business, civic, and community affairs.

Scholarships

ROTC offers many two, three, and four-year scholarships for which students may compete, awarded on merit. The scholarships pay full tuition, textbook costs, lab, and other required college fees, related education expenses such as classroom materials, and a \$350-500 per month subsistence allowance. These scholarships are among the finest scholarships offered and can be used at hundreds of other universities and colleges across the United States for students to complete their baccalaureate training at a four-year school. ROTC scholarships are offered on a competitive basis and applications must be submitted through Army ROTC Detachments. In most cases, deadline for scholarship applications is January of the year prior to enrollment; however,

it is suggested that interested parties check with specific ROTC departments since in certain instances deadlines may vary. ROTC scholarships are not affected by other grants, loans, or VEAP. To be eligible for a scholarship, a student must be eligible to receive a baccalaureate degree by his or her 30th birthday, be a U.S. Citizen, be at least age 17 at the time the scholarship is to be used, and be willing to serve on active duty for a period of four years if a scholarship is utilized by a student. There are also Reserve Component Scholarships awarded each year for National Guard and Reserve duty.

ROTC (Army)

A five-week Advanced Leadership Course is required in the summer between the junior and senior years. All Army ROTC students are required to attend a leadership laboratory for two and one-half hours each week. Practical experience in leadership applications such as small unit tactics, rappelling, weapons familiarization, etc., is emphasized during laboratory periods. Cadets are also required to participate in scheduled morning fitness training.

Notes:

1. Contracted Army ROTC Cadets must also satisfy the leadership laboratory and physical fitness terms of their contract in order to be commissioned officers in the US Army.
2. An approved History course is also required to commission. (See ROTC department for list of eligible History courses).

SERVICE LEARNING

Faculty

Coordinator: David Zielke

Office: 213 Browning Library

Phone: (435) 652-7716

Service-Learning provides a much-needed and desired academic component complementing the extensive public service efforts of many Dixie State College of Utah students. It also supports DSC's educational mission, which, in part, is to prepare citizen scholars who “will make responsible and meaningful contributions to society, in part through service to others.”

Service-Learning is a well-researched and highly effective teaching pedagogy, which incorporates community service into the course curriculum. Service-Learning is an educational experience where students: (1) gain a broader understanding of course content, (2) earn a deeper appreciation of the discipline, (3) help meet community needs, (4) reflect on service activities, and (5) develop an enhanced sense of civic responsibility.

Many opportunities for service-learning are available for DSC students. Courses identified with service-learning components can be found in the catalog by conducting a “Find” search of the Course Descriptions PDF using the phrase “service-learning.”

STUDENT INVOLVEMENT & LEADERSHIP

Office: 206 Gardner Center

Phone: (435) 652-7513

Student activities are an integral part of the overall educational program at Dixie State College. Student officers and faculty advisors strive to organize activities that will meet the physical, social, mental, and emotional needs of students. Dixie State College Student Association (DSCSA) Executive Council members, who are elected during Spring Semester to serve during the following year, are an important part of college governance.

Clubs & Organizations

Recognizing the value of extracurricular and co-curricular life in student development, DSC encourages active participation in the many and varied student clubs and organizations on campus. Student clubs and organization fulfill many purposes and individual needs, including cultural, intellectual, professional, recreational, service, and social. Representatives from the clubs and organizations recruit students on the upper Encampment Mall diagonal sidewalk (between the Gardner and McDonald Centers) during the first week of Fall and Spring Semesters. Sign up there to be part of a great college experience, or contact the Student Involvement Director or a DSCSA Executive Council member for more information.

DSCSA Website: <http://dstate.net/dscsa>

Office: 200 Gardner Center (2nd floor)
 Phone: (435) 652-7517

STUDENT IT HELPDESK

Location: Northwest Corner of Smith Computer Center Lab
 Hours: Monday – Friday, 8:00 a.m. – 6:00 p.m.
 Email: helpdesk@dixie.edu
 Telephone: (435) 652-7951
 Website: http://dixie.edu/helpdesk/

Computers and technology are a necessary part of today’s learning environment and workplaces. Students may need support to succeed in the growing digital world and the ever growing and changing educational technologies requirements placed upon them.

The DSC IT Helpdesk provides a necessary service to students, faculty, and staff that will help keep them up-to-date with the ever-changing IT services on the DSC campus. It also provides an important role in student retention by adding a valuable service that will show that DSC is dedicated to assisting our students so they can succeed. The IT Helpdesk is supported through the Media Technology Group: Jared Johnson, Dave Mortensen and Richard Robbins.

Our goal is making technology work for DSC’s students, faculty, and staff, not the students, faculty, and staff trying to make technology work!

Services provided to students:

- **Blackboard Vista** – Answer all student inquiries and help troubleshoot computer issues.
- **Dmail** – Account access and creation problems.
- **Campus Wireless Access** – Assist in connecting various mobile devices to the RedStorm wireless network.
- **Laptop Assistance** – Help in installing programs, removing viruses and general troubleshooting.
- **Leased Laptop Repair** – Repair and checkout Dell Lease Laptops to those students participating in the DSC lease program.
- **Online Course Support** – Troubleshoot computer problems associated with the online course tools (i.e. Wimba, Safe Assign, Mediasite, etc.).
- **Live Chat Support** – Live Wimba chat room to assist students via chat or through remote desktop.
- **Helpdesk Website** – The IT Helpdesk Website is a student resource to tutorials, FAQs, and other troubleshooting materials.

TESTING SERVICES

Location: Career & Financial Aid Bldg. (Ground Floor)
 Coordinator: Tamron Lee
 Phone: (435) 879-4692
 E-mail: tlee@dixie.edu

Web: http://dixie.edu/testcenter

Testing Services provides assessment solutions to students, faculty, and staff of Dixie State College as well as members of the regional community. Testing Services is organized into the two main divisions: classroom testing and specialized testing.

- **Classroom Testing:** DSC students are able to take their exams in a secure environment and faculty are assured that strict testing protocol is maintained at all times.
- **Specialized Testing:** As a regional testing location, a variety of specialized tests are offered to the community including the following:

Accuplacer	Lasergrade
ACT National	MAT
ACT Residual	MELAB
ATI	ParaPro
BYU FLATS	PCAT
BYU Home Study	PearsonVue
Career Inventories	Personality Inventories
Castle Worldwide	POST
Certiport	Praxis
CLEP	Prometric
Compass - ESL	PSB
Correspondence Exams	SAT
EMT	TEAS IV
FAA	TEAS V
GED	USOE High School Test-Out Credit
HOBET	Utah Electronic High School
ISO	Western Governor’s University

Kryterion Host

1. There is no cost for DSC classroom tests.
2. To take a DSC classroom test, the student will need to know the TEACHER’S NAME and CLASS SUBJECT.
3. The student must have a DSC ID card and/or driver’s License plus a DSC Student # and/or SS#. One must be a PICTURE ID.
4. If a Scantron is needed for the test, the student will need to provide one. We also sell them for \$.30 each.
5. If the student is taking a test with a fee involved, we take a check or cash at the Testing Center. If they wish to use a credit card, they may do so at the Cashier’s Office, then bring us the receipt they are issued. The Cashier’s Office has the cost of each test.
6. When the student is checked in, s/he needs to put all belongings in a red bag located on the table by the entrance. The student takes this bag into the testing room and places in nearby or under the assigned desk. All cell phones must be turned off and placed in a small blue bag near other belongings.
7. The student will be given a seat or computer number. We keep the student’s ID and return it when the seat card or computer card

number is returned.

8. The Testing Center is generally open seven days a week. However, hours may differ between semesters, during Summer Semester, and on holiday weekends.
9. Please refer to www.dixie.edu/testcenter for a complete listing and detailed description of all specialized assessments offered by Testing Services.
10. More testing information, including a complete calendar and schedule is available at: <http://new.dixie.edu/testing/>.

TRiO – STUDENT SUPPORT SERVICES

Location: North Instructional Building
 Director: Jonathan Morrell
 Office: 103 North Instructional Bldg.
 Email: morrell@dixie.edu
 Phone: (435) 652-7656
 Website: <http://dixie.edu/trio/>

TRiO – Student Support Services (SSS)

TRiO – Student Support Services is a Title IV, federally funded, academic program designed to assist first generation, low-income, and/or disabled Dixie State College students. The SSS program assists 200 + eligible students stay in college until they earn their associates degree by offering assistance in: academic advising and guidance, tutoring on a small group or individual basis, course selection, financial aid planning, career exploration, mentoring, career advising, transfer coordination and personal guidance. One-on-one and small group tutoring is funded by Student Support Services and available only to SSS participants. SSS teaches one-credit courses exclusive to SSS participants: Smart Start Seminar I (SSC 1001) and II (SSC 2001). To qualify for SSS services, a student must be an American citizen or permanent resident of the United States, must be registered at Dixie State College, must demonstrate an academic need for services as defined by the program, and must meet at least one of the following criteria:

- **Low income**, as established by the U.S. Department of Higher Education; (receiving a Pell Grant or income meets taxable income guidelines).
- **First generation** college student, meaning that neither one of the student’s parents has completed a bachelor’s degree.
- **Documented disabilities** with the DSC Disability Resource Center, (emotional, physical and/or learning disabilities).

TRiO - Educational Talent Search (ETS)

Director: Kitty Hughes
 Office: 112 North Instructional Bldg.
 Email: hughes@dixie.edu
 Phone: (435) 652-7657
 Website: <http://dixie.edu/trio/>

TRiO - Educational Talent Search is a Title IV, federally funded, academic program designed to assist 850 first generation and low-income middle and high school students in making the transition from high school to a post secondary option. Students from Washington School District must qualify for the program by meeting the federal guidelines: first generation (neither parent has a bachelor’s degree) and/or low income family (based on federally established taxable income guidelines). The ETS program provides services to assist students to obtain financial aid, apply for post secondary admission, selection of courses and improvement of student academic performance. The ETS program serves students in Desert Hills High School, Enterprise High School, Millcreek High School, Dixie Middle School, Dixie High School, Hurricane Middle School, Hurricane High School, Pine View Middle School, Pine View High School, Snow Canyon Middle School and Snow Canyon High school.

TRiO -UPWARD Bound (UB)

Director: Craig Harter
 Office: 110 North Instructional Bldg.
 Email: harter@dixie.edu
 Phone: (435) 652-7659
 Website: <http://dixie.edu/trio/>

TRiO - Upward Bound is a Title IV, federally funded, academic program designed to assist first generation and low-income high school students in making the transition from high school to college. Eighty students must qualify for the program by meeting the federal guidelines of first generation (neither parent has a bachelor’s degree) and/or low-income family (based on federally established taxable income guidelines). During the school year, students meet weekly in workshops where a UB coordinator assists them with tutoring and academic skills. During the summer, 60 students are selected to attend a residential component on the campus of Dixie State College where they take college credit classes, attend cultural events, and learn life skills. The purpose of the program is to direct students to completion of a bachelor’s degree. Students from Desert Hills High School, Dixie High School, Enterprise High School, Hurricane High School, Pine View High School and Snow Canyon High School participate in the program.

TUTORING CENTER

Location: Browning Building (Ground Floor)
 Coordinator: Barbara Turnbow
 Office: 108 Browning Building
 Email: turnbow@dixie.edu
 Phone: (435) 652-7743
 Website: <http://dixie.edu/tutoring/>

Dixie State College sponsors several types of learning assistance services that benefit many Dixie State students. Tutoring is one of the most widely used of these services.

Who can receive tutoring?

All registered, degree-seeking Dixie State College students have access to some form of tutoring.

What can tutoring do for me?

A tutor can assist you in clarifying concepts and class material and in improving your study skills.

How much does tutoring cost?

It's FREE for all registered, degree-seeking Dixie State students!

Where is the Tutoring Center?

The Tutoring Center is located in the Browning Resource Center (downstairs from the Testing Center).

When is the Tutoring Center open?

FREE Drop-In Tutoring is available to all registered Dixie State College students who are seeking assistance in select general education courses, including various Math and Science courses.

Monday – Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 5:00 p.m.

Saturday – contact Tutoring Center for exact schedule

NOTE: Tutoring services for certain subjects depend on demand, budgetary constraints, and tutor availability.

Why is Drop-In Tutoring useful?

Drop-In Tutoring allows students to work on assignments independently while having the opportunity to have tutor assistance when needed.

Drop-In Tutoring also encourages the formation of study groups because students will often make contact with other students in the same subject area. Finally, it allows students the flexibility to come in at their convenience during posted hours instead of keeping set appointments with a tutor.

How do I sign up for Drop-In Tutoring?

The first time you enter the Tutoring center, you will need to enter your DSC Identification number, along with your name, phone number, and e-mail address. Thereafter, only a DSC ID is required.

How does Drop-In Tutoring work?

First, stop by the Tutoring Center and view the Drop-In Tutoring Schedule. This schedule will let you know when a tutor is available for your particular subject. Then, pick a time that is convenient for you and come on in!

What can I expect from Drop-In Tutoring?

When you come in for Drop-In Tutoring, you will sign in on the computer and have a seat at one of the tables in the Tutoring Center. The tutors will circulate through the Center, answering student questions as they arise. Please be patient. Tutors address questions on a first-come, first-served basis, but there is always time to address everyone's questions.

Can I be a tutor?

- The Tutoring Center is looking for students to tutor Math 0900 - 3310 and some Science courses.
- If you are/were a college student, you must have taken the class(es) that you wish to tutor, and you must have received a grade of A or A-.
- Have a cumulative GPA of 3.0.
- Be willing to work at least 5-10 hours each week.
- Be very personable, patient, and professional.

- Possess strong communication skills.
- Be available and willing to keep yourself and students on task while in the Tutoring Center.
- Contact Tutoring center Coordinator (listed above).

UNDERGRADUATE RESEARCH

Chair:	Dr. Theda Wrede
Office:	212 McDonald Bldg.
Email:	wrede@dixie.edu
Phone:	(435) 652-7821
Website:	http://dixie.edu/urc

The Undergraduate Research Committee (URC) at Dixie State College of Utah promotes and celebrates undergraduate research. Our students, guided by faculty advisers, are increasingly engaged in research on campus and attend undergraduate research conferences each year. The URC provides a community and platform to those who would like to share their research, to attend undergraduate conferences, or to present their research or creative work in an academic setting.

Each April, the URC hosts a Student Research Day, celebrating and showcasing student research and creative work. Students from all disciplines are invited to apply to present their work in a scholarly setting. Presentations may include oral presentations, posters, and performances. The event is held in April and organized by the Undergraduate Research Committee with representatives from a number of disciplines.

We encourage all of our students to give research a try. In turn, we will do our best to make sure that you have a fulfilling research experience here.

WRITING CENTER

Location:	Browning Building (Ground Floor)
Coordinator:	Chelsi Sutton
Office:	112A Browning Bldg.
Email:	sutton@dixie.edu
Phone:	(435) 652-7868
Online Writing Lab:	owl@dixie.edu
Website:	http://dsc.dixie.edu/owl/

The Dixie State College Writing Center is located on the first floor of the Browning Learning Resource Center. Our services are free to DSC students, and our mission is to help you become a better writer by approaching your assignments as a process of invention, writing, and revision.

The Writing Center is staffed by peer tutors who offer suggestions, instruction, and tips to help you improve your individual skills. Please keep in mind that the Writing Center is not a proofreading service. We focus on helping you become a better writer rather than helping you correct every single mistake in an essay. Tutors give basic suggestions for improvement and teach you to review your own papers. We will do

CAMPUS RESOURCES

our best to help you improve your writing skills, but responsibility for generating a perfectly written, error-free paper lies solely with you.

While face-to-face sessions are most effective, we also offer an Online Writing Lab (OWL), which can be accessed at owl@dixie.edu. You may e-mail your paper as an attachment to this site; tutors review the paper and return it to you via e-mail. If you use this service, allow a few days for your paper to be reviewed. For example, if a paper is due on Friday, you should not wait until Thursday night to submit the paper to the Writing Center.

We look forward to helping you at the Writing Center; please let us know how we can improve our service to you and to Dixie State College. For more information, contact the Writing Center Director.

STUDENT CODE

(STUDENT CODE OF RIGHTS & RESPONSIBILITIES)

The Code of Student Rights and Responsibilities sets forth the specific authority and responsibility of Dixie State College of Utah to maintain appropriate discipline by outlining guidelines for appropriate student conduct and to create an educational environment wherein individual students and groups of students can accomplish meaningful academic goals. The purpose of the policy is to protect individuals, the campus, and the College community as well as create an environment conducive to achieving the academic mission of the College.

The Student Rights & Responsibilities Code (DSC Policy 5-33), also known as the "Student Code," contains important information for the students in the following sections:

1. Student Rights
2. Student Behavioral Conduct
3. (A) Policy Exceptions and (B) Student Academic Standing
4. (A) Student Appeals, (B) Complaints, and (C) Student Academic Conduct
5. Student Professional Conduct.

The information contained in this catalog is meant as an introduction to the Student Code. To read the complete policy, go to: <http://www.dixie.edu/humanres/polstu.html>. Although formal procedures are outlined in the Student Code, the College encourages informal resolution of problems when it is appropriate and adequate to the seriousness of the issue.

1. Student Rights

Students have the following rights and privileges and also have the responsibility not to deny these rights and privileges to other members of the College community.

- i. **Learning Environment:** Students have a right to an environment and climate conducive to learning and thinking. Students have a right of reasonable access to College facilities, services, and programs, including access to faculty members and to courses as described in the College Catalog. College teaching should reflect consideration for the dignity of students and their rights and individuals. Students have a right to be treated with courtesy and respect.
- ii. **Classroom Rights:** Students have the right, at the beginning of the course in the form of a syllabus, to reasonable notice of the general content of the course and notice of what will be required of them.
- iii. **Academic Evaluation:** Students have a right to have their performance evaluated promptly, conscientiously, and without prejudice or favoritism, consistent with the criteria stated at the beginning of the course in the form of a syllabus. Students have a right to be evaluated in an atmosphere that values academic integrity.
- iv. **Role in College Governance:** Students have a right to participate in the formation and application of College policy affecting academic and student affairs through clearly defined means, including membership on appropriate committees. Students have a right to perform student evaluations of faculty members, and to have those evaluations considered

in the retention, promotion, tenure, and post-tenure reviews of faculty members.

- v. **Due Process:** Students have a right to due process in any proceeding involving the possibility of serious sanctions. This includes the right to notice of alleged violations, the right to be heard relative to the allegations, the right to impartial decision and review, and the right for students to serve on hearing boards.
- vi. **Freedom from Discrimination, Harassment, and Sexual Harassment:** Students have a right to be free from illegal discrimination, harassment, and sexual harassment. College policy prohibits discrimination, harassment, or prejudicial treatment of a student because of his/her race, color, ethnicity, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with a disability or as a protected veteran.
- vii. **Freedom of Expression and Inquiry:** Students are entitled to academic freedom and autonomy in their intellectual pursuits and development. Students are entitled to free and open discussion, inquiry, expression, and lawful assembly.
- viii. **Privacy and Confidentiality:** Students have a right to privacy and confidentiality subject to College rules and other statutory regulations. Students have a right to be free from unreasonable searches and seizures.
- ix. **Student Records:** Students have a right to educational records that accurately reflect their performance. Students have a right to examine and challenge information in their educational records.
- x. **Student Government and Organizations:** Students have a right to participate in Dixie State College Student Association elections and to form student organizations for any lawful purpose as approved by the Dean of Students.

2. Student Behavior

Students have the responsibility not to deny any Student Rights and privileges to other members of the College community. In addition, the Standards of Student Conduct apply to students on College premises and at College activities. The following are prohibited:

- i. Physical or verbal assaults, and stalking, hazing, threats, intimidation, coercion, or any other conduct that threatens or endangers the health or safety of another member of the College community or any other person while on College premises or while attending or participating in College activities.
 - a. Hazing is defined as an abusive or humiliating initiation into a group or affiliation.
 - b. Stalking is defined as intentionally and repeatedly following, contacting, or harassing another person, so that fear is instilled in that individual.
- ii. Sexual harassment / discrimination. If a student believes s/he has been harassed, sexually harassed, or discriminated against, refer to the Sexual Harassment Policy 5-34.
- iii. Disorderly or lewd conduct.
- iv. Attempted or actual theft of College property or of any individual's property, or intentional or reckless destruction or damage of College property, equipment, materials, data, and other resources,

- or intentional misuse of same, including unauthorized possession or use of computer passwords or keys.
- v. Use, possession, or distribution of alcoholic beverages.
 - vi. Use, possession or distribution of controlled substances, except for legal, personal use of prescribed medications as governed by Utah law.
 - vii. Violation of published College policies, rules, or regulations.
 - viii. Violation of federal, state, or local civil or criminal laws on College premises or while participating in College activities.
 - ix. Breaching a contract made with the College, including those related to College-owned housing.
 - x. Acts of dishonesty, including but not limited to making false statements, fraud, providing false information or identification, forgery, or misuse of College documents, forms, records, and identification cards. Provisions for academic dishonesty can be found in Section 4 of the Student Code.
 - xi. Intentional disruption or obstruction of instruction, research, meetings, or other College functions or activities, on or off campus, including unreasonable interference with those walking or traveling to such.
 - xii. Illegal or unauthorized possession or use of a firearm, ammunition, explosives, weapons, or dangerous chemicals on College property or at College events; or use of such items, even if legally possessed, in a threatening or irresponsible manner that causes fear of imminent bodily harm.
 - xiii. Violating Policy 6-53 Computer Use or Use of IT Resources, including copyright violations.
 - xiv. Refusal to respond to reasonable requests and direction from College authorities while in the performance of their duties.
 - xv. Students are expected to conduct themselves in a responsible manner at all times, whether on or off campus. If a student or student organization is reported for violation of the law on or off-campus, the College will cooperate with appropriate law enforcement officials insofar as the law permits.

Off campus behavior that may have a significant impact on the mission of the College may be subject to formal College disciplinary action. A student or student organization cited for, arrested for, charged with, indicted for, or convicted of a serious criminal offense may be subject to College disciplinary action under the Student Code.

The Vice President of Student Services may suspend a student or restrict a student's access to College premises and/or College activities for which the student might otherwise be eligible prior to an initial inquiry, hearing, or determination if there is reasonable cause to believe that a student poses a danger to him or herself, endangers the safety of other persons or property, or is an ongoing threat of disrupting the academic process or other function of the College.

Whenever possible, complaints should be resolved informally by the faculty member, work supervisor, department chair, program director, or dean. If informal resolution is not successful, any person directly aggrieved by an alleged violation of the Standards of Conduct, or any faculty member, staff member, or student, may submit an oral or written complaint to the Dean of Students within forty-five (45) days of the date of the alleged violation.

Complaint Procedures

The Dean of Students conducts an initial inquiry to determine whether there is a reasonable basis for believing the responding student violated the Standards of Conduct, including interviewing the complaining party and the responding student, reviewing relevant evidence, etc. The Dean of Students makes a determination as to whether there is reasonable basis for believing that the responding student violated the Standards of Conduct. If a complaint is dismissed, the complainant may appeal that decision to the Vice President of Student Services. If the responding student admits culpability, the Dean of Students can resolve the matter with the student, including issuing sanctions, or can refer the matter to the Student Conduct Committee. If the responding student does not admit culpability, the complaint is automatically referred to the Student Conduct Committee, which is comprised of faculty, staff, and student representatives.

The Dean of Students or the Student Conduct Committee can impose the following sanctions:

- i. Agreement with student to refrain from specific behaviors, from contacting specific individuals, to participate in specified educational programs and/or mediation processes, to seek professional counseling or other treatment, to participate in specified community service, and/or other specified agreement.
- ii. Warning or reprimand.
- iii. Disciplinary probation.
- iv. Exclusion from specific campus areas or activities or loss of specific privileges.
- v. Community service, restitution, or referral to licensed physician or other mental health professional for evaluation.
- vi. Hold on College records and/or registration.
- vii. Disciplinary suspension, disciplinary dismissal, or expulsion.

A student may appeal any decision and/or sanctions to the Vice President of Student Services, whose decision shall be final.

3A. Exceptions to Policy

The Registrar's Office establishes deadlines each academic year and each semester for registering, adding courses, dropping courses, auditing courses, paying tuition and/or fees, complete withdrawals, applying for graduation, and other functions. Current deadlines and procedures are available in the College catalog and class schedules, and on the College website.

The College is obligated to ensure the integrity of the academic transcript as an historical document. Therefore, the transcript must reflect the actual history of a student's experience at the College. An exception to College policy is warranted only in cases involving unusual or extenuating circumstances. It is a student's individual responsibility to ensure the accuracy of his/her class schedule and transcript each semester as well as comply with all College regulations and deadlines. Being unaware of College procedures and deadlines or desiring to modify a transcript to improve one's academic record does not constitute justification for exceptions to policy.

The Policy Exceptions Committee, which is comprised of faculty, staff, and student representatives, will accept petitions requesting the following:

- i. Retroactive Registration (drop / add / audit): Students are expect-

ed to complete registration procedures within the published deadlines. Late registration requests may be considered for situations which made it impossible for students to register, drop, or audit during the time periods designated for registration.

- a. Students should provide verification of circumstances to support the request for exception. Supporting documentation on official letterhead, including letters from physicians, instructors, etc., must be attached to the petition.
- b. A late fee may be charged per class for all retroactive registration requests that are approved. Students are also responsible for all tuition and fees associated with any changes to their academic record.
- ii. Other College (not departmental) deadlines, fines, fees, and tuition charges.
- iii. Retroactive Withdrawal: Retroactive withdrawals will only be considered when students provide verification of unusual or extenuating circumstances which prevented them from withdrawing by the deadline. Supporting documentation on official letterhead, including letters from physicians, College administrators, College instructors, etc., must be attached to the petition.
- iv. A student who wants to petition such an exception to policy based on extenuating circumstances must complete an "Exception to Policy Petition" and submit it to the Registrar's Office along with supporting documentation.
 - a. The Registrar's Office is delegated to administratively drop students when appropriate documentation from faculty is provided stating that the student never attended class. However, late payment fees cannot be appealed and will remain on the student's account.
 - b. The Registrar's Office is delegated to appropriately reinstate students in classes after drops for non-payment up to such point in the semester when the matter will be referred to the Policy Exceptions Committee.
- v. Petitions must be received within four (4) years of the semester for which the petition is submitted.

The Policy Exceptions Committee will not accept petitions for course prerequisite and placement appeals, which are approved or disapproved by the Chair of the Department offering the course (the student may appeal to the appropriate Dean supervising that department).

- Course substitutions for courses required in a program or major that are not General Education or College graduation requirements are to be approved or disapproved by the Department Chair and Dean.
- Exemptions to the College General Education or graduation requirements shall be decided through the Academic Appeals Committee.

Decisions of the Policy Exceptions Committee can be appealed to the Vice President of Student Services, whose decision shall be final.

3B. Academic Standing

Dixie State College requires students to maintain a minimum grade point average as explained below. In addition, the College, in compliance with Federal, State, and institutional regulations, will monitor

progress, which includes monitoring satisfactory academic and required credit hour progress, of students participating in regulated programs. A student's academic standing is noted on the official transcript each semester.

Specific academic departments may have more stringent academic standards and requirements for admission to or retention in programs.

Categories of Academic Standing are:

- i. **President's List.** A student is awarded inclusion on the President's List if s/he achieves a semester GPA of 3.9 or higher when completing a minimum of fifteen (15) credits.
- ii. **Dean's List.** A student is awarded inclusion on the Dean's List if s/he achieves a semester GPA of 3.50 – 3.89 when completing a minimum of fifteen (15) credits.
- iii. **Academic Good Standing.** A student is considered to be in Good Standing when his or her cumulative GPA is 2.0 or above.
- iv. **Academic Alert.** A student whose semester GPA is below 2.0 but whose Cumulative GPA is above 2.0 will be placed on Academic Alert.
 - a. Cannot register for more than 13 credits per semester without permission from Academic Improvement Advisor.
 - b. Considered in Good Standing.
- v. **Academic Warning.** A student whose cumulative GPA is below 2.0 shall be placed on Academic Warning and will no longer be considered in Academic Good Standing. Only students who have completed 25 or more credits shall be placed on Academic Warning. A student transferring to DSC with 25 or more credits and a cumulative GPA below 2.0 will be placed on Academic Warning.
 - a. Required to participate in a workshop designed to assist students increase their academic performance. A Registration Hold may be placed on a student's registration until the workshop is completed.
 - b. Cannot register for more than 13 credits per semester without permission from Academic Improvement Advisor.
- vi. **Academic Probation.** A student on Academic Warning whose semester GPA and cumulative GPA are below 2.0 will be placed on Academic Probation.
 - a. Required to meet with an Academic Improvement Advisor to establish an Academic Improvement contract.
 - b. Cannot register for more than 13 credits per semester.
- vii. **Academic Suspension.** A student on Academic Probation whose semester GPA and cumulative GPA are below 2.0 will be placed on Academic Suspension.
 - a. May not enroll in classes for a minimum of one (1) regular (fall or spring) semester after being placed on Academic Suspension.
 - b. After at least one regular semester of not enrolling in classes at DSC, a student on Academic Suspension may petition the Director of Advisement for reinstatement of student status.
- viii. **Repeated Academic Suspension.** A student is placed on Repeated Academic Suspension if the student is placed on Academic Suspension after having been previously on that status.

- a. May not enroll in classes for a minimum of one (1) calendar year after being placed on Repeated Academic Suspension.
- b. After at least one calendar year of not enrolling in classes at DSC, a student on Repeated Academic Suspension may petition the Policy Exceptions Committee for reinstatement of student status.

A student may appeal his/her being placed on Academic Warning, Academic Probation, Suspension, or Repeated Academic Suspension status may petition the Policy Exceptions Committee within two (2) years after the status change.

A student may appeal a denial of reinstatement or any Academic Standing decision of the Policy Exceptions Committee to the Vice President of Academic Services, whose decision shall be final.

4A. Academic Appeals

In order to ensure that the highest standards of academic performance are promoted and supported at the College, students must:

Standards of Academic Performance

- Meet the academic requirements of a course; and
- Meet the academic requirements of the relevant discipline or program.

Faculty members are qualified as professionals to observe and judge all aspects of a student's academic performance, including demonstrated knowledge, technical and interpersonal skills, attitudes and professional character, and ability to master the required curriculum. An academic action, defined as the recording of a grade or issuing of credit in a class; on an exam, activity, or assignment; or for a course or culminating project. It also includes a decision by the program or department to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program.

The term "academic action" does not include the decision by a department or program to refuse admission of a student into an academic program. An academic action, which also does not include academic sanctions imposed for academic misconduct or for professional misconduct, may be overturned on appeal only if the academic action was arbitrary or capricious.

Academic Appeals

If any involved party is not satisfied with the Dean's decision, the matter may be appealed to the Academic Appeals Committee, which is comprised of faculty and students.

Most appeals and proceedings regarding academic actions or requirements will initiate with the faculty and administrators in a specific department or program. Course prerequisite and placement appeals are approved or disapproved by the Chair of the Department offering the course. The student may appeal disapproval to the appropriate Dean supervising that department.

- Course substitutions for courses required in a program or major that are not general education or College graduation requirements are to be approved or disapproved by the Department Chair and Dean.

- A student who wishes to petition for an exemption or exception to the College General Education or graduation requirements must appeal those requirements through the Academic Appeals Committee.

Any decision of the Academic Appeals Committee can be appealed to the Vice President of Academic Services, whose decision shall be final.

4B. Student Complaints

A student may file a complaint against a faculty or staff member for violating the student's rights as delineated in the Student Code. The student should seek to resolve the complaint with the involved faculty / staff member if possible.

If resolution between student and an academic staff employee or faculty member is not possible, the student may seek redress with the Department Chair of the department which offers the course or supervises the employee. If resolution between the student and the Department Chair is not possible, the student may seek redress with the appropriate Dean charged with supervising that department. If resolution between the student and the Dean is not possible, the student may seek further redress with the Vice President of Academic Services. If the faculty / staff member is dissatisfied with any decision, s/he may appeal to the appropriate Vice President or employ the Grievance Procedure, Policy 3-31 or 4-28.

If a complaint involves a non-academic staff member and resolution is not possible, the student may seek redress with the Dean of Students. If resolution between the student and the Dean of Students is not possible, the student may seek further redress with the Vice President of Student Services. If the staff member is dissatisfied with any decision, s/he may appeal to the appropriate Vice President or employ the Grievance Procedure, Policy 4-28.

4C. Student Academic Conduct

In order to ensure that the highest standards of academic conduct are promoted and supported at the College, students must adhere to generally accepted standards of academic honesty, including but not limited to, refraining from cheating, plagiarizing, falsification, misrepresentation, and/or inappropriately colluding or collaborating. The College shall consistently hold students accountable for instances of academic dishonesty and apply appropriate consequences.

Definitions for some types of academic misconduct follow:

- i. **Cheating:** Includes but is not limited to using unauthorized materials, information, or study aids in any academic exercise; failing to observe the expressed procedures or instructions of an academic exercise; substituting for or impersonating someone else during a test or exam or other fraud; or receiving the content of a test or exam before it is administered.
- ii. **Plagiarism:** Includes but is not limited to the use of another's words or ideas as if they were one's own, including, but not limited to, representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.
- iii. **Inappropriate Collaboration or Collusion:** Includes but is not limited to unauthorized or inappropriate collaboration between

students or between a student and any other person when individual work is required.

- iv. **Multiple Submissions:** Includes but is not limited to the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission / consent of the instructor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission / consent of the instructors of both courses.
- v. **Falsification / Fabrication / Misrepresentation:** Includes but is not limited to the intentional and unauthorized invention of any data, information, or citation in an academic activity.
- vi. **Facilitating Academic Dishonesty:** Includes but is not limited to knowingly helping another student commit an act of academic misconduct or failing to report another student for academic misconduct.
- vii. **Coercion Regarding Grading or Evaluation of Coursework:** Includes but is not limited to issuing threats or offering favors or bribes toward an instructor to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework.
- viii. **Copyright Violation:** Includes but is not limited to copyright and other violations of the College's Computer Use Policy 6-53 and Use of IT Resources Policy. Such matters are adjudicated under the Student Behavioral Conduct section of this code.

A student who engages in academic misconduct may be subject to academic sanctions identified below. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

- Any person who observes or discovers academic misconduct by a student must file a written complaint with the faculty member responsible for the pertinent academic activity within fifteen (15) days of the date of discovery of the alleged violation.
 - * A student's failure to report academic misconduct on the part of another can result in academic misconduct charges against that student.
- A faculty member who discovers or receives a complaint of misconduct relating to an academic activity for which the faculty member is responsible shall take action under this code and impose an appropriate sanction for the misconduct.

Sanctions

If a faculty member has firm evidence of academic misconduct in a course s/he is instructing, the claim of academic misconduct shall be considered substantiated. In all cases, the sanction for academic misconduct should reflect how knowing, intentional, and serious the instructor judges the academic dishonesty to be. The faculty member may impose the following sanctions:

- i. Require that the work be redone, an exam retaken, or an alternate assignment substituted.
- ii. Reduce the grade for the assignment or other academic activity.

- iii. Reduce the grade for the course.
- iv. Issue a grade of "F" for the paper, project, test, exam, or other academic activity in which the misconduct occurred.
- v. Issue a failing grade for the course.

The student may appeal the faculty member's decision to the Academic Integrity Committee, which is comprised of faculty and students.

If the faculty member believes that the student's academic misconduct warrants further academic sanctioning, he/she may submit a written complaint with recommendations to the appropriate Department Chair, who forwards the request with his/her recommendations to the appropriate Dean. A faculty member, Department Chair, or Dean may also take a complaint directly to the Academic Appeals Committee. Academic sanctions that can be imposed by the Academic Appeals Committee in these cases include but are not limited to the following:

- i. A notation on the student's academic transcript that the F grade in a specific course was issued for academic misconduct.
- ii. Academic Conduct Censure or Probation. Academic Conduct Probation imposes conditions on a student for a specific period of time.
- iii. Specified community service.
- iv. Academic Conduct Suspension or Dismissal from a program. Academic Conduct Suspension shall be for a minimum of one semester following the semester the student is found responsible for academic misconduct. Academic Dismissal from a program is usually irrevocable.
- v. Academic Conduct Suspension or Dismissal from the College. Academic Conduct Suspension shall be for a minimum of one semester following the semester the student is found responsible for academic misconduct. Dismissal from the college shall be reserved for the most serious or egregious instances of academic misconduct.
- vi. Denial of a degree or certificate for which requirements have been completed or revocation of an awarded student's degree or certificate. Grounds for denial or revocation include convincing evidence that the degree recipient engaged academic misconduct serious enough to negate the legitimate completion of one or more substantive requirements of that degree or certificate. Revocation of an awarded degree or certificate requires the additional approval of the President of the College.

A student may appeal any decision of the Academic Integrity Committee to the Vice President of Academic Services, whose decision shall be final.

5. Student Professional Conduct

In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at the College, students must adhere to the prescribed professional and ethical standards of the profession or discipline for which the student is preparing, as adopted or recognized as authoritative by the relevant academic program.

The Vice President of Academic Services may suspend a student or restrict a student's access to College premises and/or College activities for which the student might otherwise be eligible prior to an initial inquiry, hearing, or determination if there is reasonable cause to believe that a student poses a danger to him or herself, endangers the safety of other persons or property, or is an ongoing threat of disrupting the

academic process.

A student who engages in professional misconduct may be subject to academic sanctions including but not limited to a grade reduction, failing grade, probation, suspension, or dismissal from the program or the College, denial or revocation of a student's degree or certificate, or comparable professional credentialing sanctions. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

- Any person who observes or discovers that a student has engaged in professional misconduct should file a written complaint with the Department Chair or Program Director of the involved program within thirty (30) days of the date of discovery of the alleged violation.
- The Chair/Director conducts an initial inquiry to determine whether there is a reasonable basis for believing the responding student violated the Standards of Conduct, including interviewing the complaining party and the responding student, reviewing relevant evidence, etc. The Chair/Director makes a determination as to whether there is reasonable basis for believing that the responding student violated the Standards of Conduct. A complaint that is frivolous, that fails to state facts that constitute a violation of the Standards of Conduct, or that is not timely, may be dismissed by the Chair/Director after an initial review.

If a complaint is dismissed, the complainant may appeal that decision to the Vice President of Academic Services, whose decision shall be final.

If the Chair/Director determines that there is a reasonable basis for believing that the student engaged in professional misconduct, he/she shall determine whether efforts at informal resolution are appropriate and, if so, shall take whatever steps are useful to that end. If informal resolution is inappropriate or if efforts at informal resolution are not successful, the Chair/Director shall refer the complaint, including his/her recommendation for academic sanctions, to a Professional Conduct Hearing Board, which is comprised of faculty and at least one student, for proceedings.

The Hearing Board may recommend any academic sanction listed above. The Board's decision will be reviewed by the Academic Dean, who will review all the evidence, may solicit whatever counsel and advice s/he deems necessary, and shall make a decision to impose an appropriate sanction. Any party may appeal the Dean's decision and/or sanction to the Academic Appeals Committee. The Academic Appeals Committee will make a recommendation to the Vice President of Academic Services, whose decision shall be final.

INDEX

Academic programs noted in italics

A

Academic Advising Center	25
Academic Appeals	253, 271
Academic Calendar	5
Academic Integrity	253, 271
Academic Renewal	11
Academic Support Classes (ASC)	157
Academic Standards	27, 270
Academic Status	8
<i>Accounting</i>	53, 56
ACCT course descriptions	157
Accreditation	34
Activity Courses	14, 17
Adding Classes	9
Administrative Drop	9
Admissions	6
Advisement & Registration (A&R)	8, 25
Advising	25
Alumni Association	253
Ambassadors	253
<i>American Sign Language</i>	105
ASL course descriptions	158
<i>Anthropology</i>	110
ANTH course descriptions	158
AP credit	12
<i>Art (Fine Arts)</i>	104, 113
ART course descriptions	159
<i>Art History</i>	104, 153
ARTH course descriptions	161
Art Museum Gallery	253
Articulation	14
ASC course descriptions	157
Associate's degrees	36-37, 106
Athletics (Intercollegiate)	259
Attendance	9
Auditing Classes	9
<i>Automotive Technology</i>	43
AUTO course descriptions	161
<i>Aviation Management</i>	55
AVIA course descriptions	163

B

Bachelor's degrees	36-37
<i>Biology</i>	45, 114
BIOL course descriptions	164
Blackboard Vista	26
Bookstore	254

<i>Business (School of)</i>	51
BUS course descriptions	170
Business Administration	55, 114

C

Campus map	278
Campus Recreation	254
Career Center	255
Catalog Rights	19
Centennial Celebration	255
Certificates	36-37
<i>Certified Nurse Assistant (CNA)</i>	109
<i>Chemistry</i>	141
CHEM course descriptions	170
<i>Chinese</i>	105
CHIN course descriptions	170
CIS course descriptions	177
Class Load	8
CLEP credit	12
<i>Clinical Laboratory Science</i>	64
CLS course descriptions	172
<i>CNA (Nurse Assistant)</i>	109
Commencement	20-21
<i>Communication</i>	65, 115
COMM course descriptions	172
COMP course descriptions	180
Complete Withdrawal	9
<i>Computer & Information Technology</i>	71
CIT course descriptions	178
Computer Forensics	78
<i>Computer Science</i>	73, 116
CS course descriptions	178
Computing Labs	254
Concurrent Enrollment	31
Confidentiality of Records	19
Cooperative Education	255
COOP course descriptions	180
Corequisites	9
Course Attributes	10
Course Descriptions	156
Course Repeats	10, 14
Credit by Examination	11
<i>Criminal Justice</i>	77, 117
CJ course descriptions	180

D

<i>Dance</i>	104
DANC course descriptions	183
Dean of Students	256

Degrees & Certificates	36-37
Dental Hygiene	79
DHYG course descriptions	184
Developmental Studies	83
Digital Motion Picture Production	66
Dining Services	256
Disability Resource Center (DRC)	256
Dixie OneCard	26
Dixie State College Student Association (DSCSA)	263
Dmail	25
Dropping Classes	9
E	
Early Childhood Education	100
Early Enrollment	7
Economics	51
ECON course descriptions	187
Education	84
EDUC course descriptions	187
Educational Talent Search (ETS)	265
Elementary Education	84, 86
ELED course descriptions	188
Emergency Medical Services	89
EMS course descriptions	190
EMT	91
Engineering	141
ENGR course descriptions	191
English	92, 117
ENGL course descriptions	192
English for Speakers of Other Languages	83
ESOL course descriptions	196
Exceptions to Policy	261, 269
Excess Credit	8
F	
Faculty Credentials	247
Faculty Emeriti	252
FAFSA	28
Family & Consumer Science	100
FCS course descriptions	198
FERPA	19
Film Production	66, 116
Final Exams	14
Finance	58
FIN course descriptions	200
Financial Aid	28
Fine & Performing Arts	104
First Year Experience (FYE)	256
Fitness Center	254
FLATS credit	14

Foreign Language	105
French	105
FREN course descriptions	200
G	
General Education (GE)	38-41
GE Checklist	42
General Studies (AA/AS)	106
Geography	141
GEOG course descriptions	201
Geology	141
GEO course descriptions	201
German	105
GERM course descriptions	201
Good Neighbor	35
Grade System	10
Graduation	20
Graphic Communications	108
GCOM course descriptions	202
H	
Health & Wellness Center	258
Health Occupations	109
HLOC course descriptions	203
Helpdesk (Student IT Support)	264
Historical Background	5
History	110
HIST course descriptions	204
Honors	20
HON course descriptions	205
House Bill 60 (HB 60)	9
Housing & Resident Life	258
Humanities & Social Sciences	110
HUM course descriptions	205
Hurricane Education Center	259
I	
Incomplete Grade	10
Information Technology	74, 118
IT course descriptions	205
Integrated Science	49
Integrated Studies	111
INTS course descriptions	206
Intercollegiate Athletics	259
International Baccalaureate (IB)	13
International Students	32
Internship courses	14
Intramurals	254
J	
Japanese	105

JAPN course descriptions	206
<i>Journalism</i>	69
K-L	
Latin Honors	20
Law Enforcement	77, 117, 261, 262
Library	260
LIB course descriptions	207
<i>Literary Studies</i>	95
M	
<i>Management</i>	51
MGMT course descriptions	207
<i>Management & Operations</i>	118
<i>Manufacturing</i>	62
MAN course descriptions	208
Map	278
<i>Marketing</i>	61
MKTG course descriptions	209
<i>Mass Communication</i>	68, 115
<i>Mathematics</i>	118, 122
MATH course descriptions	210
<i>Medical Radiography</i>	126
RADT course descriptions	212
Military Credit	14
MILS course descriptions	213
Mission Statement Summary	4
<i>Music</i>	119, 128
MUSC course descriptions	214
MyDixie	26
N	
Non-Resident Tuition	35
Non-Traditional Sessions	8
<i>Nurse Assistant (CNA)</i>	109
<i>Nursing</i>	134
NURS course descriptions	221
<i>Nutrition & Food Science</i>	100
NFS course descriptions	223
O	
<i>Operations Management</i>	62
OPER course descriptions	224
Outdoor Recreation	254
P	
<i>Paramedic</i>	90
Parking	261
Performing Arts	104, 120, 153
<i>Philosophy</i>	110
PHIL course descriptions	224
<i>Phlebotomy</i>	109

PHLB course descriptions	224
<i>Physical Education, Health & Recreation</i>	140
PEHR course descriptions	225
<i>Physical Sciences</i>	141
PHYS course descriptions	229
<i>Physical Therapist Assistant</i>	143
PTA course descriptions	228
<i>Physics</i>	141
PHYS course descriptions	229
Placement Requirements	9, 22
<i>Placement Boot Camp</i>	83
PBC course descriptions	230
<i>Police Academy</i>	261
Policy Exceptions	262, 269
<i>Political Science</i>	110
POLS course descriptions	230
<i>POST</i>	261
<i>Pre-Engineering</i>	141
Prerequisites	9
President's Message	4, 256
Presidents of the College	252
<i>Professional & Technical Writing</i>	97
<i>Psychology</i>	119, 145
PSY course descriptions	231
<i>Public Relations</i>	69
Q-R	
<i>Radiography</i>	126
RADT course descriptions	212
Recreation	254
Registration & Records (Registrar's Office)	8
Repeat Courses	10, 14
Residency	7
Resident Tuition	35
<i>Respiratory Therapy</i>	149
RESP course descriptions	234
Returning Students	6
ROTC	262
S	
Scholarships	30
<i>Science</i>	45, 114, 141
SCI course descriptions	235
<i>Secondary Education</i>	85, 87
SCED course descriptions	235
Service Learning	263
<i>Social Sciences</i>	110, 119, 145
<i>Sociology</i>	110
SOC course descriptions	236
SSC course descriptions	238

<i>Spanish</i>	105, 120
SPAN course descriptions	236
STAT course descriptions	238
Student Academic Conduct	271
Student Alumni Association	253
Student Association	263
Student Behavior	268
Student Code	268
Student Complaints	271
Student Conduct	268
Student Involvement & Leadership	263
Student Loans	29
Student Professional Conduct	271
Student Rights	268
Student Rights & Responsibilities	268
Student Speaker	20
Student Support IT Helpdesk	264
Student Support Services	265
<i>Surgical Technology</i>	151
SURG course descriptions	238
T	
TECH course descriptions	239
Testing Out	14
Testing Services	264
<i>Theatre</i>	120, 153
THEA course descriptions	239
Transcripts	19
Transfer Credit	11
Transfer Students	6, 11
TRAV course descriptions	243
TRiO	265
Tuition & Fees	35
Tutoring Center	265
U	
<i>Udvar-Hazy School of Business</i>	51
Undergraduate Research	266
Upward Bound	265
V	
Valedictorian	20
Vertical Credit	14, 105
<i>Visual Technologies</i>	59, 75, 76, 121
Visual Technologies course descriptions	244
W-X-Y-Z	
Wait List	9
Withdrawal	9
Work Study	28
Writing Center	266