

IECC



Student-Athlete Manual

IECC

Student Athlete Manual

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IECC

Student – Athlete Manual

Welcome to Illinois Eastern Community Colleges intercollegiate athletic programs! We are here to operate a first-class program. We welcome your questions and ideas.

Philosophy

The goal of IECC athletic programs is excellence. Excellence means:

1. An insistence that athletes are students first, with graduation rates that compare favorably to other full-time, degree-seeking students.
2. Participation in a range of sports with balance between men's and women's sports.
3. Teams that are well-coached, competitive, and representative of high standards and personal conduct.

As student athletes you represent IECC schools. We expect each student to display a high quality of behavior. Any behavior that places the college in a vulnerable position in the opinion of the coach, athletic director, or the administration is grounds for a scholarship to be revoked. We do not expect our athletes

to infringe on the rights of other people. The athletic director will take action against any individual not meeting college standards, depending on the recommendation of the coach of the sport in which that individual participates and/or the severity of the offense. If the athletic director so deems, he will determine the penalties for inappropriate actions of a student athlete with consultation with the IECC administration.

Withdrawal from the College, withdrawal from participation in the designated sport for which your athletic award has been granted, failure to meet expectations set by the coaches, athletic director, and administration, and/or failure to meet the academic requirements set will result in the forfeiture of your athletic award and your privilege to live in the housing provided by your scholarship.

GENERAL INFORMATION

WELCOME!

Welcome to Illinois Eastern Community Colleges and the District's four colleges of Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College. This catalog is designed to help you make career choices that will guide you through the 21st century—whether you're a recent high school graduate or an older adult seeking a new career.

IECC offers a broad range of degree and certificate programs that can help you achieve your career goals, or you can simply take a course or two to improve your skills or explore new interests.

As one option, you can begin preparing for a career by completing an associate degree in a transfer program at IECC, then continuing at a senior institution to complete a bachelor's degree. This choice generally requires about four years of study for a full-time student—two years at IECC and two years at the senior institution. IECC's General Education Core Curriculum makes the transfer process to Illinois colleges and universities simple and reliable. IECC also has articulation agreements and dual admission programs with specific Indiana universities.

As another option, you can enter a career after just two years of study or less by enrolling in one of IECC's career and technical programs. Associate degree programs require two years of course work, and certificate programs generally require a year of study or less.

To review these options, check the programs listed in the Transfer, Allied Health, and Career and Technical Education Program sections. These programs are divided into career categories for both transfer and technical programs. Choose the category and program that match your career interests, then schedule an appointment with an advisor at one of the four colleges to select the courses you will need. Classes are taught traditionally, online and in a hybrid format to meet student needs.

If you are undecided about your career choice, staff advisors at any of the colleges can help you make that decision. Whether you're a "decided" or "undecided" student, we suggest that you schedule an appointment with an advisor as early as possible. The fall semester begins in August, the spring semester begins in January, and the summer session

begins in June. Intersession classes may be offered between spring and summer semesters.

LOCATION

Illinois Eastern Community Colleges District #529 (IECC) is located in a 3,000 square-mile area of southeastern Illinois near the Illinois-Indiana border. The multi-college District includes Frontier Community College at Fairfield, Lincoln Trail College at Robinson, Olney Central College at Olney, and Wabash Valley College at Mt. Carmel.

Bordered on the east by the Wabash River, the District is located in a scenic section of the state with wooded areas, golf courses and recreational lakes scattered throughout the region. The District includes all or parts of 12 counties and has a total population of 111,000.

Because the college District is one of 39 tax-supported community college districts in the State of Illinois, the cost is very affordable. In addition, the District has purposely held the line on costs to assure that all students have equal access to higher education. (IECC's tuition rate is one of the lowest in the tri-state area.)

A diversified base of agriculture, healthcare, manufacturing, processing, and distributing provides employment for citizens throughout southeast Illinois in such industries as Automotive Technology Systems, Marathon Petroleum Refining, Champion Laboratories, Hella Electronics, North American Lighting, Wal-Mart Distribution Center, and various healthcare centers.

Each of the colleges is located in a small-town setting, with convenient access to larger cities in Illinois and Indiana. The colleges serve as centers for educational and cultural excellence, attracting not only recent high school graduates but also many adult students who are upgrading their skills, earning the first two years of a four-year degree, or participating in plays, concerts, and seminars.

The college District also includes a highly successful Workforce Education program which provides short-term training for some 10,000 employees each year at plant sites throughout the State of Illinois and in other states and countries as well.

DISTRICT AND COLLEGE HISTORY

Thousands of students have attended IECC since the formation of the four colleges in the 1960s and 70s. The first three colleges combined in 1969 to form what is now known as the Illinois Eastern Community Colleges District 529. A referendum authorizing construction of facilities at the first three sites was approved by a 4.5 to 1 margin later that year. Since its founding, the District has grown from an enrollment of a few hundred students to more than 25,000 per year. Approximately three-quarters of these students are enrolled part-time, in 12 credit hours or less.

Supported by local and state revenues, IECC is one of 39 community college districts in the state recognized by the Illinois Community College Board. Residents of the District may enroll at any of the four colleges at the in-District tuition rate.

Illinois Eastern Community Colleges Chief Executive's office is located at the District Office, 233 East Chestnut Street, in Olney. A president serves as chief administrator at each college site. Governance is provided through a seven-member Board of Trustees, elected at large by the residents of the District. A student member serves in an advisory capacity.

ACCREDITATION

The District is accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools). The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312/263-0456. IECC is also approved by the Illinois Board of Higher Education, State Board of Teacher Certification, U. S. Department of Justice for Training Foreign Students, State Approving Agency for Veterans' Education, Illinois Department of Financial and Professional Regulation, National League for Nursing Accrediting Commission, Joint Review Committee on Education in Radiologic Technology, and State Cosmetology Board.

PURPOSE OF CATALOG

The general catalog of Illinois Eastern Community Colleges District 529 is designed to help students achieve their academic goals. This material is for informational purposes only and does not constitute a contract between the student and the community college district. The student, alone, is ultimately responsible for completion of the requirements of a degree or certificate program.

To access the most current catalog information, go to www.iecc.edu/catalog.

A student handbook is available at each of the four colleges in the Illinois Eastern Community Colleges District. It should be consulted for requirements and further information about each institution, its procedures, and special programs.

Students can access the college's student handbook on line or request a copy from Student Services.

MISSION AND VALUES

MISSION

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Purposes

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- ❖ educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- ❖ program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- ❖ utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- ❖ development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- ❖ academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- ❖ adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- ❖ programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- ❖ student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;

- ❖ curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- ❖ community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- ❖ professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- ❖ resources, facilities, staff, and equipment to support all program and service components of the college.

VALUES

Illinois Eastern Community Colleges believe...these values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

- ❖ **RESPONSIBILITY**....*encouraging personal growth and learning through leadership, stewardship, and accountability.*
- ❖ **HONOR/TRUTH**....*providing an environment where truth and integrity are encouraged in our work, communications, and service to our community.*
- ❖ **FAIRNESS**....*supporting freedom of expression and civility, justice and consistency.*
- ❖ **RESPECT/SELF-RESPECT**....*recognizing and accepting diversity with mutual regard for others through activities and communications.*
- ❖ **COMPASSION**....*promoting the well-being of students, employees, and constituents through a caring and concerned attitude.*

EQUIPMENT

All assigned equipment must be turned in at the conclusion of the sports season. Any athlete not turning in equipment will have transcripts placed on restriction until equipment is returned or payment for replacement of the equipment is received in the athletic office.

Withdrawing from Classes

Student-athletes must get approval from their coach and athletic director before withdrawing from classes due to NJCAA by-laws and hours of enrollment to maintain athletic eligibility.

IECC Athletic Insurance

The insurance that the college provides is an excess or secondary policy for student athletes participating in athletics.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

TO: Parent(s) of IECC student-athlete

We are extremely pleased to have your son/daughter as a student athlete at _____ and hope that he/she will achieve academic, social, and athletic success.

Each student athlete is required to have a physical examination prior to any participation in any intercollegiate sport. The final decision on physical qualifications or reason for rejection is the responsibility of the team physician or athletic director. The team physician or athletic director also makes the decision on when an athlete may return to competition after a previous injury.

INJURIES – MEDICAL BILLS – INSURANCE COVERAGE – CLAIM PROCEDURE

Accidents do occur and we attempt to provide our athletes with the very best possible care. Medical bills may be incurred when the athlete is treated for bodily injury due to an accident, whether it be locally, during a road trip, or by a medical vendor in his/her own home area.

ONE FIRM STATEMENT: The NCAA/NAJA/NJCAA discourages any college or university from providing coverage or paying the bills incurred for expenses related to illnesses or conditions which are not sustained as the direct result of an accident in our intercollegiate sports program. (This includes pre-existing conditions and non-athletic injuries).

INSURANCE COVERAGE: The athletic accident insurance at WABASH VALLEY COLLEGE provides coverage for your son/daughter for accidents while participating in the play or official team practice of intercollegiate sports, including sponsored and authorized team travel.

CLAIM PROCEDURE: All medical bills for your son/daughter incurred as a result of an accident in the intercollegiate sports program will be sent directly to your son/daughter or to your home address, unless the college or university has instructed the medical vendors otherwise. In some cases the athletic department may get a copy of the bill, but in no case will the athletic department be the primary place for the bill incurred to be sent.

- A. Submit the bills incurred to your family, employer group coverage or plan FIRST. They will do one of two things:
 1. Honor the claim and pay all or a portion of the bills incurred.
 2. Not honor the claim and send you a letter of denial. An example might be that your son/daughter is no longer part of your group policy after attaining the age of twenty-three.
- B. If there remains a balance after your family, employer group insurance or plan has contributed towards the claim, send the claim sheet from the insurance company and a copy of the itemized bills incurred to the college or university's athletic department.

If you receive a letter of denial from your family, employer group insurance or plan administrator, then send the letter of denial and a copy of the bills incurred to the college or university's athletic department. If no coverage is available, a letter from your employer with verification will be necessary.

Parents: Keep this information for future reference. Do not return this sheet with the Parent Information Form. Thank You.



First Agency, Inc.

5071 West H Avenue
Kalamazoo, MI 49009-8501

PARENT/GUARDIAN/STUDENT INFORMATION FORM

RETURN FORM WHEN COMPLETE TO →

Name of College/University _____

Attention _____

This form is to be completed by the
Parents, Guardians or Student

Address _____

City _____ State _____ Zip _____

Note: Complete all blanks on this form. Failure to complete all blanks will result in claims processing delays.
If information is not applicable, indicate the reason it is not (e.g., deceased, divorced, unknown).

Name of Athlete _____ Sport _____

Social Security No or Passport No _____ Date of Birth _____

College Address _____ College Phone () _____

Home Address _____ Home Phone () _____

City _____ State _____ Zip _____

FATHER/GUARDIAN INFORMATION

MOTHER/GUARDIAN INFORMATION

Father's Name _____

Mother's Name _____

Social Security No. _____

Social Security No. _____

Date of Birth _____

Date of Birth _____

Address _____

Address _____

Employer _____

Employer _____

Address _____

Address _____

Telephone () _____

Telephone () _____

Medical Insurance
Company or Plan _____

Medical Insurance
Company or Plan _____

Address _____

Address _____

Policy Number _____

Policy Number _____

Telephone () _____

Telephone () _____

Is this plan an HMO or PPO? Yes No

Is this plan an HMO or PPO? Yes No

Is pre-authorization required to obtain treatment? Yes No

Is pre-authorization required to obtain treatment? Yes No

Is a second opinion required before surgery? Yes No

Is a second opinion required before surgery? Yes No

PLEASE COMPLETE AUTHORIZATION ON REVERSE SIDE OF THIS FORM



First Agency, Inc.

5071 West H Avenue

Kalamazoo MI 49009-8501

AUTHORIZATION - To Permit Use and Disclosure of Health Information

This Authorization was prepared by First Agency, Inc. for purposes of obtaining information necessary to process a claim for benefits.

Upon presentation of the original or a photocopy of this signed Authorization, I authorize, without restriction (except psychotherapy notes), any licensed physician, medical professional, hospital or other medical-care institution, insurance support organization, pharmacy, governmental agency, insurance company, group policyholder, employer or benefit plan administrator to provide First Agency, Inc. or an agent, attorney, consumer reporting agency or independent administrator, acting on its behalf, all information concerning advice, care or treatment provided the patient, employee or deceased named below, including all information relating to, mental illness, use of drugs or use of alcohol. This Authorization also includes information provided to our health division for underwriting or claim servicing and information provided to any affiliated insurance company on previous applications. If this Authorization is for someone other than myself, that individual has given me the authority to act on his/her behalf as explained below.

I understand that I have the right to revoke this Authorization, in writing, at any time by sending written notification to my agent or to us at the above address. I understand that a revocation will not be effective to the extent we have relied on the use or disclosure of the protected health information or if my Authorization was obtained as a condition to determine my eligibility for benefits. Revocation requests must be sent in writing to the attention of the Claims Supervisor.

I understand that First Agency, Inc. may condition payment of a claim upon my signing this authorization, if the disclosure of information is necessary to determine the level or validity of the claim payment. I also understand, once information is disclosed to us pursuant to this Authorization, the information will remain protected by First Agency, Inc. in accordance with federal or state law.

I understand that I or my authorized representative is entitled to receive a copy of this authorization upon request.

This Authorization is valid from the date signed for the duration of the claim.

Name of Claimant (please print)

Name of Authorized Representative, or Next of Kin (please print)

Signature of Claimant (if claimant is 18 or older)

Date

Signature of Authorized Representative of Next of Kin

Date

Relationship of Authorized Representative or Next of Kin to Claimant

ADMISSION INFORMATION

ADMISSION PROCEDURES

Students can enroll in single courses or a specific program leading to a degree or certificate. These degree or certificate programs include:

- ❖ Associate in Applied Science
- ❖ Associate in Arts
- ❖ Associate in Engineering Science
- ❖ Associate in General Studies
- ❖ Associate in Science
- ❖ Associate in Science and Arts
- ❖ Certificate programs in a variety of career and technical fields

The Associate in Arts, Associate in Engineering Science, Associate in Science, and Associate in Science and Arts programs generally lead to transfer to a four-year university. Students can begin most major career fields at IECC before transferring. The Associate in General Studies program is designed for students who wish to explore their individual interests and abilities within an academic structure.

The Associate in Applied Science programs at IECC cover a wide range of Career and Technical Education areas and are designed to lead to immediate employment.

Certificate programs in Career and Technical Education areas generally require one year of study or less, and can lead to entry level positions with employers.

A student may be admitted to a degree or certificate program at IECC upon meeting one or more of the following conditions:

1. High School Diploma or General Education Development (GED) certificate.
2. Transfer from a college or university accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or comparable regional accrediting association. The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312/263-0456.
3. For high school-age students, permission of the secondary school's chief officer or formal notification that the connection with the high school has been severed. Students currently enrolled in a secondary school program may be accepted into a college course(s), if such courses are offered during the regular school day established by the secondary school, prior approval of the chief executive officer of the public school must be received.
4. Seventeen years of age.

High school transcripts received by IECC will be evaluated by Records/Advisement Office to verify that the transcript is valid. In cases where validity is questionable, the Record/Advisement Office will research the indicated organization and make a determination based on information found.

Admission to the college does not automatically ensure admittance into all courses or programs of study or ensure eligibility for federal/state financial aid.

To gain admittance, all students must:

1. Submit an admission application to the Admissions Office.

Students seeking admission to a degree program or a certificate program of 16 credits hours or more must follow these steps:

1. Submit the results of any required pre-entrance physical examination and/or background check.
2. Take a nationally standardized test such as ASSET, COMPASS, ACCUPLACER, ACT, or SAT. The purpose of this testing is to assist the student in course selection and to improve the probability of student success in college-level work. Failure to submit test scores will not prevent admission to the first term of attendance but will limit course selection. Failure to submit test scores by the second term will prevent the student from registering in a degree program.
3. Submit official transcripts and appropriate course descriptions of all previous college work to the Admissions Office prior to registration.

After the college receives the admission application form, the applicant will receive a letter of acceptance. It is to the student's advantage to make application at least 30 days prior to the beginning of any term in order to be scheduled for pre-registration. However, applications will be accepted through late registration of any term. Late registration is generally a 10-day period following the last day of regular registration. All correspondence should be directed to the Student Services Office.

All entering freshmen should attend the new student orientation session scheduled by the college if they are enrolled in a degree or certificate program.

Some certificates of less than 16 credit hours may have placement testing requirements specific for their program. ACT Work Keys or WIN (Worldwide Interactive

Network) placement may also be utilized for certificates less than 16 credit hours.

Non-degree students who may later elect to seek a degree or certificate with more than 16 credit hours or more must meet all regular admission and placement requirements.

Classifications

Students will be admitted under one of the following classifications:

1. Unconditional – the student demonstrates required course-specific admission competencies.
2. Conditional – the student is admitted with the condition that deficiencies will be eliminated.
3. Provisional – the student meets course-specific competencies through non-traditional methods, which would include GED certification, international admission, or adult and continuing education enrollment
4. Special – the student enrolls prior to his or her high school graduation. **(See policy on *SECONDARY SCHOOL-AGE STUDENTS in this section.*)**
5. Other – the student has the ability to benefit as determined in an individual evaluation by college staff.

READMISSION

Students who have been dismissed from the college because of academic deficiency or misconduct may petition for readmission to the program or the college no sooner than one term following official notification of the dismissal. Petitions for readmission will be heard by an Academic Standards Committee appointed by the college president. The Committee will include members of the faculty, one member of the student personnel staff, and the chief student personnel officer. **(See special requirements for *READMISSION OF NURSING STUDENTS in Allied Health section.*)**

Readmission will be granted only to those students who have the required ability and can show that their previous academic problems were due to extraordinary and compelling circumstances that adversely affected their progress.

Petitioners must resubmit all the admission materials required in the first-time admission unless this requirement is waived by the chief student personnel officer. The Academic Standards Committee may allow the petitioner to appear before the Committee, if given timely notice.

If the Committee denies the request for readmission, the petitioner may appeal for a rehearing before the

president of the college. The appeal for a rehearing must show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely and severely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the Committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A petition for readmission must be made on a form obtained in the Student Services Office. The form must be signed by the academic advisor, the chief student personnel officer, and the dean of the college. The chief student personnel officer will route the petition to the proper committee for review.

A student in the Associate Degree in Nursing program who has been denied readmission may petition no sooner than three calendar years from the date of his/her original petition. If the nursing student is readmitted, then withdraws or fails, the student will not be allowed to petition again.

Every student who re-enters the college after an absence of one term or more may be required to submit to a physical, psychological, or psychiatric exam if it is in the best interest of the student and the District. The chief student personnel officer will be responsible for making this determination. The applicant will pay expenses related to the examination.

READMISSION IN GOOD STANDING

Students, full- or part-time, degree- or non-degree seeking, who have left Illinois Eastern Community Colleges for reasons other than academic deficiency or misconduct may re-enter college by demonstrating the following:

1. The student must complete an application for readmission and submit it to the Student Services Office prior to the beginning of the term in which the student plans to return to school.
2. The student must be in good academic standing.
3. The student must not have been dismissed from college because of misconduct.
4. Students who return after an absence of more than two years and who had been enrolled in a career and technical certificate or degree program that has been withdrawn will be required to select a new program

of study (see *TIME TO COMPLETION FOR CAREER AND TECHNICAL EDUCATION CURRICULA POLICY in Appendix H*).

The application for readmission will be evaluated by the standards in place at the time the application is submitted to the Student Services Office. At the District's discretion, the student may be required to complete all steps required for initial admission if such a requirement is considered in the best interest of the District and the student. Students who have been away from college for an extended period of time may be required to repeat courses in which content has changed significantly before being allowed to pursue a degree program or one-year certificate.

LIMITED ADMISSION PROGRAM

If space is not available in certain programs or courses, the college will accept those students best qualified, based on the following factors: (1) District residency; (2) rank in class; and (3) admission test scores. **Prospective allied health students should note special admission requirements in Allied Health section.** The District reserves the right to deny admission to any applicant when the college's standards of student conduct might be put in jeopardy by such admission. The college also reserves the right to require a physical, psychological, or psychiatric examination from any applicant if such action would be in the best interest of the student and the District. The applicant will be responsible for exam expenses.

NON-DISCRIMINATION

IECC complies with all state and federal laws to assure equal opportunity of education and services in admitting students. Race, color, religion, age, national origin, disability, gender, or veteran status will not be a consideration in admission. Discriminatory practices may be reported to the dean of the college or the president's designee.

RESIDENCY POLICY

Students must provide official documentation of residency at registration, or within 15 business days of class start date, to determine whether they qualify for in-District, out-of-District, out-of-State, or international tuition rates. (International students cannot establish Illinois residence status.)

I. To qualify for Illinois residency, the student must fulfill one of the following two requirements:

- A. If under 18, document that at least one parent, stepparent, or appointed guardian is a legal resident of Illinois, or
- B. If 18 or older, document residency in Illinois, in a capacity other than as a student at a post-secondary institution, for at least 30 days prior to the beginning date of class unless evidence is presented that the student has permanently relocated.

Evidence of legal residency must be based on occupancy of a home in Illinois or a copy of one of the following:

1. An Illinois driver's license registration.
2. An Illinois automobile license registration.
3. An Illinois voter's registration card.
4. Employment in the State of Illinois.
5. Payment of Illinois income taxes.
6. A document pertaining to the student's past or existing status as an Illinois student (e.g., high school record).
7. Other non self-serving documentation providing verification of the student's address.
8. A statement by the student certifying his/her address and residency. The college shall verify the certification by sending correspondence to the address.
9. An affidavit signed by a staff member from the college who registered the student and personally evaluated one or more of the items listed in 1 through 8.

II. To qualify for in-District residency, the student, in addition to meeting conditions A or B above, must be a resident of Illinois Eastern Community Colleges District 529, which includes the following school districts:

- Clay City Community Unit School District No. 10
- East Richland Community Unit School District No. 1
- Edwards County Community Unit District No. 1
- Fairfield Community High School District No. 225
- Flora Community Unit School District No. 35
- Grayville Community Unit District No. 1
- Hutsonville Community Unit School District No. 1
- Lawrence County Community School Unit District No. 20
- North Wayne Community Unit District No. 200
- Oblong Community Unit School District No. 4
- Palestine Community Unit School District No. 3
- Red Hill Community Unit School District No. 10
- Robinson Community Unit School District No. 2
- Wabash Community Unit District No. 348
- West Richland Community Unit School District No. 2

Students who live within the following public school districts may or may not be residents of Illinois Eastern Community Colleges District 529. Students from these districts should check their property tax statement to determine community college district residency.

Carmi-White County Community Unit District No. 5
Jasper County Community Unit School District No. 1
North Clay Community Unit School District No. 25.

Students shall not be classified as residents of the District where attending, even though they may have met the general 30-day residency provision, if they are:

- ❖ Federal job corps workers stationed in the District;
- ❖ Members of the armed services stationed in the District;
- ❖ Inmates of state or federal correctional/rehabilitation institutions located in the District;
- ❖ Full-time students attending a post-secondary educational institution in the District who have not demonstrated, through documentation, a verifiable interest in establishing permanent residency;
- ❖ Students attending under the provisions of a chargeback or contractual agreement with another community college.

III. Illinois Out-of-District: Any student who lives outside the Illinois Eastern Community Colleges District but who is a resident of the State of Illinois will be considered an out-of-District student. Students shall be classified as residents of the State without meeting the general 30-day residency provision and will be charged the rate established by the Board of Trustees if they are:

- ❖ Federal job corps workers stationed in Illinois;
- ❖ Members of the armed services stationed in Illinois; or
- ❖ Employed full-time in Illinois and will be charged the rate established by the Board of Trustees.

IV. Out-of-State: Any student who is a resident of another state will be considered an out-of-state student and will be charged the rate established by the Board of Trustees.

V. Out-of-Country: Any student who is a resident of a foreign country will be considered an out-of-country student and will be charged the rate established by the Board of Trustees.

SECONDARY SCHOOL-AGE STUDENTS

1. Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school, prior approval of the chief executive officer of the secondary school must be received. For high school-age students, permission of the secondary school's chief officer or formal notification that the connection with the high school has been severed.
2. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board.

Parents should be aware that their students may be exposed to mature and/or controversial topics and conversations, not only within some classes, but also within the general college environment.

INTERNATIONAL STUDENTS

To apply for admission to Illinois Eastern Community Colleges, the student must submit the following (the admission application form is accessible through the IECC homepage at www.iecc.edu):

1. a completed admission application;
2. financial statement;
3. letter or statement from the student sponsor's bank;
4. official academic records (translated into English); and
5. \$100 admission fee by money order or credit card.

All documents must be sent to the following address:

**Illinois Eastern Community Colleges/OCC
International Office
305 North West Street
Olney, IL 62450-1099 USA**

The student does not need an official TOEFL score to apply, but will be tested for English proficiency upon arrival. A minimum of 500 paper-based or 173 computer-based TOEFL score will be required to enroll in select academic classes. Those who do not have 500 will be required to enroll in intensive English as a Second Language (ESL) program.

Upon acceptance and approval of all completed and signed documents, IECC will issue an I-20 form. Please

take the I-20 form, current passport, and all of the above forms to the nearest United States Consulate to obtain a student visa.

After arriving on campus, the student must immediately purchase health insurance. All international students on F-1 visas must enroll in and maintain at least twelve (12) credit hours of class in order to stay in current visa status.

ADMISSION FOR STUDENTS IN LOAN DEFAULT

Students who have defaulted on a loan will not be allowed to register for classes at IECC colleges. Any student who has fulfilled repayment requirements must provide documentation in order to enroll.

REQUIRED HIGH SCHOOL SUBJECT PATTERNS

Students are required to have the following high school units and skills to enroll in an Associate in Engineering Science degree, Associate in Science degree, Associate in Arts degree or a Associate in Science and Arts degree, program:

1. Four years (units) of English, emphasizing written and oral communications and literature.
2. Three years (units) of mathematics, including introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming.
3. Reading, including the ability to read and comprehend at a level appropriate for college study.
4. Three years (units) of science in laboratory sciences.
5. Three years (units) of social studies emphasizing history and government.
6. Two years (units) of electives from a choice of foreign language, music, art or vocational education.

A total of fifteen (15) units are required in the above areas. A student may subtract three (3) units from science, math, social studies, or electives and add these units to another category for the required fifteen (15) units. No more than one (1) unit can be subtracted from any category, and no units can be subtracted from English.

Students entering a transfer associate degree program who have not successfully completed a geometry class at the high school level will be required to complete a developmental geometry course prior to enrolling in transfer-level math courses.

Students are required to meet the following high school requirements to enroll in the Associate in Applied Science degree program or one-year certificate program:

1. Three years (units) of English emphasizing writing, oral communication, and literature.
2. Two years (units) of mathematics.
3. Reading, including the ability to read and comprehend at a level appropriate for college study.
4. One year (unit) of science.

COURSE PLACEMENT

All entering freshmen who are seeking a degree or a certificate with 16 credit hours or more are required to submit ACT or SAT scores, ASSET, ACCUPLACER or COMPASS scores or scores from a similar nationally standardized test. Students can take the ASSET, ACCUPLACER or COMPASS at any of the four college locations to fulfill this requirement. This is not a test you will either pass or fail; the placement test simply evaluates your skill level in math, reading and English to assist in course placement. Students who test at or below the 33rd national percentile in any given subject must successfully complete the appropriate developmental course.

Remedial and college preparatory courses are designed to bring basic skills in mathematics, English, science, and reading comprehension to a level generally expected of entering college students. Credits earned in remedial and college preparatory courses cannot be applied toward a certificate or an associate degree and are not calculated in the grade point average.

Remedial and college preparatory courses must be completed before enrollment in a college-level course in the same area of study and in the freshman year or prior to the completion of thirty-two (32) hours of credit. Remedial reading courses will be given priority over other remedial courses and must be taken first. Placement in other remedial courses will be based on the student's program of study.

Students enrolled in remedial courses must obtain the appropriate college officials approval if the student requests to take more than twenty (20) credit hours in the fall or spring terms and more than twelve (12) credit hours in the summer term. Students requiring remedial course work may require enrollment in an additional

term to complete graduation requirements. In some cases, however, it may be possible for students to take remedial or college preparatory courses and degree or certificate courses in the same semester if all of the above conditions are met.

The following page shows the placement standards and required remedial or college preparatory courses in each subject area for transfer and technical programs.

REMEDIAL/COLLEGE PREPARATORY PLACEMENT FOR ALL DEGREE-SEEKING AND ONE-YEAR CERTIFICATE STUDENTS

Degree Discipline	Remedial/College Preparatory Courses+	Course Title	Placement Standards++
Reading	REM 0401	Basic Reading Skills I	A student scoring at or below the 33 rd national percentile on the ACT/COMPASS READING section will be placed in the appropriate remedial course(s). +++
	REM 0402	Basic Reading Skills II	
English	REM 0410	Remedial English I	A student scoring at or below the 33 rd national percentile on the ACT/COMPASS ENGLISH section will be placed in the appropriate remedial course(s). +++
	REM 0411	Remedial English II	
	PRE 0410	Preparatory English	A student scoring at a national test percentile of 34 through 50 on the ACT/COMPASS ENGLISH section who does not meet high school subject requirements will be placed in the appropriate college preparatory course. +++
Mathematics	REM 0420	Basic Mathematics Beginning Algebra	A student scoring at or below the 33 rd national percentile on the ACT/COMPASS MATHEMATICS section will be placed in the appropriate remedial course(s). +++
	REM 0421		
	PRE 0415	Elementary Geometry	A student entering a transfer program who has not successfully completed a geometry class at the high school level will be required to complete a development geometry course prior to enrolling in transfer-level math courses.
	PRE 0420	Intermediate Algebra	A student scoring at a national test percentile of 34 through 50 on the ACT/COMPASS MATHEMATICS section who does not meet high school subject requirements will be placed in the appropriate college preparatory course. +++
Science	PRE 0810	Life Science	Required of vocational/technical students only if study in science is applicable to the program of study. A student whose high school transcript does not include one year of science must successfully complete the appropriate college preparatory course prior to enrolling in science discipline credit courses.
	PRE 0810	Life Science	A student whose high school transcript does not include three years of laboratory sciences must successfully complete the appropriate college preparatory courses prior to enrolling in science discipline credit courses.
Social Sciences	As determined by advisor		A student seeking a transfer degree whose high school transcript does not include three years of social sciences will be allowed entry into specific credit courses within the social science discipline with such credit applying as elective credit within the degree. After successful completion of the specific elective credit course(s), the student will be required to complete, in full, the social science general education degree requirements.
Electives	As determined by advisor		A student seeking a transfer degree whose high school transcript does not include two years of foreign language, music, art, or vocational education will be allowed entry into specific credit courses with such credit applying as elective credit within the degree. After successful completion of the specific elective credit course(s), the student will be required to complete the humanities/fine arts general education degree requirements.

+ Courses listed under the remedial/college preparatory column must be successfully completed with a minimum grade of C before the student may move on to the next level.

++ Appeals relating to placement may be made to the dean of the college and must include demonstration of a C or better average in course-specific work for the appropriate discipline.

+++ Student's scores on a comparable nationally-normed test may be used in place of ACT/COMPASS scores.

STUDENT INFORMATION CHECK SHEET

1. Complete the Student Information Form

New students or returning students (those who have not been enrolled for a year) should complete a Student Information Form and submit it to the Student Services Office or apply online at www.iecc.edu and submit it to the Student Services Office. Admission packets may be picked up at the Student Services Office or may be requested by calling the college of your choice.

Date Completed

2. Request Transcripts/GED Scores

New students should have an official copy of their high school transcript or GED scores sent to the Records Office. Official transcripts from any other college(s) attended must also be sent to the Records Office.

3. Apply for Financial Aid

The Free Application for Federal Student Aid (FAFSA) should be submitted to the federal government as soon as possible after January 1 in order to begin the financial aid process. After filing the FAFSA, the student will receive a Student Aid Report (SAR). March 1 is the priority date for completion of a financial aid application for the next academic year. Students may apply electronically at www.fafsa.ed.gov. Students applying for scholarships or veteran's benefits should speak with a financial aid representative in the Financial Aid Office.

4. Placement Testing

New students should obtain testing information by calling the college of their choice. There is no charge for the first test. A schedule of testing dates and times may be found in the current schedule of classes or on the advisement tab at www.iecc.edu. Testing is required of all new students and must be completed prior to registering for classes. Part-time students must test prior to enrolling in English or math. Contact your college for guidelines concerning placement tests.

5. Register for Classes

New students should contact the college for an advisement and registration appointment. Dates and times for registration are published in the current schedule of classes and on our website at www.iecc.edu.

6. Pay Tuition and Fees

The fee statement received by students with their schedule at the time of registration is their bill. Tuition and fees may be paid in person at the Business Office, mailed, or online using Entrata. VISA and MasterCard are accepted. Tuition and fees are determined annually. Visit www.iecc.edu for current tuition rates.

7. Books

Students may purchase new and used books in the college bookstore or online. Contact your college bookstore for information related to when books are available. To purchase textbooks online, or check ISBN go to www.iecc.edu/bookstore/.

FRONTIER COMMUNITY COLLEGE

618.842.3711

Toll Free: 877.464.3687

LINCOLN TRAIL COLLEGE

618.544.8657

Toll Free: 866.582.4322

OLNEY CENTRAL COLLEGE

618.395.7777

Toll Free: 866.622.4322

WABASH VALLEY COLLEGE

618.262.8641

Toll Free: 866.982.4322

ACADEMIC INFORMATION

CREDIT

IECC operates on the semester system, with classes offered in the fall, spring, and summer semesters. Credits are granted to indicate the student has fulfilled all the requirements of a course. Credits may be earned at the college, transferred from another college, or in some instances, awarded for knowledge and skills previously acquired outside the formal instructional process.

A semester hour is the unit used to measure credit, with one (1) semester credit hour equaling one (1) hour per week of lecture activity or two (2) hours per week of lab activity, over a sixteen-week (16) period.

Full-time students are enrolled in at least twelve (12) credit hours per semester in the fall or spring terms or six (6) hours in the summer term. (Students receiving financial aid should check with the Financial Aid Office for specific full-time/part-time guidelines affecting monetary awards.) A student is classified as a sophomore after earning thirty-two (32) semester hours or more of credit.

A normal course load is 16 credit hours in the fall and spring semesters. The full-time course load for the summer term is twelve (12) credit hours. A student who wishes to carry an overload (more than twenty credit hours in the fall or spring) must obtain the appropriate college official's permission prior to registration. Students enrolled in remedial courses may not be permitted to take an overload. The granting of the overload permission will depend on the student's scholastic record.

Under certain circumstances, waivers or substitutions for associate degree requirements will be granted if the waiver or substitution serves to assist the student in meeting specific curriculum requirements.

DUAL CREDIT

Dual credit classes are offered in conjunction with area high schools, for enrolled juniors and seniors only, in the IECC District. Courses for dual credit must have been articulated and approved by both the IECC District and the individual high schools. Contact your high school counselor for more information and a list of approved

dual credit classes.

STUDENTS TRANSFERRING TO IECC

Transcripts of students transferring credit to IECC toward a degree or certificate can be evaluated if the credit was earned at institutions accredited by The Higher Learning Commission (A Commission of the North Central Association of Colleges and Schools) or similar regional accrediting agencies. If the transcript indicates a cumulative grade-point average below 2.0, only course grades of C or above will be accepted. The Commission may be contacted at the HLC website at www.ncahigherlearningcommission.org or by phone at 312/263-0456.

Students transferring to IECC must earn at least sixteen (16) semester hours at IECC to meet graduation requirements for a degree (**see GRADUATION REQUIREMENTS**). For a certificate, sixteen (16) hours of college-level credit or 50% of the hours required, whichever is less. Only grades from IECC are used in determining a grade-point average for term honors and graduation purposes.

PROFICIENCY AND CLEP

Students may earn credit through an IECC proficiency examination. Proficiency applications must be approved by the instructor and the dean where you are enrolled. In order to take a proficiency examination, the student must pay a fee and submit the appropriate application form to the Student Services Office. Only grades of A – C will be considered as passing and entered on the transcript. A grade of D – F will not be computed in the grade average and will not appear on the transcript. The maximum amount of proficiency credit which may be earned is thirty-two (32) semester hours.

IECC will accept credit earned through CLEP (College Level Examination Program). However, students will receive a grade of P (Passing) and credits will only count for elective credit toward their program at IECC. According to IECC policy, a student may take a maximum of twelve (12) pass/fail hours.

Proficiency examinations may not be taken for courses in which the student has previously enrolled. The exams may be retaken after six (6) months should the student fail the initial attempt.

ADVANCED PLACEMENT TESTING

Students may also earn credit through the Advanced Placement Testing program. Students should check with the Student Services Office for a list of accepted courses and credit hour equivalents (see Appendix G).

MILITARY CREDIT

Students may obtain credit for military service. No more than four (4) semester credit hours will be accepted for health or safety education and no more than three (3) semester credit hours will be accepted for physical education. Check with the Student Services Office or see Appendix E.

GRADING

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from *A* to *F*. At the discretion of the instructor, an incomplete grade (*I*) may be awarded for a course if the student has not completed all course requirements by the end of the semester. Incomplete grades for regular

sixteen week courses should be completed by the fourth week of the next term or the incomplete grade will be changed to an *F*. Incomplete grades given for courses outside the regular sixteen week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an *F*.

The grade point average (GPA) is determined by dividing the number of quality points earned by the total number of credit hours attempted. For example, if a student earned one hundred (100) quality points and attempted forty (40) semester hours of work, the quality points would be divided by forty (40) to arrive at a 2.5 grade point average. The following table shows the grades, symbols, and quality-point equivalents.

Grades are available through the on-line Entrata information system. For more information, please contact the Student Services Office at your college.

EARNED GRADE	SYMBOL INTERPRETATION	QUALITY POINTS EARNED
All grades are considered earned.		
A	Excellent	4 times the hrs. of credit
B	Good	3 times the hrs. of credit
C	Average	2 times the hrs. of credit
D	Passing	1 times the hrs. of credit
F	Failure	0 times the hrs. of credit
I	Incomplete	Determined by final grade
N	No grade submitted	Not computed
W	Withdrawal prior to completion	Not computed
AU	Audit	Not computed
P	Pass (pass/fail course)	Not computed
F*	Fail (pass/fail course)	Not computed
Grade Suffix		
G	Grade Forgiveness	Not computed
N	Competency-Based Course	Not computed
Q	Less than college level/not calculated in GPA	Not computed
R	Repeat	Not computed
S	Set Aside	Not computed
X	By Proficiency	Computed
Z	Administrative Withdrawal	Not computed

ACADEMIC PROGRESS

All degree- and/or certificate-seeking students are expected to make satisfactory progress toward their declared objectives. During the full-time student's first term in college, the student is expected to maintain a minimum grade point average of 2.0 or C average. Part-time students are expected to have maintained a grade-point average of 2.0 after attempting twelve (12) credit hours.

Regular class attendance is necessary if a student is to receive maximum benefit from college enrollment. The student must make arrangements for makeup work and absences with the instructor, who will determine whether an absence can be excused. If absences or tardiness affect the quality of work, the instructor may recommend dropping the student from the course. Instructors will permit students to make up work missed because of field trips and activities approved by the college. **Also, see special requirements for allied health programs.**

ACADEMIC PROBATION

Any degree/certificate-seeking student whose cumulative grade-point average falls below a C (2.0), after attempting twelve (12) credit hours, will automatically be placed on academic probation.

A student on academic probation must earn at least a C (2.0) average in the term immediately following placement on academic probation or the student will be dismissed from the degree program. A student then must maintain a C (2.0) average in the term following such dismissal from the degree program to remain in the college.

A student on academic probation will remain on academic probation until such time as the student's cumulative grade-point average returns to C (2.0). When the student achieves a cumulative GPA of C (2.0), then he or she will be returned to academic good standing.

Notice of academic deficiency will appear on the student's transcript by semester and be noted in his/her Entrata records.

PASS/FAIL COURSES

Students exercising the pass/fail option must declare their intentions at registration and may not change to the traditional letter-grade option after the end of late registration. A grade of *F** (Fail) or *P* (Pass) will not be computed in the grade-point average. Regular tuition and fees will be charged.

Students planning to transfer to senior institutions are discouraged from taking courses under the pass/fail option and should consult with their advisor before selecting this alternative.

In addition:

1. A student may take a maximum of twelve (12) pass/fail credit hours, with certain exceptions.
2. A student enrolled in transfer degrees may not take general education requirements for pass/fail credit.
3. A student enrolled in an Associate in Applied Science degree or certificate program may not take degree/certificate courses for pass/fail credit, except those requirements entitled "Internship," "Seminar," NUR 1206, or NUR 2205.
4. A student may take courses in the adult and continuing education certificate programs for pass/fail credit.

REPEATING COURSES

All courses and grades, including repeated courses, will appear on the student's transcript. In-District and out-of-District students who repeat courses will be required to pay the out-of-state tuition rate for the repeated course **unless** the course is being repeated for the following reasons:

1. The course is approved for repetition by ICCB. All grades for repeatable courses will be used to compute cumulative grade-point average;
2. The course is being repeated because the student received a *D* or below or withdrew after midterm (one time only). The higher grade will be computed in the cumulative grade-point average;
3. The course was taken more than four (4) years ago and is being repeated to upgrade skills in that area. All grades for repeatable courses will be used to compute cumulative grade-point average.

Students who are repeating a course under the **EDUCATIONAL GUARANTEE POLICY** must follow the policy guidelines outlined in Appendix A.

GRADE FORGIVENESS

After three years, students may petition the Academic Standards Committee to "forgive" grades of *F* or *WF* (Withdrawal Failing) previously earned in a certificate or degree program. "Forgiven grades" will not be calculated by IECC in the student's cumulative grade-point average, but will remain on the transcript. If a student transfers to another

college or university, the receiving institution may recalculate the GPA to include forgiven grades. (*WP* and *WF* grades have not been awarded by IECC since the 1998 summer semester.)

Students must maintain a 2.0 cumulative grade point average to graduate from IECC. They should also check with the Financial Aid Office to determine the academic requirements for maintaining eligibility for financial aid.

The Academic Standards Committee may waive the three-year limitation for grade forgiveness but may not grant a student more than one petition for grade forgiveness. Approval of the grade forgiveness will be granted by the IECC institution into which the student is admitted for re-entry.

AUDITING

A student who wishes to audit a course must obtain permission from the Student Services Office. Registration procedures and tuition charges are the same as when enrolling for credit. Auditing students are not required to take examinations. Audited courses cannot be counted toward graduation requirements, but credit is counted as a part of the total student load. Students may change from audit to credit or credit to audit during the first five (5) class days for courses meeting three (3) or more times per week.

LATE REGISTRATION

Late registration is available at all four colleges. See the schedule of classes for details or contact the Student Services Office at the college where the course is offered.

COURSE/COLLEGE WITHDRAWAL

To withdraw from a course or all courses, a student must complete a withdrawal form. Failure to follow the official withdrawal procedure will result in a grade of *F* for the course. Check with the Student Services Office for withdrawal procedures.

Withdrawal requests must be received in Student Services no later than two weeks prior to the end of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule. All student athletes must also receive permission from their coach to withdraw.

GRADUATION REQUIREMENTS

Upon recommendation from the faculty, staff and chief executive officer, students who meet the general requirements and curriculum requirements of a program will be granted the designated degree or certificate. It is the

student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work. No official or faculty member can relieve a student of this responsibility.

To graduate, all students must:

1. Successfully complete all of the prescribed requirements in the selected program of study.
2. Earn the required number of hours for the degree or certificate.
3. Earn a cumulative grade-point average of at least 2.0 for all IECC coursework.
4. Clear all school accounts and records.
5. Earn at least sixteen (16) hours of college-level credit at Illinois Eastern Community Colleges for a degree. For a certificate, sixteen (16) hours of college-level credit or 50% of the hours required, whichever is less, must be earned at IECC.
6. Make application for graduation and pay the required fee.

TERM HONORS (FALL & SPRING TERMS ONLY)

Pre-college, pass/fail and dual-credit courses are not used in calculation of Honors.

Full-time students who have attained a semester grade point average of 3.90 or greater for GPA hours will receive the Chief Executive Officer's Academic Honors.

Full-time students attaining a semester grade-point average from 3.75 to 3.89 for GPA hours will receive the President's Academic Honors.

Full-time students attaining a semester grade-point average from 3.50 to 3.74 for GPA hours will receive the Dean's Academic Honors.

The names of honors recipients will be published.

GRADUATION HONORS

For graduation ceremony purposes each student who has attained an IECC cumulative grade-point average of 3.90 or greater for college-level course work completed through the term prior to graduation shall be recognized with high honors.

For graduation ceremony purposes, those students attaining an IECC cumulative grade-point average of 3.50 to 3.89 for college-level course work completed through the term prior to graduation shall be recognized with honors.

An appropriate entry regarding graduation honors, based upon the student's final cumulative grade-point average, will be made on the student's transcript at the end of the graduation term.

universities require official transcripts be sent directly from the college issuing the transcript. Transcripts issued directly to the student will be stamped, "Issued to Student."

ISSUANCE OF TRANSCRIPTS

The Admissions and Records Office at each college issues transcripts for a fee. An official transcript will be released only at the student's written request. A transcript request form can be printed online at www.iecc.edu. Most colleges and

STUDENT SERVICES

SERVICES

Advisement

Students planning to transfer to another college or university, regardless of the program in which they are enrolled, should be aware that the receiving institution makes the final decision regarding transfer of credit. The advisor will assist the student concerning transferability of classes. However, the student will need to maintain contact with the transfer institution to facilitate the transfer process.

Before enrolling in a degree or certificate program, students must schedule an advisement appointment through the Student Services Office.

Business/Industry Services Center

The Center provides customized training to businesses and industries throughout the IECC District. Training is provided at the business location or industry site and is customized to meet company needs and requirements. IECC, through the Business/Industry Services Center is a certified ACT WorkKeys Testing Center, providing assessments and job profiling. Utilizing several portable computer labs, the Center provides on-site, hands-on training in a wide variety of computer applications. Training is offered for credit or non-credit, depending on company need. For more information, contact B/I by phone at 618/395-4653 or check the website at www.iecc.edu/bis.



Career Planning and Placement

Each college offers career planning and placement assistance through the Student Services Office. Career advisors, academic advisors, and faculty are well prepared to help students identify their career aptitudes and find job placement.

Child Care

Child care facilities are available at Wabash Valley College and Olney Central College for children of parents who wish to return to school to continue their education. These

programs are licensed by the Department of Children and Family Services with approved pre-school programs. For information, call OCC or WVC.

Entrata

Entrata is the online information system at Illinois Eastern Community Colleges and is accessible by students, faculty, and employees. Entrata provides a portal to information, course listing, email, rosters, grades, transcripts, registration, and more. To access Entrata, you will need to obtain a PIN password from Student Services. Once you have done this, you can log in by going to the Entrata link on the IECC website at www.iecc.edu.

Hybrid Courses

Illinois Eastern Community Colleges offer hybrid courses which combine online and traditional face-to-face classroom instruction to facilitate student learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced. The face-to-face hours are replaced by online activities and assignments which may include online discussion forums, case studies, group projects, guided practices, and content expert discussions.

Hybrid courses are designed for students who can be successful in online courses but wish to maintain personal contact with the instructor and other students. Students should refer to the course syllabus or contact the instructor to learn more about the hybrid aspect of a specific course.

IECC Alerts

IECC has a notification system that enables the colleges and the District Office to send urgent news to your cell phone. Once you sign up for the IECC Alerts service, the college can text your cell phone with timely information about emergencies and class cancellations. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service. The service is available to all current students, faculty and staff of IECC. To sign up for IECC Alerts, log into your Entrata account and click on the IECC Alerts link.

Internships

Each college provides opportunities for on-the-job experience in selected programs.

Online Learning

Illinois Eastern Community Colleges understands that time constraints due to work or family obligations can limit a student's ability to attend classes. Online classes can make it possible for students to take many of the courses that are offered in a traditional classroom setting. Online courses are 100% fully online classes that can be completed at home, work, or anywhere the student has an Internet-connected computer. For specific system requirements visit www.iecc.edu/tech. Students may be able to use a computer lab at one of our four colleges. Please check with the college for availability. Students may also check with local library as many in the area have computers available for public use. Online courses earn the same credits as traditionally taught classes and require students to spend an average of 4-15 hours a week to complete.

To check our schedule for online classes and to learn more about online learning, go to www.iecc.edu/online.

Small Business Development Center

The Small Business Development Center offers small businesses the necessary tools and services to maintain the competitive edge of existing businesses and assists in the development of new businesses. The Center provides assistance with one-on-one business counseling, business planning, loan structuring, marketing, management, and workshops. The Center serves the Illinois Eastern Community Colleges District, which includes Clay, Crawford, Edwards, Jasper, Lawrence, Richland, Wabash, Wayne, and White counties as well as the Lake Land College district, which includes Clark, Coles, Cumberland, Douglas, Edgar, Effingham, Moultrie, and Shelby counties. For more information, call 618/395-3011 or toll free at 866/529-4322, or go to www.ieccsbdc.com.

Tutoring

Students can obtain free tutoring assistance in a variety of areas by contacting the Learning Skills Center or Academic Assistance Center at their college.

Veteran's Services

The Department of Veterans Affairs administers a variety of education benefit programs. There may also be state grants available to those who qualify through the Illinois Student Assistance Commission. Please refer to the Student Financial Aid section of the catalog for a description of the Veteran's programs available.

FEDERAL TRIO PROGRAMS

The TRIO programs, funded by the federal government and administered through the U.S. Department of Education, include outreach and support programs targeted to help students progress from middle school through post-secondary education.

Educational Talent Search

The Educational Talent Search (ETS) Program is a popular TRIO program with the goal to encourage and inspire its participants to think college early. Funded by the U.S. Department of Education, ETS serves 650 middle school and high school students in 24 schools throughout the IECC District as well as individuals between the ages of 11 and 27 who have not completed high school or college programs. All ETS services are free to those accepted into the program and include at-school activities during the regular school year and workshops and fun-filled educational trips during the summer. The ETS program is available to students who meet program requirements at target schools in Clay, Crawford, Edwards, Jasper, Lawrence, Richland, Wabash, and Wayne counties. For more information about this exciting program, contact the ETS office located on the campus of Olney Central College at 618/395-7777 or go to www.iecc.edu/ets.

Student Advantage Network

This federally funded TRIO program, available at all four IECC colleges since 1993, offers tutoring, academic and career advisement, study skills enhancement and special enrichment programs. The program's goals are to help participants achieve their educational, career and life goals. The Student Advantage Network (SAN) helps students to persist in college, to graduate, and to transfer to a four-year institution. Students may be eligible by meeting one of the following criteria: 1) neither parent received a four-

year college degree; 2) financially limited resources (according to federal guidelines); or 3) be an individual with a documented disability. Students must apply for acceptance and meet program requirements. The Student Advantage Network program serves 190 eligible students and has maintained an impressive record of success since its inception in the District. For more information or to apply for Student Advantage Network services, call the SAN counselors at any one of the four IECC colleges; Frontier Community College; Lincoln Trail College; Olney Central College; or Wabash Valley College. Interested students may also go to www.iecc.edu/san.

Upward Bound

Upward Bound was the first TRIO program established at IECC and has continued to provide services to the youth of the community for more than 20 years. Upward Bound provides academic tutoring, college and career counseling, cultural enrichment, social awareness and other services to 115 participants each year. Students participate in bi-weekly tutorial sessions, attend workshops, participate in overnight college visits/cultural trips, and attend a six-week summer program at Olney Central College. Services are free. Students from East Richland, Edwards County, Fairfield Community, Lawrenceville, Newton Community, Oblong, Red Hill and West Richland high schools must apply for acceptance and meet program requirements to be considered for participation in the program. Students attending East Richland, Edwards County, Fairfield Community or West Richland high schools should call OCC at 866/622-4322 or go to www.iecc.edu/upwardbound for more information. Students attending Lawrenceville, Oblong, Newton Community or Red Hill high schools should contact LTC at 866/582-4322 or go to www.iecc.edu/upwardbound for more information.

SPECIAL PROGRAMS

Adult Education

Adults who need assistance with basic skills in reading, writing, and math can enroll in Adult Basic or Adult Secondary courses. The latter courses can lead to the GED (high school equivalency). These courses also prepare students for college.

Adult Education Human Services Program

The Adult Education Human Services Program provides employment opportunities to welfare recipients by offering free training in selected courses plus assistance in job search methods and job placement. These services are offered throughout the Illinois Eastern Community Colleges District.

Job Location Development

JLD coordinators at Olney Central, Lincoln Trail, and Wabash Valley provide students with assistance in finding jobs off campus to offset college costs. The Employment Placement Center at Frontier provides similar services.

Literacy Program

Free tutoring is available for adult residents of the District who want to improve reading and spelling skills and who read under a 9th grade level. Tutoring for those learning English as a Second Language is also available. No grades are given and scheduling is flexible. To register for free tutoring, or to volunteer as a literacy tutor, call Frontier at 618/842-3711, or toll-free at 877/464-3687.

Perkins

Perkins IV provides quality CTE programs that facilitate the academic achievement of CTE students by:

- Strengthening the connections between secondary and postsecondary education;
- Restructuring the way stakeholders – high schools, community colleges, universities, business and parents – work together; and
- Increasing state and local accountability standards.

IECC has a Perkins Coordinator at each college to assist and support the needs of career and technical students as well as focus on special populations students enrolled in career and technical programs. Students who have any of the following should contact the Special Populations Office: students with disabilities; students with limited English proficiency; economically disadvantaged students; non-traditional students (such as men in nursing, women in welding, etc.); single parents and displaced homemakers. IECC is committed to helping special populations students meet their career and technical objectives. Perkins support helps ensure that CTE students achieve academic success.

Single Parent and Displaced Homemaker Program

The Single Parent and Displaced Homemaker Program is funded by Perkins which is a federally funded grant program. The purpose of the Single Parent/Displaced Homemaker Program is to provide support services that assist students in gaining marketable skills. A participant in the program must (a) be single, divorced, widowed, or legally separated; (b) have custody or joint custody of his/her minor child/children; and (c) be enrolled in a career and technical education certificate or degree program; or (d) be a displaced homemaker. Services provided include education and career exploration, financial assistance to cover tuition, fees, transportation, books, and other support services. If you feel you qualify for this program, please contact the IECC Transition Center Office at 618/395-7777, ext. 2238. The Transition Center Office is located at Olney Central College.

Workforce Education

This program provides industrial training for firms both inside and outside the college district in such subject areas as blueprint reading, hydraulics, electricity, continuous quality improvement, health and safety, hazardous material handling, supervisory management skills, welding, computer skills, QS9000 standards, and all types of OSHA training. Many of the courses are provided at the industrial site and are customized to meet specific business needs. Approximately 17,500 employees were trained in FY07 through the District's Workforce Education Program. For information, call 618/985-2828 ext. 8372 or 8378.

LEARNING RESOURCE CENTERS

A variety of print, online, course-specific resources and tutorials are available at each of the four IECC colleges in the Learning Resource Centers. Students have access to online research tools such as CQ Researcher, Facts of File, Lexis-Nexis, and CINAHL via the Internet on campus and via Entrata off campus. The LRC's are members of the Consortium of Academic and Research Libraries in Illinois (CARLI) which gives IECC students access to over 36 million items from 76 Illinois academic and special libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. IECC students also have access to the AskAwayIllinois virtual reference Service that provides free chat and email reference service to students 24/7/365.

STUDENT ORGANIZATIONS AND ATHLETICS

Each college offers a variety of clubs and organizations, including Student Senate and Phi Theta Kappa, an honorary scholastic organization which promotes student academic excellence and community service. Students may also participate in intramural sports and a range of music and program-related clubs including the Student Nurses Association, the Radiography Club, Business Club, and Industrial Studies Club along with many others.

Three of the colleges — LTC, OCC, and WVC — offer intercollegiate athletics and are members of the National Junior College Association and the Great Rivers Athletic Conference. Teams are fielded in men's basketball and baseball and women's basketball and softball.

FINANCIAL INFORMATION

TUITION*

In-District\$83.00 per credit hour

All of Crawford, Edwards, Lawrence, Richland, and Wabash Counties; most of Wayne County; and limited areas of Clark, Clay, Cumberland, Hamilton, Jasper, and White Counties qualify for in-District tuition rate.

Variable In-District tuition rate will be applied to Practical Nursing Certificate, Associate Degree in Nursing, and Radiography Program courses. See Allied Health Section for designated courses.

Special Out-of-District \$95.00 per credit hour

Includes portions of the following counties: Clark, Clay, Cumberland, Hamilton, Jasper, Wayne and White.

Indiana students in designated counties\$120.00 per credit hour

(Clay, Daviess, Dubois, Gibson, Greene, Knox, Martin, Owen, Parke, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, and Warrick)

Out-of-District\$268.41per credit hour

Students living outside the District may be eligible for the in-District tuition rate (or "chargeback"), if a particular program is not offered in the student's home district. Students seeking this "chargeback" must present the form, "Authorization for Partial Student Support," to the receiving institution to be eligible for this lower rate.

Out-of-State\$330.61 per credit hour

International Student\$330.61 per credit hour

Online Tuition*

In-District\$83.00 per credit hour

Special Out-of-District\$95.00 per credit hour

Indiana Students in Designated Counties\$120.00 per credit hour

Out-of-District\$120.00 per credit hour

U.S. Resident/Out-of-State.....\$120.00 per credit hour

Non-U.S. Resident\$120.00 per credit hour

MISCELLANEOUS FEES*

Ceramics Course Fee (per course)\$20.00

Computer Course/Lab Fee\$10.00 per credit hour

(maximum per term = \$60)

Cost Recovery Fee¹ variable

Facilities Usage Fee\$5.00 per semester (6 hours or more)

Fitness Center Lab Fee\$30.00 per course

(LTC, OCC, WVC)

Graduation Fee\$30.00

Fee includes cap, gown, and diploma, and is payable at the time the graduation application is submitted.

Second Diploma Charge\$10.00

Ladder/Certificate Program\$60.00

Students taught on-site at businesses and industries will be assessed a \$30 fee for the first-level certificate; no charge at the second- and third-certificate levels, and a \$30 graduation fee for the AAS degree.

Maintenance Fee.....\$10.00 per credit hour

Military Services Recruiting Fee.....\$50.00

Music (Applied) Course Fee\$60.00

Natorium Fee (LTC)\$15.00

Placement Retest Fee\$5.00

Proficiency Examination Fee \$70.00 per exam
 Student Support Fee \$10.00 per credit hour
 Technology Fee \$5.00 per credit hour
 Textbook Rental Fee (FCC) ... 33% of net price of new book
 (excluding dual credit and industrial training
 courses)
 Transcript Fee \$5.00

Auto Mechanics

AUM1202, 1270, 2221, 2271 \$25.00 per course

Automotive Technology (FCC)

Uniform Fee \$125.00

Collision Repair

AUB 1202, 1204, 2200, 2202 \$25.00 per course

Cosmetology

Program Liability Insurance Fee \$15.00 per year

Culinary Arts

CUL 1201 \$50.00

CUL 1203 \$100.00

Diesel Technology

Uniform Rental Fee \$150.00 per semester

Gunsmithing

GNS 1201, 1202, 1203, 2201,
 2202, 2206, 2215 \$15.00 per course

Health Information Management

HIS Exam Fee for HIM 2220 Clinical Practicum \$168.00

International Student

Admission Fee (one-time, non-refundable) \$100.00

Transportation Fee \$200.00 per semester

Massage Therapy

Course Lab Fees \$20.00 per course

THM 1210 Massage Therapy Techniques I

THM 1215 Massage Therapy Techniques II

THM 1220 Massage Therapy Techniques III

THM 1250 Massage Therapy Student Clinical I

THM 1255 Massage Therapy Student Clinical II

Program Liability Insurance Fee \$15.00 per year

Student Handbook Fee \$5.00

Medical Assistant

Lab Fee \$10.00 per lab hour

HEA 1208 Clinical Procedures

Program Liability Insurance Fee \$15.00 per year

National Health Association Testing Fee \$205.00

HEA 2298 Internship

Student Handbook Fee \$5.00

Nail Technology

COS 1261, 1262, 1263, 1264 \$50.00 per course

Nursing

Module Fees

NUR 1203, 1204, 1205, 1207 \$9.00 per course

NUR 1201, 1202, 2201, 2202 \$16.00 per course

PNC 1211, 1212, 1213, 1214, \$8.00 per course

PNC 1215 \$9.00

Course Lab Fees

NUR 1201, 1202, 1203, 1204..... \$50.00 per course
 NUR 1207 \$20.00
 NUR 2201, 2202 \$50.00 per course
 PNC 1211, 1212, 1213, 1214 \$25 per course
 PNC 1215 \$50

Course Review Fees

NUR 1201, 1202, 1203, 1204..... \$50.00 per course
 NUR 2201, 2202 \$50.00 per course
 NUR 1206, 2205 \$75.00 per course
 PNC 1211, 1212, 1213, 1214 \$25 per course
 PNC 1215 \$50
 PNC 1216 \$75.00

Nursing Student Handbook Fee \$5.00 per year
 (payable on admission to the program)

Program Liability Insurance Fee \$12.00 per year

Nursing Assistant

Program Liability Insurance Fee \$7.50 per course

Paramedicine and EMT

Uniform Fee \$38.00 program fee

Program Liability Insurance Fee \$10.00 per semester

Pharmacy Technician

Lab Fee..... \$10.00 per lab hour

Program Liability Insurance Fee \$15.00 per year

Student Handbook Fee \$5.00

Phlebotomy

Course Lab Fees

PHB 1220, 1222..... \$20.00 per course

PHB 1224..... \$40.00 per course

Program Liability Insurance Fee..... \$12.00 per year

Student Handbook Fee \$5.00 one-time fee

Radiography

Course Lab Fees \$10.00 per credit hour

RAD 1206 Applied Clinical Radiography I

RAD 1208 Radiology Patient Care

RAD 1226 Applied Clinical Radiology II

RAD 1236 Applied Clinical Radiology III

RAD 1246 Applied Clinical Radiology IV

RAD 1256 Applied Clinical Radiology V

Program Enrichment Fee \$60.00 per semester

Clinical Fees \$20.00 per course

RAD 1206 Applied Clinical Radiography I

RAD 1226 Applied Clinical Radiology II

RAD 1236 Applied Clinical Radiology III

RAD 1246 Applied Clinical Radiology IV

RAD 1256 Applied Clinical Radiology V

Course Review Fees \$30 per course

RAD 1201 Introduction to Radiography

RAD 1206 Applied Clinical Radiology I

RAD 1226 Applied Clinical Radiology II

RAD 1236 Applied Clinical Radiology III

RAD 1246 Applied Clinical Radiology IV

RAD 1256 Applied Clinical Radiology V
 Program Liability Insurance Fee.....\$15.00 per year

Real Estate Broker Course Fee

BUS 2608.....\$65.00 per course

Science Lab Fees

LSC 1101, 1102, 2110, 2111, 2112 \$10 per course
 CHM 1120, 1130, 1132 \$10 per course
 PHY 1120, 1122, 2110, 2112, 2114.....\$10 per course

Telecommunications Course Fees

TEL 1266.....\$31.00 per course
 TEL 1271.....\$366.00 per course
 TEL 1272.....\$94.00 per course
 TEL 1274.....\$24.00 per course
 TEL 1276.....\$52.00 per course
 TEL 2264.....\$178.00 per course
 TEL 2282.....\$94.00 per course
 TEL 2288.....\$46.00 per course
 TEL 2291.....\$90.00 per course
 TEL 2292.....\$39.00 per course
 TEL 2298.....\$55.00 per course
 TEL 2299.....\$242.00 per course

Truck Driving Course Fee..... \$50.00 per driving hour

Welding Lab Fee\$30.00 per course

¹For courses requiring the rental of non-college facilities or for student supplies required and provided by the college for the course, a variable fee may be charged to recover actual cost.

**Tuition and fees may be added to or altered only by action of the Board of Trustees of Illinois Eastern Community Colleges. The Board of Trustees reserves the right to change the above fees at any time without prior notice.*

REFUND POLICY

A refund of 100% of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10th day of the semester for regular 16-week courses.

For courses which are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period.

TEXTBOOK POLICY

Textbook buy back will be held at times and dates set by the bookstore. Full refunds will be given for texts that are not defaced in any way if the text is returned in the first 10 days of the academic term, excluding weekends. The student must have a valid drop slip and/or the bookstore must receive official notice that the class has been administratively canceled.

IN-DISTRICT TUITION WAIVERS

After 6 p.m.; before 6 p.m. – Tuition of \$20 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of \$20 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.

Discretionary – Other tuition waivers may be granted for recommendation by the president of the college with the approval of the chief executive officer or his designee.

Full-time Employees – Refer to IECC Procedures Manual 500.14 for current tuition waiver information.

Part-time Faculty – Refer to IECC Procedures Manual 500.14 for current tuition waiver information.

Part-time Non-Faculty Employees – Refer to IECC Procedures Manual 500.14 for current tuition waiver information. This tuition waiver does not apply to work-study students.

Senior Citizens – Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are not waived.

STUDENT FINANCIAL AID

Students enrolled in an eligible degree or certificate program may qualify for grants, loans, scholarships, or work study. The financial aid academic year is defined as 32 credit hours. Loans must be repaid, while grants and scholarships do not have to be repaid.

The Free Application for Federal Student Aid (FAFSA) should be submitted to the federal government as soon as possible after **January 1** in order to begin the process for establishing need for financial aid. After filing the FAFSA, the student will receive a Student Aid Report (SAR).

An important date is:

March 1 – Priority date for completion of financial aid application for the next academic year.

EMPLOYMENT

- ❖ **Federal Work-Study Program**
The Federal Work-Study (FWS) Program employs students for 5-20 hours weekly in college-based jobs. To apply, request Federal Work-Study on the Financial Aid Data Sheet after filing the Free Application for Federal Student Aid (FAFSA).

FEDERAL GRANTS AND LOANS

- ❖ **Federal Pell Grant**
This grant is designed to provide the foundation for all financial aid that is awarded on a need basis. Students may apply online at www.fafsa.gov. The amount awarded is based on the student's need, eligibility, enrollment status, and length of enrollment. A student must be enrolled in an eligible degree or certificate program to qualify.
- ❖ **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The purpose of this grant is to provide additional aid to students who exhibit exceptional financial need. To become eligible, the student must file the Free Application for Federal Student Aid (FAFSA) form and have a valid Student Aid Report (SAR) on file indicating eligibility for a Federal Pell Grant.

- ❖ **William D. Ford Federal Direct Loan (Subsidized)**

Direct Loans are low-interest loans for students to help pay for the cost of education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. Repayment begins six months after the student ceases to be enrolled on at least a half-time basis. Subsidized loans are based on need and other eligibility requirements. The loan amount may not be more than the educational expenses, less financial aid, less family contributions. With a subsidized loan, the government pays the interest while the student is enrolled at least half-time and during grace and deferments periods.

- ❖ **William D. Ford Federal Direct Loan (Unsubsidized)**

This low interest, non-need based loan is available to students who are enrolled at least half time in an eligible program. Students may choose to make quarterly interest payments while in school. Repayment will begin six months after the student ceases to be enrolled on at least a half-time basis.

- ❖ **Federal Direct PLUS Loan**

The Federal Direct PLUS Loan for dependent students is available for parents who wish to borrow to help pay for their children's education. Federal Direct PLUS borrows obtain these loans through the U.S. Department of Education rather than a lending institution and do not have to demonstrate need. Borrowers have the option to begin repayment either 60 days after the loan is fully disbursed or six months after the student ceases to be enrolled on at least a half-time basis.

- ❖ **Veterans' Programs** for veterans who wish to use their Educational Assistance Allowance (GI Bill):
The Post-9/11 Bill
Montgomery GI Bill – Active Duty (MGIB-AD)
Montgomery GI Bill – Selected Reserve (MGIB-SR)
Reserve Educational Assistance Program (REAP)
Veterans Educational Assistance Program (VEAP)

Educational Assistance Test Program
(Section 901)
Survivor' and Dependents' Educational
Assistance
Program (DEA)
National Call to Service Program

Contact the college Financial Aid Office for more information on loans, grants, or work study. Student eligibility will be determined by the US Department of Education.

STATE GRANTS

Illinois Student Assistance Commission

❖ **Monetary Award Program (MAP)**

This grant pays partial tuition and fees for qualified Illinois residents who attend approved Illinois institutions and does not require repayment. Applicants must file a Free Application for Federal Student Aid (FAFSA), demonstrate need, and reapply each year.

❖ **Illinois Veterans Grant** for Illinois residents who have at least one (1) year of active duty in the U.S. Armed Forces with an honorable discharge. The recipient must also have resided in and returned to Illinois within six (6) months of entry and separation from the service.

❖ **National Guard or Naval Militia Benefit Program** is available to members and officers of the Illinois National Guard or Naval Militia. Applications must be refilled each year prior to deadlines.

❖ **Other Programs** Programs such as the Police/Fire Officer Survivor Grant, Grant for Dependents of Correction Officers, Robert C. Byrd Honors Scholarship, Minority Teachers of Illinois Scholarship, and Special Education Teacher Tuition Waiver Program.

As funding may be limited, it is important that students adhere to program deadlines. Additional sources of financial aid are available. For more information, log on to www.collegeillinois.org or contact the Financial Aid Office.

ACADEMIC STANDARDS FOR FINANCIAL AID

In accordance with U.S. Department of Education regulations, Illinois Eastern Community Colleges is required to establish satisfactory standards for federal and state financial aid recipients. The minimum and maximum standards to receive

financial aid are monitored at the end of every semester. There are two minimum standards that must be monitored, cumulative grade-point average (CGPA) and completion rate (cumulative completed/attempted hours). The maximum standard is 150% of the cumulative attempted hours of the student's program requirements. Courses from other colleges that have been accepted for credit by Illinois Eastern Community Colleges are also included in the evaluations. Students who have not previously received financial aid may not be notified of their status until they apply for financial aid.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

A student is considered to be making financial aid satisfactory academic progress if **both** of the following conditions are met:

1. Cumulative GPA is at least 2.0.
2. Successful cumulative completion rate (hours earned divided by hours attempted) is 67%.

A student who fails to maintain the required cumulative GPA or successful cumulative completion rate, or both, will be placed on financial aid probation for one semester.

FINANCIAL AID PROBATION

If, after the financial aid probation semester, the student achieves a cumulative GPA of 2.0 or above and a successful cumulative completion rate of at least 67%, the student will be making financial aid satisfactory academic progress.

If, after the financial aid probation semester, the student does not have both the required cumulative GPA of 2.0 or above and a successful cumulative completion rate of at least 67%, the student may remain on financial aid probation if:

1. semester GPA is at least 2.0
and
2. semester completion rate is 67%.

If, after the financial aid probation semester, the student does not return to financial aid satisfactory academic standing or qualify to remain on financial aid probation, the student will be placed on financial aid suspension.

FINANCIAL AID SUSPENSION

Students may regain financial aid satisfactory academic progress after they have enrolled in, paid

for, and successfully completed enough courses to bring their cumulative GPA up to a 2.0 and their successful cumulative completion rate up to 75%. Students may appeal financial aid suspension status if extenuating circumstances contributed to their lack of academic progress.

COMPLETION OF CLASSES

Courses graded with *A, B, C, D, or P* are considered successfully completed with credit awarded.

Courses graded with *I, W, F, or N* are considered not successfully completed and no credit is awarded. These grades are included in hours attempted. All *F*s are considered as an earned grade.

Grades so noted with an *** or *Q* (i.e., developmental classes) will be omitted from the CGPA calculation. However, they will be included in the successful cumulative completion rate.

Students applying for and receiving grade forgiveness may benefit from an adjusted CGPA. However, their successful cumulative completion rate will not be adjusted.

Courses that have been repeated remain in attempted hours but the original grades are excluded from the GPA.

TIME FRAME FOR ELIGIBILITY

Students who have exceeded 150% of their program requirements will be suspended and must file an appeal for reinstatement. Students who have received a bachelor's degree have exceeded the maximum time frame for completion at IECC.

Students who have changed programs and/or have obtained prior degree(s) or certificate(s) may request re-evaluation of their maximum time frame.

APPEALS AND PROCEDURES

Students denied financial aid are entitled to an explanation for the basis of a denial. The student may file a written appeal with the Financial Aid Office. The Financial Aid Officer will make a decision to accept or deny the appeal based on professional judgment. If the appeal is denied, the student has the right to appeal the denial to the Financial Aid Appeals Committee. The student or the committee may request the student's appearance before the committee. The chairperson of the Financial Aid Appeals Committee shall convene the committee to hear the appeal, and report the committee's findings to the dean of the college within three working days

of the committee's recommendation regarding the appeal. The dean shall review the recommendations of the Financial Aid Appeals Committee and make a determination as to the findings. The student will be notified by mail. If the student successfully appeals termination status, they will regain financial aid eligibility on a probationary status. The student will be required to maintain a 2.0 term GPA and a term completion rate of 75%. Failure to do so will result in financial aid suspension.

WITHDRAWALS

Students who drop out of college must notify the Financial Aid Office. Full or partial repayments of financial aid may be required of these students. For additional information, contact the Financial Aid Office.

COMPLAINTS

IECC has adopted a policy to provide for the prompt and equitable resolution of complaints. This policy does not apply to sexual harassment complaints or grievances under the faculty collective bargaining agreement. For additional information, see [Board Policy Manual – 100.16](#).

IECC ALERTS

IECC has a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to all registered mobile phones, Blackberrys, wireless PDAs, pagers, Smart or Satellite phones, and to everyone's email address.

Once you sign up for the IECC Alerts service, the college can text your cell phone with timely information about emergencies and class cancellations. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service. The service is available to all current faculty, staff and students of IECC. To sign up for the IECC Alerts, log into your Entrata Account and click on the IECC Alerts link.

Please Register – it only takes a minute. This will be the surest way for you to receive notifications critical to your safety and well-being.

Learning Resource Centers

Each IECC college has a Learning Resource Center open to faculty, staff & students with services on-campus and off campus via Entrata and the LRC web pages. IECC is a member of the CARLI Consortium (College and Research Libraries of Illinois) and has access to materials and the holdings of 76 academic and special libraries through VuFind online catalog at <http://vufind.carli.illinois.edu/vf-iec/>. Each LRC has an open computer lab, a book and print magazine collection, a video/DVD/CD collection and a variety of online resources for finding information and planning instruction. Faculty/Staff Resource Centers are located the LRCs where assistance and support are available.

Student Information System

An online student information system that allows students to view their schedules, grades, transcripts, financial aid, and personal information. Students must have a PIN to access their information. PINs are available through the Student Services Office.

Tobacco Use ([Board Policy Manual – 100.15](#))

All IECC buildings and vehicles are tobacco and smoke free.

Preventing Sexual Violence Policy
(100.31)

Date Adopted: July 19, 2016

Revised: October 18, 2016

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking. The Board adopts the following standards of conduct for all members of the Illinois Eastern Community Colleges community, including employees, students, contractors and visitors.

The Board is committed to the principle that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent. As such, sexual assault, domestic violence, dating violence and stalking, are unacceptable and are not tolerated at any Illinois Eastern Community College. The Board recognizes that victims and offenders can be any gender and expects members of the campus community to help maintain a safe environment.

The Board encourages anyone who has been subjected to sexual assault, domestic violence, dating violence and/or stalking to seek appropriate help and to report the incident promptly to the police and/or designated officials pursuant to this policy.

As a general matter, the Board, through its Chief Executive Officer, will take prompt action to investigate reports of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty or staff member.

Students, faculty and staff who violate this Policy may face discipline up to and including expulsion or termination.

This policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if;
 - 1. The conduct was in connection with a College or College-recognized program or activity; or
 - 2. Otherwise has a connection to the College.

Definitions

- A. Consent: Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active verbal or physical resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Submission resulting from a use of force does not constitute consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A person can withdraw consent at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, being asleep or unconscious, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.
- B. Dating Violence: The term dating violence means violence committed

by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

C. Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

D. Incapacitated or Incapacitation: An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to

person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not

affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one's responsibility to obtain consent.

- E. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by IECC's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- F. Sexual Assault: Any nonconsensual sexual act proscribed by Federal or State law including when the victim

lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- H. Sexual Misconduct: Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

- I. Sexual Violence: Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
- J. Stalking: Engaging in a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, nonconsensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- K. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

or systemic problems revealed by such reports and complaints.

- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking (as those terms are defined herein) which involve employees, students, contractors, and visitors.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual violence or misconduct.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services

Title IX Coordinator

- 1. The Title IX Coordinator for Illinois Eastern Community Colleges is:
 Ashlee Spannagel, Program Director of Grants,
 Compliance & Outreach
 Address: 320 East North Avenue, Noble, IL 62868
 Telephone: 618-393-3491
 Email: spannagela@iecc.edu

Responsibilities of the Title IX Coordinator include:

- Overseeing IECC's response to all Title IX reports and complaints and identifying and addressing any patterns

- providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.

2. The Deputy Title IX Coordinators are:

Jan Wiles – Frontier Community College
Assistant Dean of Student Services

Megan Scott – Lincoln Trail College
Assistant Dean of Student Services

Andrea Pampe – Olney Central College
Assistant Dean of Student Services

Tiffany Cowger – Wabash Valley College
Assistant Dean of Student Services

Responsibilities of the Deputy Title IX Coordinators:

- Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago
Office U.S. Department of Education
500 W. Madison Street. Suite 1475
Chicago. IL 60661-4544
Telephone: (312) 730-1560
Email OCR.Chicago@ed.gov

With respect to complaints that involve an employee, contractor or visitor, the Director of Human Resources and the Title IX Coordinator will manage the investigation

into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.

With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.

With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

Procedure – Campus Sexual Violence

The following guidelines identify the methods for reporting, including confidential reporting, and available resources.

If a report includes allegations of sexual assault, domestic violence, dating violence or stalking, then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint. A complaint of harassment not involving such conduct will be investigated pursuant to the sexual harassment policy and procedure. In no event shall a complaint proceed simultaneously through more than one internal procedure.

Option for Assistance Following an Incident of Sexual Assault

- A. Immediate Assistance
 1. Off-Campus Advisors and Advocates. The Notification of Rights and Options provides a list of off-campus advisors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
 2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately contact local law enforcement by calling 911.
 3. Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and

other health services by contacting the providers identified on the Notification of Rights and Options

- B. Ongoing On and Off Campus Counseling, Advocacy and Support for Students and Employees. This information can also be found on the Notification of Rights and Options.

Reporting and Confidentially Disclosing Sexual Assault

The Board of Trustees encourages all victims of sexual assault (and bystanders) to talk to someone about what happened so that victims (and bystanders) can get the support they need and so that the Board can respond appropriately. Certain employees on campus are considered “responsible employees.” Therefore, these individuals cannot ensure confidentiality as they are required to report instances of sexual assault. A complete list of confidential advisors is available in the Notification of Rights and Options within this policy if a student wishes to report confidentially.

Confidential Advisors.

Confidential advisors receive additional training to support survivors of sexual violence and misconduct and are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Contact information for such confidential advisors is included in the Notification of Rights and Options.

A victim who speaks to a confidential advisor must understand that, if the student victim wants to maintain confidentiality, IECC’s ability to conduct an investigation into the particular incident or pursue

disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these advisors will still assist the victim in receiving other necessary protection and support at the request of the victim, including working with IECC officials to address issues such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the Illinois Eastern Community Colleges or report the incident to law enforcement, and thus will have the incident fully investigated. These advisors will provide the victim with assistance if the victim wishes to do so.

Note: While confidential advisors may maintain a victim's confidentiality from Illinois Eastern Community College, by law, any employee and/or confidential advisor who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline, and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Also note: If the alleged perpetrator(s) pose a serious and immediate threat to the

community, IECC may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

- IECC employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "**Responsible Employees**" generally obligates the Board to investigate the incident and take appropriate steps to address the situation.

Most employees, including but not limited to supervisors, managers, coaches and faculty are responsible employees. A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of sexual harassment including sexual assault, the victim has the right to expect immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged sexual violence or misconduct shared by the victim so that the appropriate Title IX Coordinator can determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the IECC's response to the report and those with a "need to know".

The following categories of employees are Responsible Employees

- College and District Administrators
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Coaches & Athletic Directors
- Student Advisors & Student Group Advisors

Addressing Confidentiality

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources referenced above.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the employee will share that information for consideration in the investigation and resolution of the complaint, but cannot guarantee that request will be met. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

If a victim discloses an incident to a Responsible Employee but wishes to

maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, that request must be weighed against the Board's obligation to provide a safe environment for all students and employees including the student victim.

If the request for confidentiality can be met, a victim must understand that the Board's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. Alternatively, the request for confidentiality may not be able to be honored in order to provide a safe environment for all students and employees.

The following individual(s) are responsible for evaluating requests for confidentiality:

- Title IX Coordinator
- Chief Executive Officer
- Legal Counsel

A victim will be informed at the earliest point possible of a determination that a request for confidentiality cannot be maintained. In such instances, to the extent possible, information will be shared only with people responsible for handling the response to the complaint and those with a "need to know".

Where confidentiality is maintained, responsive action will reflect the victim's request for confidentiality. As such, if a victim's request for confidentiality limits the ability to formally investigate a particular allegation, responsive steps will still be to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to providing increased monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

Employee Reporting and Disclosing Sexual Misconduct of a Student

In addition to the reporting requirements for Responsible Employees, all employees who have information regarding sexual violence or misconduct of a student or employee are encouraged to report it to the Title IX Coordinator or any Responsible Employee.

Other Procedures for Making a Report of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence or Stalking

Although the Board of Trustees strongly encourages all individuals to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the local police.

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility.

In Illinois, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence to prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

If the complainant desires full confidentiality he/she should speak with a confidential advisor. The Title IX Coordinator does take third party reports. With your permission, the confidential advisor may file a report on the details of the incident without revealing your identity to the Title IX Coordinator. The purpose of a confidential report is to attempt to comply with your wish to keep the matter confidential while taking steps to ensure the safety of yourself and others.

Interim Measures

Upon receipt of a complaint, in being mindful of the victim's well-being, designated personnel will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Interim measures will also include:

- Assisting the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Providing other security and support, which could include the obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Informing the victim of the right to report a crime to law enforcement

and provide the victim with assistance if the victim wishes to do so.

Retaliation against the victim, whether by students or employees, will not be tolerated.

An international Student may be granted approval to reduce his/her course load while recovering from the immediate effects of a sexual violence incident.

To meet the continuing obligation to address the issue of sexual violence and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt consideration of broader remedial action, such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

Miscellaneous

1. Electronic and Anonymous Reporting. Although direct verbal reporting of complaints is preferred, an online system for electronic and anonymous reporting is available for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice for the purpose of triggering an investigation. Electronic reports can be filed via a form on the IECC webpage and will generally receive a response within 12 hours with a list of available resources absent an emergency.
2. Off-Campus Counselors and Advocates, Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information unless the victim

requests the disclosure and signs consent or waiver form or unless that individual has reporting or other obligations under state law.

3. Clery Act Reporting Obligations. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U S C 1092(f)), a public crime log and Annual Security Report ("ASR") are available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires timely issuance of warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

Title IX Complaint Investigation Procedures

A. Formal Investigation Process

1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a complaint of sexual violence or misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and will generally conclude within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative

process an extension may be granted by the Title IX Coordinator. The complainant and the respondent will be notified in writing of the identity of the investigator prior to any contact from the investigator.

With respect to complaints that involve an employee, vendor, contractor, or visitor, the Department of Human Resources and the Title IX Coordinator will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee. With respect to complaints that involve a student, the Deputy Title IX Coordinators will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student. With respect to complaints that involve both a student and employee, the Title IX Coordinator, the Director of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

The victim/complainant and respondent has the right to request substitution of these identified individuals with the authority to make a finding or impose a sanction in response to a complaint, if the participation of that individual poses a conflict of interest.

2. Interim Measures Provided:

During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will

determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with local law enforcement agencies.

3. Notice to Respondent Of Allegations:

a. Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the respondent will be given written notice of the general allegations against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).

4. Due Process Rights of Victim and/or Complainant and Respondent:

- a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
- b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. A personal advisor is defined as a family member, peer, advocate, staff/faculty member, or a union representative. It does not include legal counsel or an attorney at law.
- c. If the respondent is an employee, any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement may be followed.

5. Evidence Considered:

A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.

6. Concurrent Criminal Investigation:

The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the internal investigation be temporarily suspended. Such request will be evaluated to determine whether and for how long to suspend the internal investigation.

7. Report of Investigation:

At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions

or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

B. Determination

1. Determination:

For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in sexual violence or misconduct in violation of policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated. For employee cases, the Title IX Coordinator will determine whether the employee engaged in a policy violation involving sexual violence or misconduct.

2. Notice to Respondent:

Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the policy regarding sexual violence or misconduct, this notification will also advise the student respondent of

- a. Disciplinary sanctions; and

b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below. Employee respondents may follow any appeal or grievance process under any other applicable policies.

3. Notice to Victim and/or Complainant:

Concurrently with the notice provided to the respondent, the Title IX Coordinator or Deputy Coordinator (for students) will notify the victim and/or complainant of his/her determination within 7 days of a decision. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the prohibition of sexual violence or misconduct this notification will also advise the victim and/or complainant of:

- a. Any individual remedies offered or provided to the victim and/or complainant;
- b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant,
- c. The right to appeal the determination and sanctions in accordance with the Appeal Procedures below.

C. Sanctions, Protective Actions, and Remedies

1. Sanctions:

Students who have violated the prohibition on sexual violence or misconduct are subject to any sanctions set forth in the Code of Student Conduct or other Program policies, up to and including expulsion.

Furthermore, students could have their privileges to participate in extracurricular activities temporarily suspended if involved in an ongoing investigation. To encourage reporting, a student victim's good faith report of a violation of the sexual violence or misconduct policy will be taken into consideration in determining an appropriate response to the reporting student's own misconduct (e.g., educational responses for alcohol/drug violations as opposed to disciplinary action).

Employees who have violated the prohibition on sexual violence or misconduct will be subject to disciplinary action up to and including termination.

2. Protective Actions:

Protective measures may be implemented as appropriate, including no-contact orders, trespass notices, or other protective measures. IECC will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.

3. Remedies:

Remedies for the victim and/or complainant depend upon the specific nature of the complaint, as do remedies for the community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment

- if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes, vehicle and/or activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling and/or advocacy services;
- Identifying medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the community as a whole may include, but are not limited to.

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected

- by sexual discrimination, harassment, and/or misconduct;
- Designating individuals to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and personnel to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at Illinois Eastern Community Colleges.

Title IX Appeal Procedures for Student Victims and/or Complainants and Student Respondents

A. Appeal Request

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the

conclusion of a formal investigation must submit a written request for appeal to the Appeal Board (AB). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's letter of determination. In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his/her designee will decide whether to grant the appeal based on whether the appeal meets one of

the above enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request.

If the appeal is granted, the matter will be referred to the AB, and the Hearing Procedures for the AB set forth below will be followed. In the event of an appeal, the decision(s) of the AB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

If the victim or respondent is an employee, then any employee misconduct appeal procedures are as outlined in other applicable policies, including grievance procedure. .

B. Establishment of the Standing AB

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the CEO:

Chief Academic Officer
Chief Financial Officer
Executive Assistant to the

CEO

Alternates:

President, Wabash Valley
College

President, Olney Central College

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made by the AB as a whole. The CEO may appoint interim members as required.

C Hearing Procedures for the AB

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AB, and call witnesses in his/her behalf. When requested by the victim, the AB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).
3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties

will be given an opportunity to question witnesses. However, the complainant and the respondent may not directly cross examine one another, but may, at the discretion and direction of the individual or individuals resolving the complaint, suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.

5. The AB reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AB without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.
9. The AB will render its written decision within 7 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify the Title IX Coordinator/Deputy

Coordinator's determination as to the violation of policy and the sanction imposed (if any).

10. If a student respondent is found not to have engaged in sexual violence or misconduct in violation of policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the AB is final.
12. If the decision of the AB is to suspend or expel the student respondent, that decision will be transmitted to the Vice President of Academic Affairs. The student respondent will then have two business weeks after the decision to appeal pursuant to the standard student grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AB hearing. Upon further advancement of a grievance, relevant information will be reviewed before making a decision to uphold the suspension or expulsion

or to take other appropriate action.

Procedures Governing Complaints Solely Involving Employees and/or Third Parties

An employee or third party should notify the Title IX Coordinator if he or she believes that employees or agents have engaged in sexual violence or misconduct in violation of Board Policy.

The Title IX Coordinator will address the complaint promptly and thoroughly as follows.

A. Filing a Complaint

An employee or third party (hereinafter "Complainant") who wishes to avail him or herself of this procedure may do so by filing a complaint with the Title IX Coordinator. The Title IX Coordinator will request the Complainant to provide a written statement regarding the nature of the complaint and will request a meeting with the Complainant. The Title IX Coordinator shall assist the Complainant as needed.

B. Investigation

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Title IX Coordinator or his or her designee will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done. The investigator will inform potential

complainants, complainants, and witnesses that the Board prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

Training, Prevention and Education

A. For Students and Employees

IECC will provide training to ensure students and employees are provided substantive opportunities to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of the Preventing Sexual Violence Policy and the related protocols.

B. For Employees

IECC will provide 8-10 hours of annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence, referral or provision of services to a survivor, or any campus complaint resolution procedure for sexual violence.

Training for Designated Employees

The Title IX Coordinator, Deputy Coordinators, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else involved in

responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The CEO will annually review training offerings to identify ways in which to enhance its effectiveness.

Publication

The following will be prominently published on the District website, updated regularly and made available: the comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees and mandated reporters.

Task Force

The Board, through its CEO, will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

Reporting

The Board, through its CEO will comply with all reporting requirements established pursuant to the Illinois Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

Notification of Rights and Options

A victim of sexual violence or misconduct has a right to report (or not report) the incident to Illinois Eastern Community Colleges.

Reporting to IECC

If you choose to make a report the following individuals will receive a report and will investigate and resolve the matter pursuant to policy. IECC respects the sensitive nature of such complaints and the privacy of victims of sexual violence or misconduct but cannot guarantee complete confidentiality in meeting its responsibility to investigate and address the report. Any of these individuals will help a victim notify law enforcement of an incident, although it is the victim's choice whether or not to make such a report.

- A. The Title IX Coordinator is: Ashlee Spannagel, Program Director of Grants, Compliance, & Outreach, 320 East North Avenue, Noble, IL 62450, 618-393-3491, spannagela@iecc.edu.
- B. The Deputy Title IX Coordinators are:

Jan Wiles – Frontier Community College
Assistant Dean of Student Services

Megan Scott – Lincoln Trail College
Assistant Dean of Student Services

Andrea Pampe – Olney Central College
Assistant Dean of Student Services

Tiffany Cowger – Wabash Valley College
Assistant Dean of Student Services

- C. Electronic/Anonymous reporting:
<https://www.iecc.edu/e4/forms/svcf/default.php>
- D. Additional Non-Confidential Resources
On-Campus:

Faculty/Administrators/Supervisors
Athletic Director & Coaches
Student Group Advisors & Student Advisors

District Office, Human Resources Department
(when an employee is involved): 618-393-2982,
ext. 5521

Responsive Procedures:

Pursuant to policy, IECC will investigate reports of sexual violence and misconduct. A victim may request, and IECC will evaluate, interim protective measures to address victim safety, including obtaining and enforcing a no-contact order or order of protection.

Upon receipt of a report of sexual violence or misconduct, IECC will initiate a prompt, fair and thorough investigation through the Title IX Coordinator. The victim/complainant and respondent(s) will be afforded the opportunity to present information and witnesses, and IECC will make a good faith effort to contact and interview any witnesses identified by the parties or, including those no longer at the College. IECC strictly prohibits retaliation against the complainant, respondent, or other witnesses.

Upon conclusion of the investigation, the Title IX or Deputy Title IX Coordinator will notify the victim/complainant of the determination and of any remedies offered or provided by IECC to the victim and any disciplinary sanctions on the respondent(s) that directly relate to the victim/complainant. A victim/complainant and a student respondent may utilize the appeal process provided by policy upon conclusion of the investigation.

Confidential Options for Reporting:

The following confidential advisors have been identified to provide support to victims. These advisors are not required to report any information about an incident to the Title IX Coordinator without a victim's permission:

CAISA, Robinson, IL (serving Lincoln Trail, Olney Central, and Wabash Valley) 618-544-9379

After-Hours Crisis Hotline: 866-288-4888
SAFE, Mt. Vernon, IL (serving Frontier)
618-244-9330

After-Hours Crisis Hotline: 800-625-1414

Additional Off-Campus Resources:

The following local health, mental health, counseling and advocacy services are available for victims. At a victim's request, IECC

personnel identified above can assist victims in accessing these services.

- a. IECC Employee Assistance Program 1-855-775-4357 or www.rsli.acieap.com
- b. Illinois Coalition Against Sexual Assault: 217-753-4117 or www.icasa.org
- c. National Sexual Assault Hotline: 800-656-HOPE(4673);
<https://www.rainn.org/get-help/national-sexual-assault-hotline>
- d. National Domestic Violence Help Line: 877-TO END DV (877-863-6338);
http://www.cityofchicago.org/dam/city/depts/fss/supp_info/DV/MODVsafteycardEnglish.pdf
- e. AARDVARC – An Abuse, Rape and Domestic Violence Aid and Resource Collection at www.aardvarc.org
- f. The Illinois Coalition Against Domestic Violence: 217-789-2830;
http://www.ilcadv.org/about_icadv/contact.asp
- g. Illinois Attorney General's Office: 1-800-228-3368; www.ag.state.il.us/victims/
- h. Illinois Crime Victims Bill of Rights 725 ILCS 120-1:
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>
- i. Illinois Crime Victims Compensation Program: 800-228-3368;
<http://www.ag.state.il.us/victims/cvc.html>
- j. Illinois Department of Children and Family Services: 800-25-ABUSE (800-252-2873);
<http://www.state.il.us/dcfs/index.shtml>

** Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners. Seeking medical treatment also serves to preserve physical evidence of sexual violence.*

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual misconduct, sexual assault, domestic violence, dating violence, or stalking:

Frontier Community College

Megan Black
2 Frontier Drive
Eric Resor
Fairfield, IL 62837
Phone: (618) 842-3711

Lincoln Trail College

Tyler Browning
11220 State Highway 1
Rena Gower
Robinson, IL 62454
Phone: (618) 544-8657

Olney Central College

Linda Horn
305 North West Street
Doug Shipman
Olney, IL 62450
Phone: (618) 395-7777

Wabash Valley College

Tiffany Cowger
2200 College Drive
John Day
Mt. Carmel, IL 62863
Phone: (618) 262-8641

Workforce Education

Laurel Taylor
John A. Logan College
Kim Underwood
Carterville, IL 62918
Phone: (618) 985-3741

District Office

Bonnie Chaplin
233 East Chestnut Street
Alex Cline
Olney, IL 62450
Phone: (618) 393-2982

The Chief Executive Officer shall update Appendix A as necessary.

Policy on Sexual Harassment

Policy on Sexual Harassment (100.17)

Date Adopted: November 17, 1998

Revised: March 15, 2005

Revised: February 17, 2009

Revised: October 20, 2015

Illinois Eastern Community Colleges (IECC) is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with federal and state law and Board of Trustees' policy, IECC prohibits any member of the faculty, staff, administration, or student body, regardless of the sex of the other party, from sexually harassing any other member of the IECC community. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge or expulsion.

Defining Sexual Harassment

Sexual harassment means any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance, a student's educational performance, and/or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (1) quid pro quo and (2) hostile work or learning environment. Sexual harassment can be physical or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Any report of allegations of sexual assault, domestic violence, dating violence or stalking is considered to fall under "sexual violence" and will be processed under procedures set forth under Board Policy 100.31 Preventing Sexual Violence. A complaint involving harassment not involving such conduct as described above will be investigated pursuant to Board Policy and Procedure 100.17 Sexual Harassment. In no event shall a complaint proceed simultaneously through more than one internal procedure.

Examples of Sexual Harassment

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee or student's body or poking another employee or student's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee or student for submitting to sexual conduct, including soliciting or attempting to solicit an employee or student to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making the employee's job performance or student's educational performance more difficult because of that employee or student's sex.

Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

- (1) whether a student will be admitted to a college, or a person will be employed by the District;
- (2) the educational or work performance required or expected;
- (3) the attendance or assignment requirements applicable to a student or employee;
- (4) to what courses, fields of study or programs, including honors, a student will be admitted;
- (5) what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
- (6) the quality of instruction a student will receive;
- (7) what tuition or fee requirements are applicable to a student;
- (8) what scholarship opportunities are available to the student;
- (9) what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
- (10) any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
- (11) any performance evaluation, promotion or other employment benefit an employee may receive;
- (12) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,

- (13) what degree, if any, the student will receive.

Sexual harassment between students, neither of whom is employed by IECC, should be reported to the appropriate investigators.

The Chief Executive Officer has designated a minimum of two persons to hear and investigate cases of alleged sexual harassment (See Appendix A.). A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment allegation form. An appropriate investigation of each complaint received will be conducted.

Responsible Administrators

- a. Sexual Harassment Investigators
The Sexual Harassment Investigators are the individual's designated by the Chief Executive Officer to investigate reports and complaints of sexual harassment in accordance with IECC policy and procedure.
- b. Presidents
The Presidents are the individuals designated to review investigative reports of sexual harassment at the colleges and to determine the appropriate action for IECC to take based on the findings. If the allegation is against the President, the report will be submitted to the Chief Executive Officer.
- c. Chief Executive Officer
The Chief Executive Officer will review reports of sexual harassment at the District level. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.
- d. Deans/Associate Deans/Directors/Supervisory Personnel
All supervisory personnel are responsible for ensuring compliance with IECC's Sexual Harassment Policy and appropriate procedures.

Investigations will be initiated within one working day of receiving the complaint. The investigator will schedule a conference within five working days from the date of receipt of the complaint. Complainants may choose to be accompanied by a co-worker, another student, or other individual or their choice when attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts pertinent to the allegations. The investigator will submit a written report to the College President, including a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is against the President, the report will be submitted to the Chief Executive Officer. At the District level, the report will be submitted to the Chief Executive Officer. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.

If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed, subject to re-opening upon further complaint or additional information.

If the complainant is dissatisfied with the decision of the President, he/she may appeal to the Chief Executive Officer. A written response shall be provided within five working days of receipt of the appeal. Then, if dissatisfied, the complainant may appeal to the Chair of the Board of Trustees. The Chair of the Board will provide the complainant with a written response within five working days of receipt of the appeal. The Chair of the Board of Trustees shall have final appeal authority.

In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken by the President and/or Chief Executive Officer.

The administration will take all necessary steps to protect the rights of both complainant and alleged harasser.

Any employee found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including discharge. Any student found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including expulsion.

Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights
Illinois Human Rights Commission
James R. Thompson Center
James R. Thompson Center
100 W. Randolph Street, 10th Floor
100 W. Randolph, Suite 5-100
Chicago, Illinois 60601
Chicago, Illinois 60601
Telephone (312) 814-6245
Telephone (312) 814-6269
Telephone TTY (866) 740-3953

Illinois Department of Human Rights
Illinois Department of Human Rights
222 South College, Room 101-A
2309 West Main Street
Springfield, Illinois 62704
Marion, IL 62959
Telephone (217) 785-5100
Telephone (618) 993-7463
Telephone TTY (866) 740-3953
Telephone TTY (866) 740-3953

Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment or for initiating or assisting with a claim of sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.

**ELIGIBILITY RULES OF THE
NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION**

1631 Mesa Avenue, Suite B, Colorado Springs, CO 80906

2016-2017

http://www.njcaa.org/eligibility/eligibility_rules

The above link is for the NJCAA rules and by-laws for eligibility.

**IECC Substance Abuse Testing
Policy & Procedure for Athletics**

Purpose

Illinois Eastern Community College is concerned with the health, safety and welfare of student-athletes who participate in its athletic programs and represent the institutions in athletics. The district believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes of local, state, and federal laws concerning the use and possession of alcohol and drugs. This comprehensive program which includes educational, screening, and rehabilitative components will facilitate informed, intelligent decision-making among student athletes.

Goals

1. Educate individuals on the dangers of substance abuse and use.
2. Deterrence of substance abuse and use.
3. Develop consistent sanctions should a student-athlete test positive.
4. Promote the positive role student-athletes have in our communities
5. Encourage student-athletes to make informed, intelligent decisions on the use of substances.

Types of Testing

1. Random – 2 times per year Fall and Spring Semesters
5 from each campus

Results will be given to the Coordinator of Compliance, which in turn will notify each Athletic Director

Testing will be done at Wabash General Hospital and Richland Memorial Hospital– a coach will accompany the student athletes to be tested to WGH/RMH to be tested. WGH/RMH will follow their established testing protocol for sample retrieval and chain of custody will be followed according to their policy and procedures.

2. Reasonable Cause
 - a. Student-athlete that has tested positive in a previous test
 - i. Student-athlete will incur the cost of the test
3. Failure to appear – Negative test
4. Re-entry testing – student-athlete will need to provide a negative sample to be released from administrative sanctions. This will be a random sample that will be provided upon request.

Procedures for Sample Collection

1. Photo ID must be provided for identification (if a photo ID is not available a coach or administrator can sign a verification form along with the student-athletes signature)
2. A student-athlete will not be allowed to leave the testing site until a suitable sample has been provided.
3. The sample will need to meet the specified amount, pH, and temperature of the 3rd party administrator.
4. Wabash General Hospital and Richland Memorial Hospital will follow their procedures for the collection of a sample.

Positive Test Results

First Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. The student-athlete will be referred to the campus Threat Assessment and Behavior Intervention Team (TABIT).
 - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress with the members of TABIT.
 - b. The TABIT will determine the number of sessions the student-athlete needs to attend.
4. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athletes expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.
5. Complete 20 hours of community service. The community service must be completed before any reinstatement to the team is complete.

Second Positive Test

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Upon a second positive test the student-athlete will be suspended from the team for 50% of the scheduled games including post-season play. These games will be served consecutively and will be the games immediately following notification of a positive test. If there are not enough games the suspension will carry over to the next season.
4. If the suspension happens during the season the suspension will be noted to those who ask as a "violation of team rules".
5. The student-athlete will be referred to TABIT for evaluation. This evaluation will be at the student athlete's expense.
 - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress in counseling.
 - b. The TABIT will determine the number of sessions the student-athlete needs to attend. If the TABIT determines counseling is needed the counseling will be **at the expense of the student-athlete**.
6. Return to the team will be when TABIT/counseling center determines student-athlete is fit to return & a negative sample is submitted by the student-athlete.
7. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athletes expense. Failure to submit to the follow-up test will result in an indefinite

suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

8. Complete 40 hours of community service. The community service must be completed before any reinstatement to the team is complete.

Third Positive Test

1. A third positive test the student-athlete will be suspended from the team indefinitely.
2. The student athlete will surrender their athletic aid.
3. The student athlete will be able to complete their education, but at THEIR OWN EXPENSE.

Self-Referral Program

1. A student-athlete may refer himself/herself for evaluation or counseling by contacting their head coach, an athletic training staff member, or the athletic director.
 - a. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
 - b. Student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility at an IECC institution
 - c. A treatment plan will be determined and put in place for the student-athlete upon self-referral by the TABIT. The student-athlete will be tested randomly while in the self-referral program. The subsequent random tests will be the sole responsibility of the student-athlete.
 - d. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent tests or failure to adhere to the treatment program will result in sanctions applicable for a 2nd positive test.

Appeal Process

A student-athlete who test positive for a banned substance may, within 72 hours of being notified of the positive laboratory finding, contest the finding of the positive results. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. The appeals committee will consist of the following:

- Athletic Director
- Dean of Student Services/Assistant Dean of Student Services
- Faculty member
- President or designee
- Head Coach
- Athletic Trainer

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must present his/her own case. The meeting should take place within 72 hours after the written request is received. Sanctions resulting from the positive test will not apply until the appeals process is finalized. The decision is final based on a majority vote of the above mentioned members of the committee. The sanctions for a positive test will be completed and the results of the decision are not subject to further appeal.

Medical Exception

IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to inform that athletic director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athletes file. In the event a student-athlete tests positive, the athletic director and trainer in consultation with the testing center will review that student-athlete's medical record to determine if a medical exception should be granted.

Illinois Eastern Community Colleges Student Athlete Concussion Management Policy

The goal of this policy is to insure the health of student athletes and allow them to return safely to play following a concussion through the implementation of a comprehensive concussion management policy. Guidelines for the development of this policy are based on the Center for Disease Control's (CDC) (www.cdc.gov/Concussion) Head's Up sports concussion program, and the Consensus Statement on Concussion in Sport: The 3rd International Conference on Concussion in Sport Held in Zurich, November 2008, article (McCroy et. al., 2009, 44(4): 434-448, *Journal of Athletic Training*).

This concussion policy includes:

1. Definitions
2. Signs and Symptoms
3. Sports Concussion Assessment
4. Post-Concussion Return to Sport Progression Protocol
5. Concussion Awareness and Recognition Education

Definitions

Concussion – A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Doctor – Physician licensed to practice medicine in all its branches.

Signs and Symptoms of a Concussion

The following are some signs (observed by others) and symptoms (reported by the athlete) of a concussion:

Signs observed by others

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily

- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to or after the injury

Symptoms reported by the athlete

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

Sports Concussion Assessment

Many concussions occur during practice or at events when an athletic trainer is not available. In these cases, the coach should initiate the concussion assessment by documenting the athlete's signs and symptoms on the signs and symptoms checklist (see signs and symptoms checklist form attached). In cases where an appropriate health-care provider is present, a complete concussion assessment should be administered.

Post-Concussion Return to Sport Progression Protocol

When a concussion has been diagnosed, the athlete shall not return to play or practice the same day of the concussion.

Return to play after concussion:

1. The athlete must meet all of the following criteria in order to be allowed to return to practice or play:
 - a. Asymptomatic at rest and with exertion (including mental exertion in school); and
 - b. Have written clearance from a doctor who has personally evaluated the athlete.
2. Once the above criteria are met, the athlete will follow a graduated process of involvement in practice or play under the supervision of the coach before being allowed to return to full activity.
3. Progression toward full activity is individualized, and will be determined on a case-by-case basis. However, no signs and symptoms of a concussion should exist prior to initiation to return to play progression. Factors that may affect the rate of progression include previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates. An

athlete with a prior history of concussion(s), one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.

4. Stepwise return to play progression. Each step is a 24-hour period. This progression reflects the minimum steps required for return to play. Return to play may take many days and in some cases weeks to occur.

a. No activity.

Do not progress to step two until asymptomatic for 24 hours.

b. Light aerobic exercise

c. Sports-specific exercise

d. Non-contact training drills

e. Full-contact practice

f. Return to play

Note: If the athlete experiences post-concussion signs or symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours. The development of post-concussion symptoms at any stage should be treated as serious. Involvement of a doctor or licensed trainer should be considered.

5. The coach and athlete will discuss appropriate activities for each stepwise progression day.

Concussion Awareness and Recognition Education

At the beginning of each academic year, athletes and coaches will be required to attend a concussion awareness and recognition information session. In this session the athletes and coaches will learn the signs and the symptoms of a concussion, the Illinois Eastern Community Colleges Sports Concussion Policy, the procedures that will be followed for the care of a concussed athlete, and the return to play protocol.

Attachment 1: Signs and Symptoms Checklist

Concussion Signs and Symptoms Checklist

Student's Name _____

Student's Grade _____

Where and how injury occurred: _____

Description of injury: _____

Time of Injury _____ a.m./p.m.

Use this checklist to monitor any student who sustains a head injury, no matter how minor the injury itself may seem. Students should be monitored for a minimum of 30 minutes. Check for symptoms if able at 0 minutes (at the time of the injury), 15 minutes post injury and again 30 minutes post injury. Students who experience one or more of the signs or symptoms of a concussion after a bump, blow or a jolt to the head should be referred to a health care professional (i.e., athletic trainer or doctor) with experience in evaluating for concussion.

0 Minute

15 Minutes

30 Minutes

- | | | |
|---|---|---|
| <input type="checkbox"/> Headache | <input type="checkbox"/> Headache | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Nausea | <input type="checkbox"/> Nausea | <input type="checkbox"/> Nausea |
| <input type="checkbox"/> Balance problem or dizziness | <input type="checkbox"/> Balance problem or dizziness | <input type="checkbox"/> Balance problem or dizziness |
| <input type="checkbox"/> Double or fuzzy vision | <input type="checkbox"/> Double or fuzzy vision | <input type="checkbox"/> Double or fuzzy vision |
| <input type="checkbox"/> Sensitivity to light | <input type="checkbox"/> Sensitivity to light | <input type="checkbox"/> Sensitivity to light |
| <input type="checkbox"/> Sensitivity to noise | <input type="checkbox"/> Sensitivity to noise | <input type="checkbox"/> Sensitivity to noise |
| <input type="checkbox"/> Feeling sluggish or slowed down | <input type="checkbox"/> Feeling sluggish or slowed down | <input type="checkbox"/> Feeling sluggish or slowed down |
| <input type="checkbox"/> Feeling foggy or groggy | <input type="checkbox"/> Feeling foggy or groggy | <input type="checkbox"/> Feeling foggy or groggy |
| <input type="checkbox"/> does not "feel right" | <input type="checkbox"/> does not "feel right" | <input type="checkbox"/> does not "feel right" |
| <input type="checkbox"/> appears dazed or confused | <input type="checkbox"/> appears dazed or confused | <input type="checkbox"/> appears dazed or confused |
| <input type="checkbox"/> Moves clumsily | <input type="checkbox"/> Moves clumsily | <input type="checkbox"/> Moves clumsily |
| <input type="checkbox"/> Concentration or memory problems | <input type="checkbox"/> Concentration or memory problems | <input type="checkbox"/> Concentration or memory problems |
| <input type="checkbox"/> Cannot recall events | <input type="checkbox"/> Cannot recall events | <input type="checkbox"/> Cannot recall events |
| <input type="checkbox"/> Loses consciousness (even briefly) | <input type="checkbox"/> Loses consciousness (even briefly) | <input type="checkbox"/> Loses consciousness (even briefly) |

*Remember any student who exhibits signs and symptoms of a concussion should be removed from physical activity and should not participate until they have been evaluated and given permission by an appropriate health care professional.

Signature of College Personnel: _____