

proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.

This policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation.

This District does not discriminate in any of its educational programs and offerings, or in any of the activities offered or operated by the Community College District and its Colleges.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (500.11)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

To review the complete policy, see Appendix C or go to www.iecc.edu/ferpa.

For questions or requests related to a student's education record, visit Student Services at the college of attendance.

STUDENT RELIGIOUS OBSERVANCES POLICY (500.34)

In compliance with the University Religious Observances Act (110 ILCS 110), IECC does not discriminate against students based on religious observances. IECC will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Additional information regarding student responsibilities and expectations is available at www.iecc.edu.

The following is being provided per Section 1.5 of the Act which states: *"A copy of this section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses."*

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious

beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section.

IECC APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES POLICY (200.2)

See Appendix D for IECC's Appropriate Use of Information Technology Resources Policy in its entirety.

ELECTRONIC COMMUNICATIONS

IECC provides email accounts to students as a tool for sharing important and official information regarding registration, financial aid, deadlines, student life, and more. Email allows IECC to communicate quickly and efficiently and provides standardized, consistent communication with IECC students. The student email accounts are cost-effective and environmentally friendly.

Student email accounts are created when students activate their IECC portal accounts. IECC expects that every student will receive email at his or her IECC email address and will read email on a frequent and consistent basis. A student's failure to receive and read IECC communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their IECC email address. Students who redirect email from their official IECC email address to another address do so at their own risk. IECC is not responsible for the handling of email by outside service providers. If email is lost because of forwarding, it does not absolve the student of the responsibilities associated with communications sent to their official IECC email address.

CAMPUS SAFETY AND SECURITY POLICY (500.17)

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to