

Olney Central College



2019-2020 STUDENT HANDBOOK



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CAMPUS HOURS

Summer

Bookstore

7:30 a.m.-4:00 p.m., Monday-Friday
Extended hours available during the first week
of the semester and during final exams.

Fitness Center

6:30 a.m.-6:00 p.m., Monday-Friday

Food Service

8:00 a.m.-12:30 p.m., Monday-Thursday

Library/Computer Lab

7:30 a.m.-4:00 p.m., Monday-Friday

Student Services

7:30 a.m.-4:00 p.m., Monday-Friday

Fall and Spring

Bookstore

8:00 a.m.-4:30 p.m., Monday-Friday
Extended hours available during the first two weeks
of the semester and the week of final exams.

Fitness Center

6:30 a.m.-6:00 p.m., Monday-Friday.

Food Service

7:30 a.m.-1:30 p.m., Monday-Friday

Library/Computer Lab

7:30 a.m.-6:30 p.m., Monday, Tuesday, & Thursday
7:30 a.m.-4:30 p.m., Wednesday & Friday

Student Services

7:30 a.m.-4:30 p.m., Monday-Friday

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The District is accredited by The Higher Learning Commission. The Commission may be contacted at the HLC website at www.hlcommission.org or by phone at 312-263-0456.

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

STUDENT INFORMATION

2019-2020 Tuition & Fees

Tuition — \$92 per credit hour (in-district)

Nursing and Radiography Tuition — \$147 per credit hour (in-district)

Residents of the IECC District who are age 60 and older — Exempt from tuition for credit classes

Adjoining Counties Tuition — \$98 per credit hour

Surrounding Counties and Online Tuition — \$125 per credit hour

For Out-of-District, Out-of-State and International Tuition Rates — Check with Student Services

Note: Various career and technical education programs may have additional fees. Students should check with Student Services.

Activity Fee — \$60 is assessed to all students taking six credit hours or more of college credits at any of the four IECC colleges. This fee will be charged only for fall and spring semesters to support student activities at the colleges.

Facilities Usage Fee — \$5 per semester
if enrolled in six semester hours or more

Ceramics Course Fee — \$20 per course

Computer Course/Lab Fee — \$10 per credit hour

Graduation Fee — \$30

Second Diploma Charge — \$10

Maintenance Fee — \$15 per credit hour

Music (Applied) Course Fee — \$60

Placement Retest Fee — \$5

Proctoring Test Fee — \$15

Proficiency Examination Fee — \$70 per exam

Student ID Replacement Fee — \$5

Student Support Fee — \$12 per credit hour

Lab Fees — May be charged for some courses

Technology Fee — \$5 per credit hour

Transcript Fee — \$5

Financial Aid

Though the in-district tuition cost to attend Olney Central College is relatively low, there are other expenses that will be encountered while pursuing your college degree, such as purchasing textbooks, supplies and lab fees. Other types of expenses that may be incurred while attending school are housing, transportation and personal items. Financial aid can help to offset some of these expenses. Students enrolled in an eligible degree or certificate program may qualify for grants, loans, scholarships, or work study. Financial Aid will be paid based on enrollment in courses required for the student's current major. 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 October 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). The 2019-2020 FAFSA can be accessed on the IECC homepage (www.iecc.edu) under Students > Financial Aid by choosing the Apply for Aid – FAFSA link. Students completing their financial aid requirements 10 days prior to the beginning of the term and sooner are eligible to receive a book voucher by the 7th day of the term.

Contact OCC Financial Aid Coordinator Taryn Bunting at 618-395-7777 to learn more about applying for financial assistance through the Free Application for Federal Student Aid (FAFSA).

Conviction for any offense regarding the possession or sale of illegal drugs, while a student is enrolled, will result in the loss of eligibility for any federal aid under Title IV, HEA grant, loan or work-study assistance.

Refund Policy

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a 16-week course period and the first 5 business days of an 8-week course period or the proportionate time of any other course not conforming to a 16-week or 8-week schedule.

Academic Advisement

Academic advisement is facilitated by OCC faculty and staff members. Advisors will register students by major, each term. It is highly advisable that currently enrolled students register as early as possible.

Students are encouraged to access the Academic Advising Syllabus form, which is available on the IECC website at www.iecc.edu/occadvising. The student is responsible for contacting the advisor to arrange a registration appointment. Part-time students may register with personnel in Student Services. Students electing to change their majors should see the Student Services personnel for reassignment to the appropriate advisor. Students can request an advisement appointment online at www.iecc.edu/occ/appointment.

Entrata

Entrata is the portal at Illinois Eastern Community Colleges and is accessible by students, faculty, and staff. Entrata provides access to a wide variety of information and services such as: course schedules, email, grades, unofficial transcripts, registration, degree evaluation and more. To access Entrata, you will need to obtain a PIN 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.

Faculty Offices

To find an instructor's office in the main building (Wattleworth Hall), check the directory posted on the first floor. Instructor's offices are numbered corresponding to the classrooms across the hall. For example, you will find 100A directly across from classroom 100. Offices in other buildings are easily located. You should find the instructor's schedule of office hours posted outside the office. Each instructor schedules five office hours per week, in order to be available to students.

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.

Graduation/Retention Rates

The evaluation of student outcome data is an important indicator of a program's effectiveness. Data that is collected for this purpose at Illinois Eastern Community Colleges include the percentage of students who finish the program (either by graduating or transferring out), retention rates, and licensure pass rates.

View student outcome data at https://www.iecc.edu/page.php?page=IEWS_STDDATA.

Veteran's Assistance

Veterans are encouraged to visit Student Services to meet with the Veterans Counselor on staff. The Veterans Counselor is available to give assistance to veterans in applying for VA benefits and to certify enrollment for continuation of VA benefits.

Parking & Vehicle Regulations

All student-operated vehicles must be registered and a permit obtained. Registration of motor vehicles and the issuance of parking permits are conducted by Student Services.

All students must obtain a permit by the beginning of the fall semester. The permit will remain valid until the end of the spring semester. No permits are required for the summer semester. Each semester, all on-campus students enrolled in six semester hours or more pay a Facility Usage Fee at registration time.

Parking facilities are available to all students, but the use of certain lots is restricted to those having special permits. Students who have completed 30 or more semester hours will be issued blue stickers permitting them to park in the North Lot. Students who have completed less than 30 hours will be issued green stickers permitting them to park in the South Lot, which may be accessed from Ill. 130. Student permits are not transferable to any other student. If your permit is lost or stolen, report to Student Services. A copy of your permit card will be given to you as a replacement for your lost or stolen permit. Permits must be displayed in the front window on the lower left-hand side.

Open parking is available after 2 p.m. in the student parking lots. Spaces identified as handicapped are reserved for students or staff with a handicapped permit issued by the State of Illinois or OCC. To obtain a handicapped space, please bring a signed statement from your doctor to the business office in Student Services. No student parking is permitted in visitor parking at any time. OCC reserves the right to immobilize or tow cars that are in violation of the vehicle regulations. All towing and immobilizing are at the expense of the vehicle owner.

Note: All No Parking Zones apply to both day and evening students. There is absolutely no parking in the circle drive or in fire lanes at any time of the day or evening. Violators will be towed at their own expense. All parking regulations will be strictly enforced! For more details on parking at OCC, see the brochure on vehicle regulations.





STUDENT CLUBS & ACTIVITIES

Students may form organizations according to student needs and interests. The number and types of organizations may vary from year to year. New organizations are to be formed through the office of the Dean of Instruction, and they are to be compatible with the philosophy and mission of OCC. All organizations should annually inform the Dean's office of the name of the organization, the purpose, names of officers, and the method of handling monies. Organizations properly chartered may have one member representing each of the organizations on the OCC Student Senate.

Accounting Club

The OCC Accounting Club is available online to accommodate the needs of students enrolled in both the online and face-to-face degree and certificate programs. The club helps accounting students achieve their goals, whether they wish to continue their education at a university or to pursue employment upon completion of their coursework at OCC. Club discussions focus on internship, scholarship, employment, professional certification and networking opportunities.

Alpha Delta Nu Nursing Honor Society

The National Organization for Associate Degree Nursing (N-OADN) Alpha Delta Nu recognizes top associate degree nursing students. To be considered for membership, students must have completed their first year of nursing, have attained a 3.0 overall GPA and earned a B or better in the core nursing courses. Students also must have demonstrated conduct on campus and in the clinical areas that reflects both integrity and professionalism. To be awarded full membership, students must finish their third semester of nursing and complete a group capstone project, which focuses on either recruitment or educational activities.

Automotive Technicians of Tomorrow

Automotive Technicians of Tomorrow is a club for students enrolled in the Automotive Service Technology and Collision Repair Technology programs at Olney Central College. Students have the opportunity to participate in a number of activities including field trips to Toyota, Mid America Corvette and the Chicago Auto Show. The club also holds an annual car show and conducts fund-raisers.

Christ's Ambassadors

Christ's Ambassadors is a non-denominational group whose members are united by their common faith in God and His gospel. Members believe that Jesus is the Son of God and that, through His death, they are saved. Students fellowship, share joys and struggles.

Cosmetology Club

The Cosmetology Club meets on the first and third Monday of each month to plan for upcoming events. Members participate in community projects such as providing services to local head start programs as well as longterm care residents. Fund-raisers are planned throughout the year to help finance educational trips. Members attend events such as hair shows, where they learn about the latest industry advances in products and services.

IECC Student Nurses Association

The Illinois Eastern Community Colleges-Student Nurses Association members are enrolled in NUR 1208 or NUR 2208 Independent Study in Nursing. Members of the IECC-SNA must be enrolled in the IECC Associate Degree in Nursing Program.

Within the semester in which the student is enrolled in NUR 1208 or NUR 2208, the members shall:

- 1. Understand and follow the mission of the National Student Nurses Association (NSNA) and the Student Nurses Association of Illinois (SNAI).*
- 2. Understand the IECC-SNA Bylaws.*
- 3. Attend IECC-SNA campus meetings and one IECC-SNA meeting per semester.*
- 4. Maintain a mentor-mentoree relationship with another student enrolled in the core IECC-OCC ADN nursing program.*
- 5. Complete the 15 hours of contact for 1 credit. There is no tuition fee for this course. This is a Pass/Fail course.*

The IECC-OCC Student Nurses Association completes several community service projects during the year. The club also conducts recruitment projects and holds several fund-raisers.

Intercollegiate Athletics

OCC maintains an annual membership in the National Junior College Athletic Association for both men and women. Competitive intercollegiate athletics are an integral part of student life. The men participate in intercollegiate baseball and basketball while the women participate in intercollegiate basketball and softball.

Massage Therapy Club

The OCC Massage Therapy Club discusses educational topics, which include speakers, field trips and fund-raisers for students enrolled in the program. Members also participate in community service projects. The group meets once a month or more.

Oath Keepers

The Oath Keepers Club provides opportunities and services for student veterans and alumni to connect and mentor each other as they successfully transition through college.

Phi Beta Lambda (Business Club)

Phi Beta Lambda is the collegiate affiliate of Future Business Leaders of America. The organization is focused on business, but open to students of any major. The purpose of the organization is to train future business leaders to become contributing members of society. Members benefit from leadership and training, contact made through networking and guest speakers, and opportunities to apply their knowledge through business-related activities including competitive events, programs and activities and conferences.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for the two-year college. Membership in this club is by invitation only. In order to qualify for membership, students must:

- *Be enrolled in an accredited institution, have completed at least 12 hours of coursework that may be applied to an associate degree (part-time students may be eligible).*
- *Have a grade point average of 3.5.*
- *Receive an invitation to membership from the chapter at the college where presently enrolled.*
- *Adhere to the moral standards of the society.*

Once in PTK, students can take part in various service projects and fund-raisers. The service projects vary, but have included collecting items for Operation Christmas Child and collecting items for disaster relief kits. PTK members also have access to special transfer scholarships and other scholarship opportunities as well as opportunities to attend conferences and grow professionally. You can even register to receive credit for participating in the club.

Radiography Club

The primary purpose of the Radiography Club is to advance the science of Radiography and assist in establishing and maintaining high standards in all academic and professional goals. These are achieved through participation in club meetings, fund-raising activities, community service projects, formation of study groups and attendance at state and national seminars. Students in the Radiography Club raise funds to facilitate attendance at seminars.

The Radiography Club promotes health, professionalism, scholarship, leadership, education and social responsibility through school and community involvement. Club activities are instrumental in providing opportunities for students to network with professionals and peers as well as providing an opportunity to socialize. The Radiography Club serves to promote education and high scholarship within the field of Radiography and to provide opportunities for students to extend their education beyond the classroom.

Science Club

The Science Club is designed to enhance the learning experiences of students interested in pursuing the sciences. The club is open to all students who have an interest in any field of science including chemistry, biology and physics. Current enrollment in a science class is not required. Students may take on special projects, explore advanced scientific techniques and literature, participate in field trips and activities, and gain advisement for college and career preparation.

Student Senate

Student Senate is the student government body of Olney Central College. The Student Senate meets once a week and works on issues related to student activities, volunteer work and student policy. Student Senate members have an opportunity to receive leadership training at the annual American Student Government Association conference in Orlando, Fla., or other locations. Other annual events hosted by the Student Senate include: American Red Cross blood drives, the OCC Haunted Trail and Spring Fling.

Welding Club

Welding Club meetings are used to research jobs, call companies and submit applications. Students also use this time to fabricate their own projects including fire pits, sculptures and equipment repair. They discuss new welding technologies and review the latest publication of the AWS Welding Journal. The OCC Welding Club holds a fund-raiser so welding students may go to FabTech, the biggest metal forming and welding show in the United States. **For more information, contact Advisor Curtis Marshall at 618-395-7777, ext. 2580, or marshallc@iecc.edu.**



Anderson Library

The Anderson Library has resources that support the academic and technical programs at OCC and the reading and browsing interests of students and the community. Banks of computers are available for use by patrons of the library, students or community members. Visit the Anderson Library in person or online to acquire an OCC library card, free to students and residents of the Illinois Eastern Community Colleges District 529, which provides access to computers, print resources, and online databases.

Card holders can locate books, videos and more from the online catalog, accessed on campus or through Entrata, from the resources of 86 I-Share academic libraries in Illinois which are then delivered to OCC for free, convenient pickup. OCC students may also visit any I-Share libraries (EIU, SIUE, UI, etc.) and checkout books in person at those locations with a current OCC library card and return the book at OCC. The OCC Anderson Library webpage offers access to a recording detailing how to find information and resources including; researching topics, writing citations, and accessing online electronic resources. Also provided is access to the online subscription services of encyclopedias, magazines, journals, legal information, education information and databases (EbscoHost, Facts on File, Lexis-Nexis, CINAHL Plus with Fulltext, CredoReference, etc.) available 24/7.

From off campus, login to Entrata, click on “Library” in the menu on the left side of the webpage, then click on Find Articles, Journals & More — Off Campus Access under the Olney Central College LRC header to find usernames and logins for remote access. Other services include copying, printing, scanning, video viewing for makeup work and individual assistance in searching and citing references. Assistive technology devices and software are available to help persons with vision or hearing challenges use computers and complete assignments easily.

**Fall and Spring Semester Library Hours: 7:30 a.m. to 6:30 p.m., Monday, Tuesday and Thursday
7:30 a.m. to 4:30 p.m., Wednesday and Friday**

Summer Semester Library Hours: 7:30 a.m. to 4:00 p.m., Monday through Friday

For further information about the Anderson Library programs and services, individual instruction in searching, or for help with a project, contact the Anderson Library at 618-395-7777, ext. 2260.

Bookstore

Students will find the Bookstore centrally located on the main floor in Wattleworth Hall. In addition to textbooks and study supplies, they will find clothing, gifts and most items desired by typical college students. Textbooks can be ordered online at the IECC website (www.iecc.edu). The procedure is as follows: Click on Students, then select Bookstore on the drop-down menu. Follow the link to the college where you will be attending and make payment by Visa or MasterCard or by entering your FINANCIAL AID information.

Students may bring books to the Bookstore for possible purchase during buyback. This is a service provided by the Bookstore and Follett Higher Education Group, a national wholesale used book company. Prices paid are current market value as determined by that company.

Buyback is always held during the week of final exams. Students must bring the original receipt for their books with them to participate in buyback.

Childcare Service

OCC's Cozy Corner is a licensed childcare center for OCC students, staff, faculty and the public. The center is licensed by the State of Illinois and is located on the first floor of Wattleworth Hall, just inside the North entrance in Rooms 100 and 101. OCC's Cozy Corner provides a preschool program for ages 3-5, a daycare and afterschool program for ages 2 and toilet-trained up to age 12 or fifth grade and a summer program for the same ages. The center operates only on the college calendar. Parents must register children in advance, with the director of the center.

Fall and Spring Hours: 7:30 a.m. to 4:30 p.m., Monday through Friday

Summer Hours: 7:30 a.m. to 4:00 p.m., Monday through Friday

For information and cost of the programs, contact Director Bev Mathews at 618-395-7777, ext. 2100. Project Child

Fitness Center

OCC's newly remodeled Fitness Center provides a convenient area to work out as you improve and maintain maximum cardiorespiratory efficiency, strength, endurance, flexibility and all-around fitness. Classes are available on either a college credit or membership basis.

Fall and Spring Semester Hours: 6:30 a.m. to 6:00 p.m., Monday through Friday

Summer Semester Hours: 6:30 a.m. to 6:00 p.m., Monday through Friday

For more information, call 618-395-7777 and ask for the Fitness Center. To register for classes, request Student Services.



Food Pantry

The OCC Student Senate operates a Food Pantry in Wattleworth Hall Room 100A. Canned goods and other items are available to assist part- and full-time students, who are actively enrolled during the semester. The pantry is open weekdays and hours will be posted on the hallway TVs. Students also may contact Senate Advisor Dr. Aaron Lineberry at 618-395-7777, ext. 2239, or lineberry@iecc.edu to schedule a pick up time. Recipients must bring their OCC Student ID and current semester class schedule.

Housing

While many students commute to OCC, there are others who prefer to find housing in Olney. The local newspapers and area Realtors are your best source for housing information. Students are encouraged to make housing arrangements early. OCC has no control over private housing. It is recommended that students securing housing take steps to ensure a full understanding of the housing agreement as to price and length of tenure. Some type of contract, wherein all conditions are stipulated, is desirable.

Learning Skills Center

The Learning Skills Center is located in the back of the Anderson Library. The center's staff provides assistance to all students in an effort to help them succeed at OCC. Programs are provided in the following areas:

Tutoring

Free tutoring is available for all subjects. Professional tutors are available for Math and English courses. The Math Lab is available from 9 to 11 a.m. Monday through Friday. English tutoring and tutoring in other subjects is available, typically in the afternoon but also by appointment. Tutoring is also available to those students taking online courses and is assigned on a case by case basis.

Developmental Classes

Developmental coursework is offered in Mathematics and English/Reading. Lecture, Lab, and online developmental classes are available.

ABE/GED Classes

Free classes (including books and supplies) are available for students who want to earn their GEDs. Both 8-week day, evening and online classes are offered throughout the year. Classes in Adult Education are provided in English, Math, Science, Social Studies, Reading and the Constitution.

ESL Classes

ESL class is offered to local residents for whom English is a second language. The course helps students improve written and spoken English.

Testing

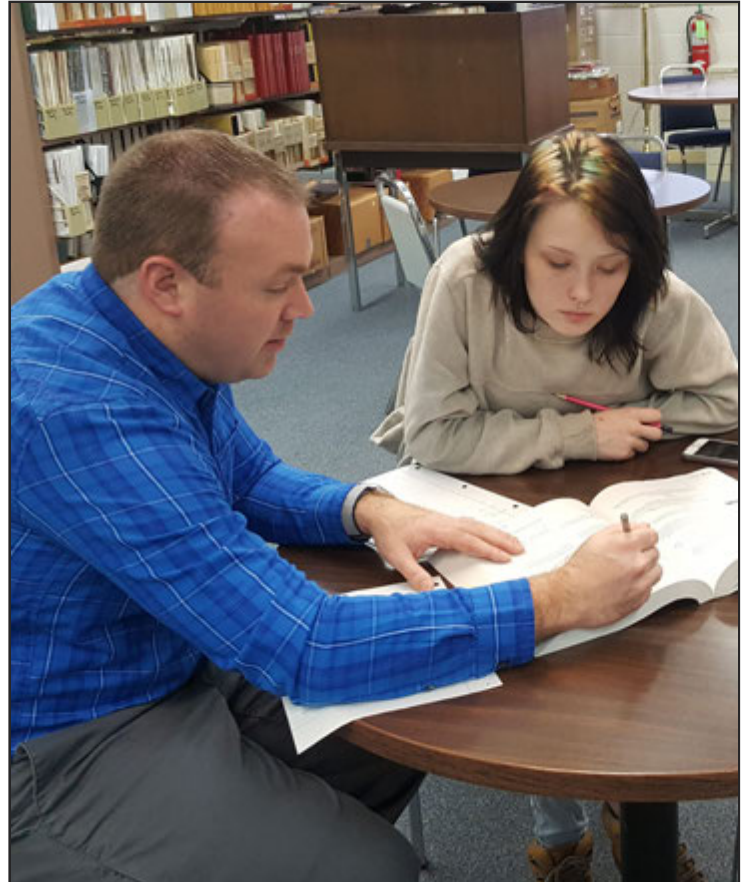
Accuplacer testing is offered daily, 8 a.m. to 4 p.m with additional hours in the FALL/SPRING semesters.

Disabilities

Accommodations are available for students with documented disabilities. If you have received accommodations in the past, or think you may have a disability, please make an appointment with the LRC.

Retention Coordinator

The Retention Coordinator is on campus to assist you in overcoming barriers that may prevent you from completing your certificate or degree. Vicki Thompson is here to help you find resources in the college and the community to help you succeed. *Stop by Student Services, call 618-395-7777, ext. 2014, or email thompsonv@iecc.edu to speak with her.*



Student Union/Knight Kafe

The Student Union includes lounge and recreational areas along with vending machines with food and drinks. The Student Union also houses the Knight Kafe, which serves a la carte breakfasts and plate lunches, assorted salads, sandwiches and desserts when classes are in session.

Dining Dollars Meal Plans offer a 10-percent discount on Knight Kafe purchases and may be obtained in the OCC Business Office. The Platinum Package, a \$950 value, provides an average of \$60 in Dining Dollars per week for 16 weeks and may be purchased for \$855. The Gold Package, an \$800 value, provides an average of \$50 in Dining Dollars per week for 16 weeks and may be purchased for \$720. The Silver Package, a \$560 value, provides an average of \$35 in Dining Dollars per week for 16 weeks at a cost of \$504. The Bronze Package, a \$320 value, provides an average of \$20 in Dining Dollars per week for 16 weeks and may be purchased for \$288. Dining Dollar Meal Plans are PELL eligible. Dining Dollar Meal Plans are non-refundable and can only be redeemed at the college where they are purchased. Any unused value at the end of the academic year will not carry forward. Report lost or stolen cards to the Business Office immediately.

If your club or organization is planning a brunch, banquet, workshop or meeting, contact the Food Service, manager at 618-395-7777, ext. 2025. The manager will work with you to select a menu to fit your needs. The Food Service Department must be notified seven to 10 days in advance to prepare for the event. You must contact Student Services to reserve the Banquet Room or Student Union. The Banquet Room can hold groups of up to 70 people and the Union can hold up to 200 people. The facilities are available days or evenings.

TRIO Student Support Services

TRIO Student Support Services provides a welcoming and supportive environment for students to begin their college careers. The mission of this federally funded project is to help participants stay in college, graduate and successfully transfer to a four-year college or university. TRIO Student Support Services offers a full range of services to students including academic assessment, personalized academic advisement, transfer assistance, scholarship assistance, tutoring, career counseling, peer mentoring, campus visits and cultural trips. It also assists students with orientation and adjustment to college life, development of effective study skills, personal development and career exploration. Once eligibility for the project is established, students complete an application and a interview to ensure the needs of the student match the services the project offers.

Transition Center

The Transition Center, funded by a federal Perkins grant, provides supportive services to eligible career & technical education students and single parents enrolled in transfer programs or the adult education program. A student may be considered eligible for Perkins supportive services if he/she is enrolled in a career & technical education program, and meets one or more of the following criteria:

- Eligible for a PELL grant
- Has a disability
- Enrolled in a program that is nontraditional for your gender
- Limited English Proficiency (LEP)
- Single Parent
- Displaced Homemaker

Perkins Supportive Services

- Career Exploration and Academic Advisement
- Economic Assistance — Textbook Loans
- Academic Support — Tutoring
- Mentoring
- ACT WorkKeys testing for graduating students (CTE and GED)

If you are a single parent or a career and technical education student in need of services, stop by Room 217A for more information about supportive services or contact the director at 618-395-7777, ext. 2238.



IECC Catalog Policies & Procedures

The Illinois Eastern Community Colleges' catalog addresses issues of student conduct while providing valuable information regarding district-wide policies and procedures. OCC students are encouraged to review the annual publication and familiarize themselves with this pertinent information. The catalog may be accessed from the IECC website at www.iecc.edu/catalog.

Academic Integrity Policy

Illinois Eastern Community Colleges is committed to academic integrity and believes in responsibility, honor, truth, fairness, respect, self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support service staff members will take reasonable precaution to prevent the opportunity for academic dishonesty.

See Appendix H, Academic Integrity Policy (500.25), in the IECC catalog (www.iecc.edu/catalog) for additional information.

Americans with Disabilities Act

The following procedures are pursuant to Illinois Eastern Community Colleges policy on American with Disabilities Act Policy:

1. Colleges and District Office will post the names, position titles, addresses, and telephone numbers for all IECC ADA Coordinators on a bulletin board that is in such a place so as to be generally seen by all students, employees, or visitors to the college or District Office. All designated IECC coordinators are listed at https://www.iecc.edu/files_user/SERV/files/ADA_Affiliates_3-6-19.pdf.
2. Students, employees, and visitors who desire reasonable accommodation or have questions regarding the American Disabilities Act will be directed to one of the persons listed as an ADA Coordinator.
 - a) Students and visitors will be directed to the Deputy ADA Coordinator at their college.
 - b) Employees will be directed to the Deputy ADA Coordinator for Employment.
 - c) Questions regarding the IECC ADA Policy and/or the Americans with Disabilities Act will be directed to the District ADA Coordinator.
3. The ADA Coordinator will interview the person requesting a reasonable accommodation and will ask the person to submit their request in writing. A written record will be kept of all actions and conversations taken in relation to the request for an accommodation. The college will provide a written reply to the requester within 3 days of having received the request.
4. The Deputy ADA Coordinator at the facility will determine if the request for a reasonable accommodation can be honored. Every effort will be made to honor a request for a reasonable accommodation unless it can be determined that doing so would cause a financial hardship for the District.
5. The Deputy ADA Coordinator will notify the District ADA Coordinator before a student, employee, or visitor is informed that the requested accommodation cannot be granted due to a perceived financial hardship for the District. In the event that requested accommodation is denied, the individual has the right to appeal the denial. All appeals shall be made to the District ADA Coordinator within 10 business days upon receipt of the written denial. The District ADA Coordinator will review the appeal, in consultation with the Chief Executive Officer or designee, to determine if the appeal shall be granted. If the appeal is warranted, the accommodation will be granted to the requesting.
6. The president will notify the District ADA Coordinator when the college makes a new ADA Coordinator appointment.
7. The District ADA Coordinator will coordinate directly with college ADA Coordinators to keep them informed of the new developments and common areas of interest regarding the Americans with Disabilities Act.

Family Education Rights & Privacy

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. *Visit www.iecc.edu/ferpa to review the complete policy. For questions or requests related to a student's education record, visit OCC Student Services.*

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.

Release of Information

Directory information may be released from a student's education record upon the request of an outside party, without prior written consent of the student. IECC takes its responsibility to safeguard the privacy of all students very seriously, therefore, all requests by outside parties for student directory information will be considered on an individual bases. As a condition for releasing directory information without permission, public notice is given annually to all students. **Students wishing to restrict release of Directory Information must file the Directory Information Restriction Notification form with Student Records.**

For additional information and to access the form, visit: www.iecc.edu/ferpa.

Non-Discrimination

IECC does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category. This policy applies to all education programs, offerings, and activities offered or operated by the District and its Colleges. IECC prohibits the retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice.

Reports or inquiries regarding this policy may be made to:

Luke Harl
Title IX/ADA Coordinator
320 E. North Avenue
Noble, IL 62868
618-879-9460

Andi Pampe
Assistant Dean of Student Services
Deputy Title IX/ADA Coordinator
305 N. West Street
Olney, IL 62450
618-395-7777

Visit www.iecc.edu/nondiscrimination for additional information.

Policy to Address a Complaint

This policy applies to all employees, faculty, and students of Illinois Eastern Community Colleges District 529 except for sexual harassment complaints, student readmission petitions, and grievances under the faculty collective bargaining contract. The purpose is to provide for the prompt and equitable resolution of complaints. Employees, faculty, and students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee. Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

Students shall follow the steps defined below for complaints other than sexual harassment complaints and readmission petitions. These complaints include, but are not limited to, academic, grading, and institutional decisions which directly affect a student. Readmission petitions are governed by procedures detailed in the section on readmission in the college catalog.

Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the complainant may file a formal written complaint.

Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the Dean of the College/Instruction. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.

Step 3: Within five days of receipt of the response under Step 2, the complainant shall file an appeal with the President. The President shall appoint an Appeal Committee composed of two students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.

Step 4: Within five days of receipt of the response under Step 3, the complainant may file an appeal with the Chief Executive Officer. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.

Step 5: Within five days of receipt of the response under Step 4, the complainant may file an appeal with the Chair of the Board of Trustees or his/her designee. The Chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The Chair or his/her designee of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges.

Tobacco Free Campus Policy

As of July 1, 2015, smoking and the use of tobacco products are prohibited on all IECC property, both indoors and outdoors, including District owned or leased vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited.

View the tobacco free/smoke-free campus maps at www.iecc.edu/safety.

Drug and Alcohol Abuse Prevention Program

The possession, use, manufacture and/or sale of a controlled substance or abuse of legal drugs and alcohol by anyone while on IECC owned or controlled property is strictly prohibited. As appropriate, violators will be reported to local law enforcement and can face immediate expulsion or dismissal. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment.

Students and employees in violation of this policy are subject to disciplinary action including, but not limited to, referral to counseling, academic suspensions or expulsions for students, and termination of employment for employees. Any illegal substance abuse instance will result in involvement of law enforcement officials.

For the complete Substance Abuse Policy, including a list of applicable legal sanctions, description of health risks and counseling options, visit iecc.edu/safety.

Preventing Sexual Misconduct

The Board of Trustees of Illinois Eastern Community Colleges District #529 is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking.

For the complete policy and other resources including, but not limited to, prevention, awareness, and filing a report visit www.iecc.edu/titleix.

Transfer Credit Policy

The acceptance of credits earned at post-secondary institutions outside Illinois Eastern Community Colleges District No. 529 shall be determined by an evaluative process administered by the Dean of Instruction or designee. All grades and cumulative grade point averages of students transferring from post-secondary institutions outside of Illinois Eastern Community Colleges will be excluded in determining the final cumulative grade point average.

Only grades from IECC will be included in determining the final grade point average. All credits earned outside Illinois Eastern Community Colleges (IECC) will be evaluated for possible application toward the degree or certificate program chosen by the student. Passing credits earned at institutions accredited by the Higher Learning Commission, or similar regional 21 accrediting agencies may be accepted by IECC provided the courses meet the expectations of the faculty and staff at IECC for academic content and rigor. For a student transcript indicating a cumulative grade point average of less than "C", only credits will be considered for those courses which have a grade of "C" or better.

Any transfer credit from institutions on probation with the Higher Learning Commission or other regional accrediting agencies may not be accepted as transfer credit. Acceptance of the transfer credit will require verification whether or not the student's experience at the other institution is appropriately commensurate with the expectations in similar IECC courses with respect to academic content, rigor, scope and relevance.

Illinois Articulation Initiative

Transfer is made easier by Illinois Eastern Community College's participation in the Illinois Articulation Initiative (IAI), a statewide agreement that allows for the transfer of a core curriculum (referred to as the General Education Core Curriculum or GECC) that is transferable among more than 100 participating colleges and universities in Illinois. IAI works best for students who know they are going to transfer, but are undecided on the college or university that will grant their baccalaureate degree. The agreement became effective for those who entered participating institutions as first-time students in the summer of 1998 (and thereafter).

Withdrawal Policy

Students may add, drop, or withdraw from courses during specifically set forth days as established by Illinois Eastern Community Colleges. Courses dropped before the start or during the refund period of a semester do not become part of a student's academic record. If a student attends and withdraws after a refund period, a W (withdraw) becomes part of the student's academic record. Failure to follow the official withdrawal policy will result in a grade of F.

A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Academic Advisor or Retention Coordinator, and the Financial Aid Office before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a 16-week schedule.

For more information, see Withdrawal Policy (500.30) in the IECC catalog at www.iecc.edu/catalog.

IECC Alerts

A notification system allows Illinois Eastern Community Colleges to send urgent messages, including class cancellations, to your cell phone or email. There are no fees assessed for this service, but message and data rates may apply through your cellular phone carrier.

Students and employees may sign up via their Entrata account and the general public may do so at www.iecc.edu/alerts.

Winter Weather Closing Policy

It is OCC's policy to remain open unless the weather makes it too hazardous to do so. When the safety of students and staff is threatened due to inclement weather or other emergencies, OCC will be closed or classes canceled or delayed. Administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing.

Don't assume that if the elementary and high schools close, OCC will be closed as well. If no announcement is made, classes will meet as usual. Closure of day classes does not necessarily mean that evening classes will be canceled. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible.

The following radio and television stations will be notified of any cancellations or delays:

- WVLN-AM and WSEI-FM in Olney
- WIKK in Newton
- WAKO in Lawrenceville
- WFIW-AM and -FM in Fairfield
- WNOI-FM in Flora
- WSJD in Mt. Carmel
- WCRC in Effingham
- WVJC in Mt. Carmel
- WTWO and WTHI in Terre Haute, Ind.
- WFIE in Evansville, Ind.

Closings also will be announced on the IECC website at www.iecc.edu.



Need Information About

Academic Advisement

OCC Student Services.....395-7777, ext. 2012 or 2013

Activities on Campus

OCC Student Services.....395-7777

AIDS Information

Illinois Dept. of Public Health.....1-800-243-2437

College Work-Study Jobs

OCC Student Services.....395-7777, ext. 2017

Counseling — Personal, Career, Educational

S.E. Illinois Mental Health Center.....395-4306

24-hour emergency answering service.....395-5026

Children & Family Services.....393-2979

Department of Human Services.....392-3151

Office of Vocational Rehabilitation.....395-2147

Substance Abuse-Related Problems

S.E. Illinois Mental Health Center.....395-4306

24-hour emergency answering service.....395-5026

Health or First Aid

Southern Illinois Health Care Foundation/

Weber Medical Clinic.....395-5222

Carle Richland Memorial Hospital.....395-2131

Lost and Found

OCC Student Services.....395-7777

Parking Stickers

OCC Student Services.....395-7777

Pregnancy

Abortion Affiliates

Hope Clinic for Women Ltd.

1602 21st Street

Granite City, IL

618-451-5722

1-800-844-3130

Abortion Alternatives

Birthright International

Olney, IL

618-395-1611

Evansville, IN

812-424-2555

Reading and Study Skills Improvement

Learning Skills Center.....395-7777, ext. 2264

Veterans' Affairs

OCC Student Services, Veterans' Advisor....ext. 2017

Withdrawal from Classes

Student Services.....395-7777, ext. 2012 or 2013

Directory of Services

Note: Extension numbers listed are for the Olney Central College switchboard at 618-395-7777.

Advisement Appointment.....ext. 2013/2012

Anderson Library.....ext. 2260

Athletics/Dennis Conley.....ext. 2131

Bookstore/Cristina Siegel.....ext. 2144

Buildings and Grounds/Clay Atkins.....ext. 2020

Business Department/Doug Shipman.....ext. 2006

Career Advisor/Libby McVicker.....ext. 2016

Advisor/Recruiter Jodi Schneider.....ext.2018

Cosmetology/Courtney Meadows.....395-1169

Cozy Corner/Bev Mathews.....ext. 2100

Dean of Instruction/Michael Conn.....ext. 2002

Financial Aid/Taryn Bunting.....ext. 2017

Food Services/Teresa Baker.....ext. 2025/2026

International Students/Pam Madden.....ext. 2023

Learning Skills Center/Dr. Linda Shidler.....ext. 2264

Nursing & Allied Health/

Theresa Marcotte (IECC/OCC).....ext. 2136

President/Rodney Ranes.....ext. 2001/2003

Public Information/Deanna Ratts.....ext. 2142

Radiography/Carol Kocher.....ext. 2139

Clinical Coordinator/Lisa Rauch.....ext. 2243

Retention Coordinator/Vicki Thompson.....ext. 2014

Student Services/Andi Pampe.....ext. 2005

Transition Center.....ext. 2238



Illinois Eastern Community Colleges
Student Code of Conduct
2019

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I. Introduction

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. Therefore, IECC has established the Student Code of Conduct (SCC) to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations.

II. Definitions

IECC refers to Illinois Eastern Community College District 529 and includes all property and programs of Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College, Workforce Education, and the District Office.

Student includes all individuals who are enrolled in courses, receiving services, are accepted for admission, or who has recently withdrawn due to the violation of the Student Code, at IECC.

College Official includes any individual that is employed, volunteers, or serves on the Board of Trustees at IECC.

College community includes all students and college officials at IECC.

College premises or property includes all land, buildings, facilities, vehicles, or other property that is owned, operated, or controlled by IECC. This includes the premises where college activity is occurring.

Off-Campus College Activity includes student to student or student to college official interaction that occurs off the college premises.

Behavior Incident Report is an official report of an accusation of alleged conduct that deviates from this code.

Conduct Officer is a college official appointed by the President to oversee the implementation of the Student Code of Conduct. Any college official that has received Conduct training may serve as a Conduct Officer.

Student Disciplinary Committee refers to a group of college officials appointed by the President to determine code of conduct violations.

Appeal Authority refers to any individual(s) authorized by the (Chief Executive Officer or President), to consider an appeal from a student conduct hearing or Student Disciplinary Committee's decision and/or the sanctions imposed.

Shall is used imperatively.

May is used permissively.

Know, and tenses associated with the term, refers to reasonable awareness.

Policy is the written rules of IECC, approved by the Board of Trustees, and can be found in the published IECC Policy Manual.

Procedure is the written method of implementing Policy, approved by the Cabinet, and can be found in the published IECC Procedure Manual.

Student Handbook is a document comprised of important and applicable information to students that is administered and maintained online by each individual campus.

Complaint is an alleged violation against an individual by an individual.

Complainant is the individual making the complaint.

Respondent is the individual against whom a complaint is filed.

Preponderance of Evidence refers to the proof necessary to show that the facts are more likely to be than not to be.

Clear and Convincing Evidence refers to the proof necessary to show that the facts are substantially more likely to be than not to be.

Sanction is the disciplinary action that is imposed on a student by IECC.

Days are defined as days in which the district office and the colleges are normally open to conduct business.

Advisor is an individual chosen by a complainant or respondent that may or may not be legal counsel.

Written is considered a formal means of communication and may be completed by mail or e-mail.

Academic Record is the formal record that IECC maintains directly related to a student's academic performance.

Conduct Record is the formal record that IECC maintains directly related to a student's conduct complaints and determinations.

III. Student Code Authority

The Cabinet shall develop district policies for the administration of the Student Code of Conduct and the procedural rules for student conduct proceedings. The College President shall appoint a Conduct Officer (CO), Investigators and members of the Student Disciplinary Committee (SDC). The Investigators are responsible for the investigatory process of a Student Code of Conduct Violation. The CO/SDC is responsible for the interpretation of the Student Code of Conduct and the determination of sanctions against Student Code of Conduct violations. The CO shall notify students of the CO/SDC decision, provide an opportunity for discussion and appeal, and implement the determined sanctions. The President shall appoint members to the appeal authority, unless the President serves as the Conduct Officer, in which the Chief Executive Officer shall appoint members to the appeal authority.

For alleged violations involving SCC V. c. (Discrimination), the authority and responsibility of the Title IX/ADA Coordinator shall replace the Conduct Officer.

For alleged violations involving SCC V. d. (Sexual Misconduct), the authority and responsibility of the Title IX Coordinator shall replace the Conduct Officer. All alleged violations of sexual misconduct will be addressed in accordance with Policy 100.31.

IV. Jurisdiction of the Student Code of Conduct

IECC reserves the right to investigate incident reports of alleged conduct violations and impose sanctions on students who have committed an act of prohibited conduct on college property or where off-campus college activity has occurred.

Students are subject to city, state, and federal law while at IECC. The IECC Student Code of Conduct should not be equated to local, state or federal criminal codes. In the event that a student violates local, state, or federal law and the Student Code of Conduct, IECC may proceed with the Student Conduct Procedure, while criminal/civil proceedings are in progress, in order to protect the students, college officials, or the community of IECC.

IECC is a recipient of federal financial assistance, requiring the compliance of all federal regulation. Therefore, in the event of conflict between local or state and federal law, all students, college officials, and the community shall abide by the federal law on college property.

Student Conduct Code violations that also violate Title IX of the Education Amendments Act of 1972 will be referred to the IECC Title IX Coordinator and are subject to the policy and procedure identified in Preventing Sexual Misconduct Policy 100.31.

V. Prohibited Conduct

- a) Academic Dishonesty Violations:
 - i) Uses or obtains unauthorized assistance in any academic work.
 - (1) Copying from another student's exam;
 - (2) Using notes, books, electronic devices or other aids of any kind during an exam when prohibited;
 - (3) Stealing an exam or possessing a stolen copy of an exam.
 - ii) Gives fraudulent assistance to another student.
 - (1) Completing graded academic activity or taking an exam for someone else;
 - (2) Giving answers to or sharing answers with another student before, during or after an exam or other graded academic activity;
 - (3) Sharing answers during an exam by using a system of signals.
 - iii) Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
 - (1) Submitting a paper or other academic work for credit that includes words, ideas, data or creative work of others without acknowledging the source;
 - (2) Using another author's words without enclosing them in quotation marks, without paraphrasing them or without citing the source;
 - (3) Submitting the same paper or academic assignment to another class without the permission of the instructor.

- iv) Fabricates data in support of an academic assignment.
 - (1) Falsifying bibliographic entries;
 - (2) Submitting any academic assignment that contains falsified or fabricated data or results.
- v) Inappropriately or unethically uses technological means to gain academic advantage.
 - (1) Inappropriately or unethically acquiring material via the Internet or by any other means;
 - (2) Using any electronic or hidden devices for communication during an exam.

IECC complies with the American Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Approved accommodations are not Academic Dishonesty Violations.

Each instructor and academic support service area is authorized to establish specific guidelines consistent with this policy. Additional guidelines for Academic Honesty may appear in course syllabi.

- b) Disrespectful, Insubordinate or Disruptive Action Violation:
 - i) Indecent, loud, obstructive, or disruptive action that interferes with teaching, service delivery, administration, disciplinary proceedings or other college activities on or off college premises;
 - ii) Engaging in behavior that is specifically prohibited by faculty or staff.
- c) Discrimination Violation:
 - i) Behavior that is directed at a person because of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category.
- d) Sexual Misconduct Violation:
 - i) 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.
 - ii) 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.
 - iii) 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.

- (1) 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.
 - (2) 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.
 - iv) 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.
 - v) 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.
 - vi) Sexual Violence: Physical sexual acts perpetuated 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.
 - vii) 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.
- e) Retaliation Violation:

- i) 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 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.
- f) Hazing Violation:
 - i) Any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with any IECC college; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.
 - ii) Witnessing hazing taking place as a group member, affiliate, or guest;
 - iii) Participating in or being present in person or via technology in discussions where hazing is being planned.
- g) Endangering Behavior Violation:
 - i) Intentionally, knowingly or recklessly causing physical harm to any person;
 - ii) Threats or threatening behavior, intimidation, coercion, detainment or other conduct that threatens or endangers the health or safety of any person.
- h) Tobacco Violation:
 - i) Use of all tobacco products on all IECC property, both indoors and outdoors;
 - ii) Littering the remains of tobacco waste.
- i) Alcohol and Controlled Substance Violation:
 - i) Unlawful possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any controlled substance.

Under federal jurisdiction, the possession, sale, transfer, purchase, or use of cannabis, including medical marijuana, is unlawful. Therefore, although Illinois state legislation permits the authorized use of marijuana, the possession, sale, transfer, purchase or use of all cannabis, is prohibited on college property or on the premises where college activity is occurring.

- j) Unauthorized Pets Violation:
 - i) Allowing or keeping pets in college facilities unless authorized in writing by the College President.
 - (1) Service animals are an extension of the student and must abide by conduct policies and procedures.

- (2) Emotional support animals are not considered service animals and are not allowed on campus.
- k) Weapons Violation:
 - i) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college property or on the premises where college activity is occurring.
 - ii) For individuals with a Concealed Carry License, concealed firearms must remain within the guidelines in Policy 100.28.
- l) Theft or Property Damage:
 - i) Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or personal or public property, on or off campus.
- m) Failure to Comply:
 - i) Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- n) Inappropriate Use of Technology Violation:
 - i) Copy and forwarding, downloading, and/or uploading to the IECC network or Internet server any copyrights, trademarked, and other intellectual property without express authorization from the owner of the trademarks, copyrights or intellectual property right;
 - ii) Peer-to-peer file sharing applications on its network, including wireless network services, to transmit, exchange, or copy any music, software, or other materials which are protected by copyright or intellectual property rights;
 - iii) Accessing, emailing or web publishing of material, including text or images, determined to be obscene and/or pornographic;
 - iv) Use of technology to facilitate, engage in and/or encourage academic dishonesty;
 - v) Email distribution or web publishing of derogatory statements intended to offend other individuals, groups, or organizations or which violate IECC's anti-discrimination/harassment policy and procedures.
 - vi) Use of information technology resources in a manner that violates this Policy, any other District/College policy, and/or local, state or federal law.
 - vii) Intentionally infiltrate, or "hack," IECC or other information technology resources;
 - viii) Release viruses, worms, or other programs that damage or otherwise harm IECC or other information technology resources;
 - ix) Knowingly disrupt a system or interfere with another students, staff or faculty members or other authorized user's ability to use that system;
 - x) Willfully damage or destroy computer hardware, software, or data belonging to IECC or its users.
- o) Violation of Federal, State or Local Laws and College Policy:

- i) Violation of federal, state or local laws on college property or on the premises where college activity is occurring.
- ii) Violation of college policy that is not otherwise specified in Section V. of the Student Code of Conduct.
- p) Abuse of the Student Conduct System:
 - i) Failure to obey the summons of a hearing officer or other college official;
 - ii) Falsification, distortion, or misrepresentation of information before a hearing officer/panel;
 - iii) Disruption or interference with the orderly conduct of a conduct proceeding;
 - iv) Attempting to discourage an individual's proper participation in, or use of, the conduct system;
 - v) Attempting to influence the impartiality of a hearing officer or member of a hearing panel prior to, and/or during the course of, the conduct proceeding;
 - vi) Harassment (verbal or physical) and/or intimidation of a hearing officer or member of a hearing panel prior to, during and/or after a conduct proceeding;
 - vii) Failure to comply with the sanction(s) imposed under the student conduct code;
 - viii) Influencing or attempting to influence another person to commit an abuse of the student conduct code process.

VI. Disciplinary Actions

1. IECC reserves the right to impose disciplinary actions, henceforth described as sanctions, for violations of the Student Code of Conduct. Sanctions will be determined by the Conduct Officer and/or the Student Disciplinary Committee and implemented by the Conduct Officer. Sanctions may include but are not limited to:

- a. Conversation – A conversation with the student regarding the violation and steps to prevent a violation from occurring again.
- b. Warning – A written notice to the student that the student is violating or has violated the Student Code of Conduct. The Notice may include potential sanctions should the incidents continue to occur.
- c. Parental Notification – A formal notification to the student's parent or legal guardian informing them of the conduct violation.
- d. Probation – A written notice to student for the violation of the Student Code of Conduct that includes a probationary period for a specified time and the probability of progressively more severe sanctions if the student is found to violate the Student Code of Conduct during the probationary period.
- e. Loss of Privileges – Denial of specified privileges for a designated period of time.
- f. Discretionary Sanctions – Assigned service to IECC. This may include work or community service.

- g. Education Sanctions – Assigned academic work to IECC. This may include reflective papers or personal biographies.
 - h. Involuntary Withdrawal – Administrative withdrawal from one or more classes.
 - i. IECC Suspension – Separation of the student from IECC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension may be implemented on a deferred basis (i.e. Student will be suspended if they do not complete other specified sanctions).
 - j. IECC Expulsion – Permanent separation of the student from IECC.
 - k. Revocation of Award – Revocation of a degree or certificate. This sanction may only be imposed for serious academic violations such as fraud or misrepresentation.
 - l. Withholding of Award – Delay of degree or certificate until the completion of the process set forth in the Student Code of Conduct, including the completion of sanctions.
 - m. Fine – A monetary payment to retribute damages.
2. One or more of the sanctions listed in VI.1. may be imposed for a Student Code of Conduct Violation.
 3. No sanction, other than VI.1.(i)-(k), shall be made part of the student's permanent academic record. Sanctions VI.1.(i)-(k) require a Student Disciplinary Committee decision, they shall not be made by the Conduct Officer alone. All sanctions shall be made part of the student disciplinary record.
 4. An Administrative Hold may be placed on a student account until the completion of the sanction.

VII. Rights of Involved Parties

1. Complainant Rights

- a. The right to be accompanied in a conduct proceeding by an advisor of his or her own choosing.
- b. The right to receive reasonable accommodations to protect safety and/or confidentiality during a conduct hearing which may include submitting an Impact Statement no later than two-business days prior to the scheduled hearing or appearing in front of the CO/SDC without the presence of the respondent.
- c. The right to be kept informed of the status of proceedings throughout the process.

2. Respondent Rights

- a. The right to receive notification of the alleged violation and the date, time, and place of any conduct proceeding regarding the alleged violation.

- b. The right to challenge the objectivity or fairness of any of the persons serving in a conduct proceeding. The decision to uphold any challenge made by the respondent rests with the CO/SDC Chair.
- c. The right to introduce documents, to call witnesses, and present other evidence during a conduct proceeding. NOTE: The right to call witnesses is accompanied by the obligation to provide the name of and rationale for each witness, in writing, at least two business days in advance of a meeting or hearing to the student conduct administrator.
- d. The right to be provided access to any information that may be used at a conduct proceeding. Access will be provided to such materials in advance of a meeting/ hearing.
- e. The right to respond to the allegations. All questions or responses posed by the respondent are to be directed towards the CO/SDC Chair during proceedings.
- f. The right to not be compelled to be a witness against oneself or to have his or her silence taken as an indication of responsibility for a violation.
- g. The right to a decision of responsibility or non-responsibility based on the clear and convincing evidence and to be notified of such decision in writing.
- h. The right to be accompanied by an advisor of his or her own choosing.
- i. The right to request postponement of a disciplinary proceeding if circumstances warrant. The decision to postpone a disciplinary proceeding rests with CO/SDC Chair.
- j. The right to appeal the decision of a disciplinary proceeding in accordance with Student Code of Conduct appeal procedures.

VIII. Interim Measures

IECC reserves the right to impose interim measures for alleged violations of the Student Code of Conduct that may pose a threat to any person on the college premises or impede the operations of IECC. In addition to IECC Interim Measures, College officials may contact law enforcement at any time for behavior that appears threatening to any person on college property.

1. Interim Measures for Respondents may include:

- a. Temporary Suspension
- b. Temporary separation for one or more classes
- c. Temporary restriction of access to college property

2. Interim Measure for Complainant may include:

- a. Assisting access student support services (academic support, counseling, advocacy, etc.)
- b. Changing work-study or course arrangements
- c. Other measures accessible on a case by case basis

Interim measures may only be implemented for a designated period until the final violation determination is resolved. In the event that interim measures are imposed, a student will be notified of the interim measure(s) by phone and in writing and will take effect immediately. The interim measure will remain in effect until all student conduct proceedings are completed, unless otherwise specified.

Interim measures do not replace the Student Code of Conduct Procedure, as all students have the right to a prompt and equitable procedure that incorporates due process for all involved parties.

IX. Student Code of Conduct Procedures

Students are entitled prompt and equitable resolutions that ensure due process and provide the right to legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by the Conduct Officer/Student Disciplinary Committee to the Appeal Authority. Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Any member of the college community may submit a behavior incident report documenting the alleged Student Code of Conduct violation. Incident reports shall be submitted to the Conduct Officer unless the incident pertains to discrimination and/or sexual misconduct (see below).

Complaints of alleged violations of SCC V. c. (Discrimination) shall be addressed to the Title IX/ADA Coordinator (harll@iecc.edu) and shall be resolved through the procedures identified in this section. In cases involving SCC V. c. (Discrimination) the authority and responsibility of the Title IX/ADA Coordinator shall replace the Conduct Officer.

Complaints of alleged violations of SCC V. d. (Sexual Misconduct) shall be addressed to the Title IX Coordinator (harll@iecc.edu) in accordance with Policy 100.31. In cases involving SCC V. d. (Sexual Misconduct) authority and responsibility of the Title IX Coordinator shall replace the Conduct Officer.

Procedure:

1. Once the Conduct Officer receives a Student Code of Conduct incident report, the Conduct Officer shall review the report and coordinate Conduct Investigators to investigate the alleged conduct violation. Violation determinations shall be made by the Conduct Officer or deferred to the Student Disciplinary Committee.

2. All investigations shall be fair and prompt, and shall be administered in accordance with local, state, and federal law and IECC policy. Investigations shall include the review of involved parties' conduct history, an equal opportunity for interview and response to the respondent and the complainant, witness interviews, and any other pertinent information to the case. The clear and convincing evidence standard shall be used to determine the outcome of the allegation.

- a. Notice to Respondent/Complainant of Allegations: The Conduct Officer shall contact the respondent and complainant (if applicable) with the following information:

- i. The respondent's name
 - ii. The complainant (unless determined confidential)

- iii. A brief description of the alleged conduct violation
- iv. The investigatory process that will follow, including the dates and times of investigative and conduct hearings.

b. Due Process Rights during the investigative process:

- a. The respondent and complainant will each be afforded the right to present information and witness relevant to his or her case.
- b. When the respondent and complainant are requested to appear at an investigatory meeting or conduct hearing, he or she may be accompanied by an advisor.

c. Report of Investigation:

- a. At the conclusion of the investigation, the Conduct Investigator shall prepare a thorough report outlining the complaint, investigation conducted and relevant evidence, the investigators conclusions and explanation for the Conduct Officer/Student Disciplinary Committee.
- b. The CO/SDC shall determine whether a violation occurred and the appropriate sanctions.

3. If the CO/SDC determines that the Student Code of Conduct has been violated, the Conduct Officer will present the Student Code of Conduct Notice of Decision for violation and the sanctions to the respondent and complainant, in written form, within 10 days upon receipt of the decision. The written notification shall include the decision, the sanctions imposed, an opportunity to schedule a meeting to discuss the decision, and a brief explanation of the appeal process with both parties.

4. If the CO/SDC determines that the Student Code of Conduct has not been violated, the Conduct Officer will present the Student Code of Conduct Notice of Decision for non-violation to the respondent and complainant, in written form, within 10 days upon receipt of the decision. The written notification shall include the decision, an opportunity to schedule a meeting to discuss the decision, and a brief explanation of the appeal process with both parties.

X. Appeal Process

Students (complainant or respondent) who wish to appeal the decision administered by the Conduct Officer at the conclusion of a formal investigation must submit a written request for appeal to the College President within 5 business days after the Notice of Decision has been sent. In the event a student does not appeal within the required 5 day period, the Notice of Decision will be final.

The appeal request must be made on the basis of one or more of the following reasons:

- 1. Procedural error was committed.
- 2. Evidence of discrimination during the investigatory or hearing process.
- 3. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described in the written request.

4. The sanction imposed is lenient, excessive or otherwise inappropriate.

Procedure:

1. The appeal request shall be filed with the College President (or the Chief Executive Officer if the College President serves as the Conduct Officer). The President shall review the report and coordinate the Appeal Authority (AA). The Appeal Authority shall review the original case and all additional evidence, and provide an equal number of interviews to the respondent and the complainant, witness interview, and any other pertinent information to the case. The AA shall determine the outcome of the allegation. The AA determined outcome and recommended sanction shall be reported, in written form, to the College President within a reasonable time period.
2. The President shall render a written AA Notice of Decision to the respondent and complainant, within a reasonable time period upon receipt of the decision. The AA Notice of Decision shall include the decision, the sanctions imposed (if applicable), an opportunity to schedule a meeting to discuss the decision, and a brief explanation of the appeal process with both parties.
3. If the AA determines that there has not been a conduct violation, IECC will repeal any invoked sanctions. If coursework was missed as a direct result of prior sanctions, appropriate action will be taken to assist the student in completing the course.
4. If the AA determines that there has been a conduct violation, the conduct and sanctions are final.

XI. Interpretation and Revision

Questions of interpretation or application of the Student Code of Conduct shall be referred to the Chief Academic Officer or the Program Director of Grants and Compliance for final determination.

The Student Code of Conduct shall be reviewed biennially, at a minimum, to determine relevancy, applicability, equity, and fairness by the Cabinet. Amendments to SCC I – SCC VIII; SCC XI shall require approval by the Cabinet and the Board of Trustees. Revisions to SCC IX and SCC X shall require approval by the Cabinet.

XII. College Resources

A student can obtain a copy of the Student Code of Conduct in the Online Student Handbook or by visiting the Student Services Office. Additional IECC policies are available by request at the Student Services Office.

Information on Campus Safety:
iecc.edu/safety

Information on Sexual Misconduct:
iecc.edu/titleix

Information on Nondiscrimination:

iecc.edu/nondiscrimination

Title IX Coordinator Contact Information:

Luke Harl

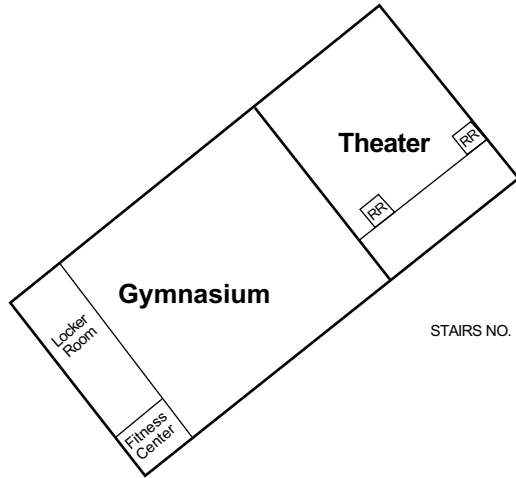
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Noble, IL 62868

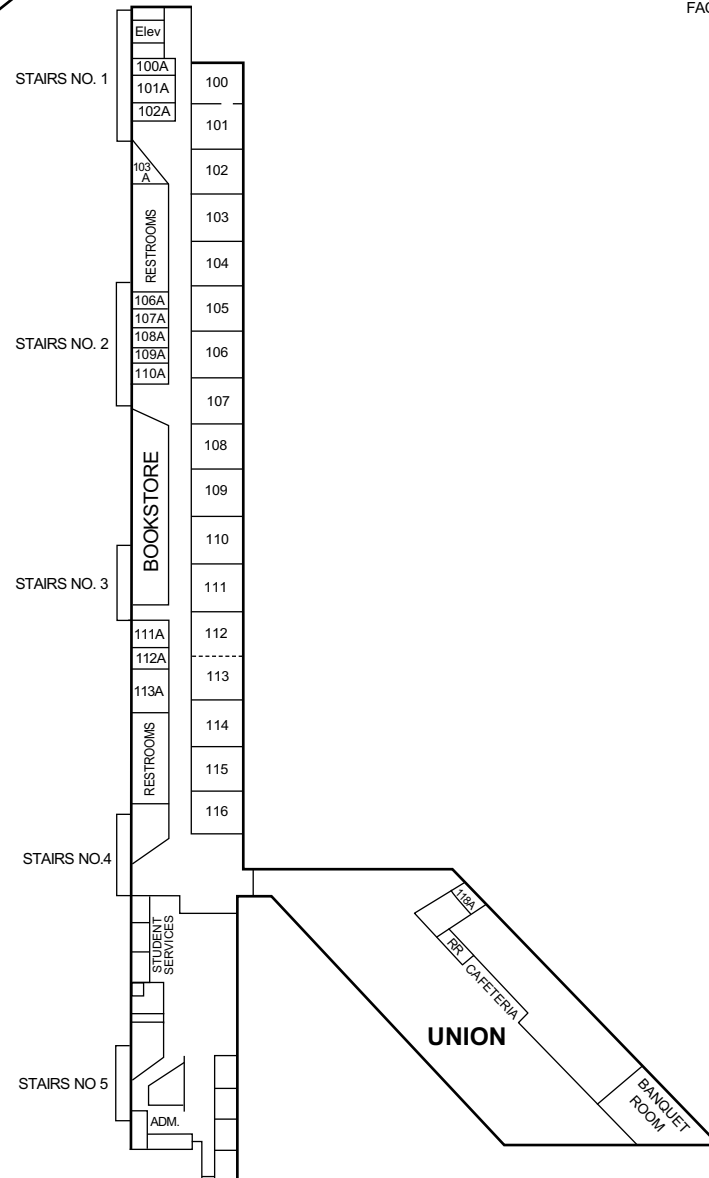
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harll@iecc.edu

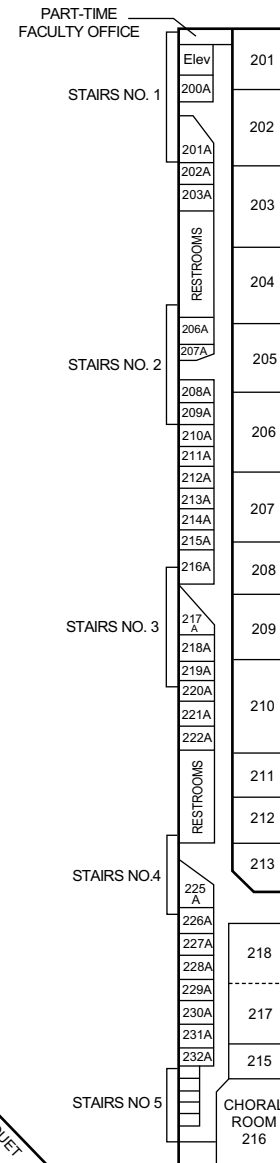
WATTLEWORTH HALL & BUILDING DIRECTORY



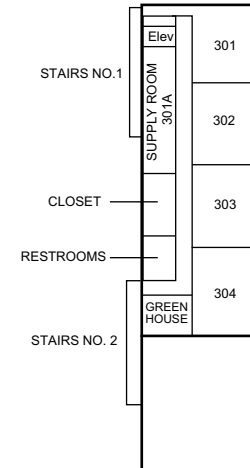
1st Floor

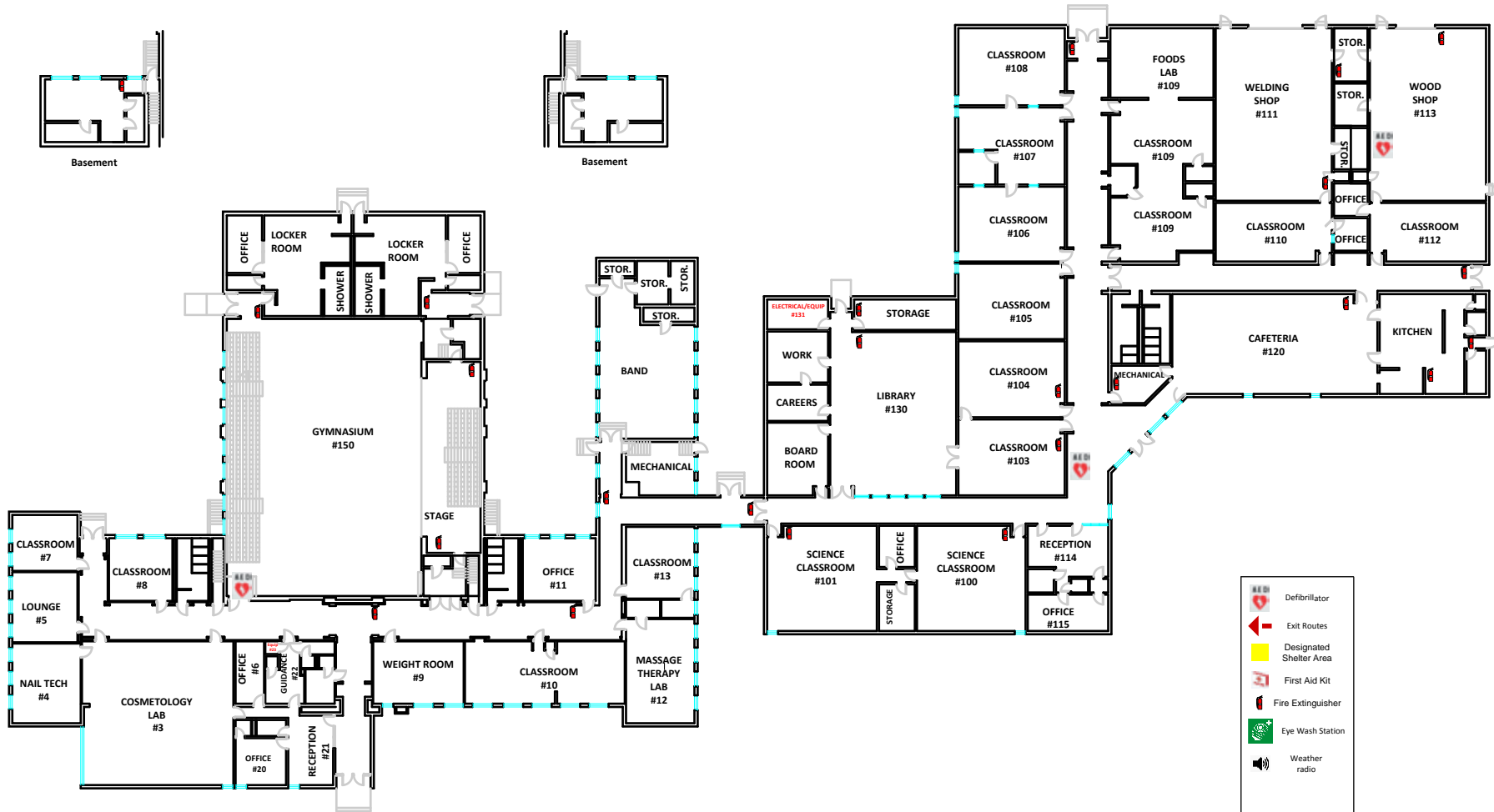


2nd Floor



3rd Floor







Campus Map

Main Campus Entrance

West Parker St.

Route 130

West St. John Street

Legend

- | | |
|---|--------------------------------------|
| A. Gymnasium, Fitness Center & Dr. John D. Stull Performing Arts Center | H. Construction Trades (CT) |
| B. Wattleworth Hall (KW) | I. Maintenance Garage |
| C. Student Union and Banquet Room | J. Maintenance Building |
| D. Cozy Corner Playground | K. Industrial Technology (CT) |
| E. Bridge Between Campus | Automotive Service Tech. |
| F. Welding Technology (WT) | L. Auto Body Building (AB) |
| G. Applied Technology (AT) HVAC, Industrial Maintenance Tech. & Information Systems Tech. | M. Collision Repair Technology (CRT) |
| | Hoffmann Memorial Prairie Gardens |
| | Shelter House |
| | Oil and Gas Memorial |

1. North Parking Lot- Student, Visitor, Faculty, Motorcycle, Staff & Handicapped Parking
2. South Lot- Student Parking
3. Service Parking Lot- Faculty and Staff
4. East Parking Lot- Handicapped, Visitor, Faculty & Staff Parking
5. West Parking Lot- Student, Faculty, Staff & Handicapped Parking
6. Parking, Baseball and Softball Fields
7. Collision Repair Parking



Olney Central College

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