



# REND LAKE COLLEGE

2011-2012  
STUDENT RIGHTS &  
RESPONSIBILITIES  
HANDBOOK

## COLLEGE MISSION

### PHILOSOPHY:

*Rend Lake College's philosophy outlines the manner in which the college fulfills its mission:*

The College is committed to offering programs and services of the highest quality that are affordable to its constituents. The College will maintain a student-friendly atmosphere, making its services as accessible as possible. Courses and programs offered by the College will be transferable or lead to attractive employment opportunities. The College will provide these programs and services in an effective manner while maintaining financial responsibility.

### MISSION:

*The mission statement is the essential purpose of the college from which all college activities originate:*

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population that we serve. In addition to our commitment to fulfill all our education and community-focused program objectives, we are committed to every degree-completing student demonstrating the fundamental skills of effective critical thinking, problem-solving, oral communication, and written communication. In fulfilling its mission, Rend Lake College will be an active leader in our region's development. Our students' success is our own success.

### INSTITUTIONAL OUTCOMES:

Rend Lake College has adopted four essential learner outcomes, fundamental learning objectives embedded in every program of study, that all degree-completing students should be able to demonstrate. They are as follows:

**Critical Thinking:** Demonstrate the ability to think in a self-directed, reflective manner when understanding, evaluating and solving problems.

**Problem-Solving:** Demonstrate the ability to resolve computational problems.

**Oral Communication:** Demonstrate the ability to communicate clearly, concisely, and effectively through verbal and non-verbal language.

**Written Communication:** Demonstrate the ability to communicate clearly, concisely, and effectively through written language.

### STATEMENT ON GENERAL EDUCATION

To be educated and worthy of a diploma is not only a mastery of one discipline area or technical skill, but also includes learning a broad range of knowledge and skill sets. General Education is one way in which students prepare to function in a diverse and changing world. Upon graduation, a degree-completing student will be expected to demonstrate the competencies outlined in the college's mission and by the student's respective program outcomes as well as the following:

- **Knowledge** – It is important for students to have a knowledge base from a variety of disciplines. In addition to demonstrating an understanding of the fundamental concepts and vocabulary of their specific programs, degree-completing students will demonstrate basic and broad knowledge of science, social science, math and the arts.

- **Skills** – With a broad-based knowledge, students should have specific skills. In addition to the institutional outcomes of effective oral and written communication, problem-solving and critical thinking skills, degree-completing students will demonstrate an understanding of the modes of discovery, cooperate as a member of a team to complete assignments and use applicable technology proficiently.

- **Values** – In an evolving global society, students will benefit from the ability to formulate their own values while remaining open-minded to the views of others. Degree-completing students will demonstrate an awareness of a wide range of perspectives as well as have opportunities to appreciate and understand the fine arts and to explore individual values in a multi-cultural world.

### WHO WE ARE

The college history and other background documents define the college from the perspective of organization and assets; however, the personnel that operate within the college systems and manage those assets are the primary element for successful education. Rend Lake College believes that all employees, regardless of their job description, are part of each student's education. Administrative, community outreach, student service, and physical plant personnel all support the student learning process. More than 60 full-time, 200 part-time, and 60 dual-credit instructors are primary points of contact with the Rend Lake College educational experience. These educators are generally organized into five divisions: Allied Health; Applied Science and Technology; Health and Physical Education; Liberal Arts; and Math, Science and Education. Whether in a supporting role or as a direct point of contact, each college employee draws upon professional expertise and academic accomplishment in the hope of success for every student.

## **WHO WE SERVE**

Student-centered colleges are best defined by who they serve. An understanding of the distinctiveness of our college's student population allows us to effectively meet the goals of our programs and succeed in our mission.

### **Diversity of Culture**

Traditionally, Rend Lake College can be characterized as serving a relatively homogenous rural, small town culture. This population's cultural distinctiveness was centered on age and socioeconomic status more than diverse ethnic origin. As Rend Lake College has broadened its programs and the mobility of Americans has diversified the ethnic origin of district students, the college recognizes that many cultural distinctions are found in our student population:

- Age
- Race/ethnicity
- Gender
- Socioeconomic status
- Disability

### **Diversity of Purpose**

Rend Lake College provides general education to traditional and non-traditional students who will transfer to universities after their first two years. We provide training to those wishing to learn a skill or trade that will ensure gainful employment and economic success. We also serve those wishing to find personal fulfillment and growth by taking community and general education classes at Rend Lake College. Often, a student's purpose for attending is a combination of all of these:

- General Education, Transfer
- Career-Technical Transfer, Certification, and Retraining
- Community Education
- Personal Growth

### **Diversity of Origin**

The majority of the student population we serve is comprised of in-district, on-campus traditional and non-traditional students; however, reciprocal agreements, state-wide educational programs, expansion of our dual-credit high school classes and international recruitment in our athletic programs have increased the scope of origin of our students:

- In-District High School Dual Credit
- Out-Of-District
- International
- Traditional
- Prisoner and Other Special Populations

## **COMMON OUTCOME**

Regardless of the diverse cultural backgrounds, purposes and origins of our students, Rend Lake College serves each student equally with its open admission policy and an equal opportunity for success. Furthermore, the shared commitment by student, faculty and staff to meet all the expected institutional, general education and program objectives unifies all those that Rend Lake College serves.



### **EQUAL OPPORTUNITY**

Rend Lake College is committed to a policy of student recruitment and treatment whereby equal opportunity is extended to all persons, regardless of age, disability, marital status, military status, national origin, race, religion, sex or other legally protected status, in order that all persons may obtain the same high-quality education and / or training. An Affirmative Action Officer, who is a full-time member of the college staff, is responsible for helping to make sure these standards are maintained.

### **ASSESSMENT STATEMENT**

Rend Lake College is committed to assessing its students and programs to assure continuous improvement and success.

### **NOTICE OF DISCLAIMER**

The content of this handbook is provided for information to the student. It is accurate at the time of printing, but is subject to change from time to time as deemed appropriate by the College President or Board of Trustees in order to fulfill the College's role and mission, not to accommodate circumstances beyond their control. The provisions of this handbook do not constitute a contract, expressed or implied, between the College, an applicant, student, or student's family. Students are responsible for the information contained in this handbook and are presumed to have knowledge of the rules set forth herein.

# REND LAKE COLLEGE STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

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## GENERAL INFORMATION

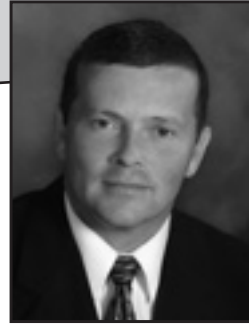
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Dear Student:

On behalf of the college and Board of Trustees, it is my privilege to welcome you to Rend Lake College. No matter if you have already decided on a program of study or are still undecided, you will find that Rend Lake College offers a remarkable and supportive faculty and staff concerned with promoting your academic development and success.



Rend Lake College continues to be one of the fastest-growing community colleges in the state. However, our continued growth has not affected the quality of education we provide. To the contrary, data continues to show that Rend Lake College students consistently outperform students who start their educations at a four-year school as well as those transferring from other two-year colleges. Our small class sizes and modern equipment, as well as cutting edge technologies, make Rend Lake College a smart choice for your higher education needs. Our reasonable tuition rates, minimal fees, and cost-effective textbook rental program ensure an affordable education for all the members of our community.

Our programs and services are up-to-date and reflect continuing changes in the employment opportunities of our district. In fact, many of our students are given employment preference by area businesses. We have also received national recognition for our service to industry as well as our renowned athletic programs.

I am confident you will find your learning experiences here at Rend Lake College enjoyable and rewarding. I challenge you to take full advantage of the many opportunities here at Rend Lake College, and above all else, enjoy the wonderful learning atmosphere we provide.

Again, welcome to Rend Lake College, where your success is our own success.

Sincerely,

A handwritten signature in cursive script that reads "Charley D. Holstein". The signature is written in dark ink and is positioned above the printed name.

Charley D. Holstein  
President

# REND LAKE COLLEGE

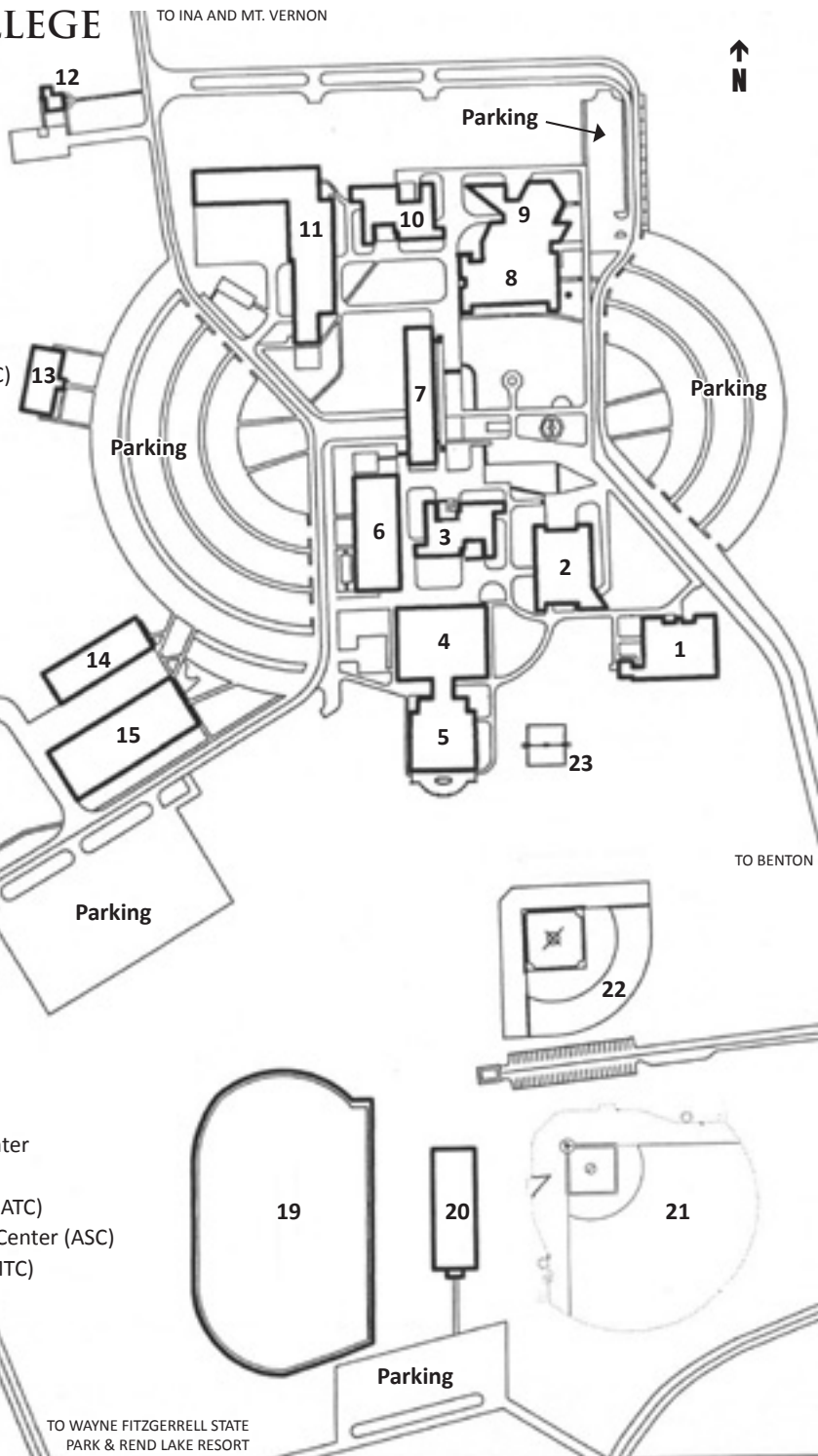
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## CAMPUS MAP

1. Dr. Allen Y. Baker Administration Building
2. Student Center (STC)
3. South Oasis (SO)
4. James "Hummer" Waugh Gymnasium (GYM)
5. Aquatics Center (AQU)
6. Science Building (SCI)
7. Academic Building (ACA)
8. Learning Resource Center (LRC)
9. Theatre (THEA)
10. North Oasis (NO)
11. Vocational Building (VOC)
12. One-Room "Independence" Schoolhouse

13. RLC Foundation Children's Center
14. Maintenance Building
15. Advanced Technology Center (ATC)
16. Mark S. Kern Applied Science Center (ASC)
17. Coal Mine Training Center (CMTC)
18. Aquaculture Pond

19. Track / Soccer Field
20. Sports Center / Hitting Zone
21. Baseball Field
22. Softball Field
23. Volleyball Court



**Call Us ▶**



**618-437-5321**

**See Us ▶**



**8-4:30 pm Mon-Thur, 8-4 pm Fri  
8-4 pm Weekdays during Summer**

**Visit Us ▶**



**www.rlc.edu**

**Email Us ▶**



**advising@rlc.edu**

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**www.facebook.com/rendlakecollege**

**Follow Us ▶**



**www.twitter.com/RendLakeCollege**

**Fax To ▶**



**618-437-5677**

**Mail To ▶**



**468 N. Ken Gray Pkwy, Ina, IL 62846**

### WEATHER-RELATED COLLEGE CLOSINGS

In situations where inclement weather may affect the normal operation of Rend Lake College, or when circumstances beyond the college's control may affect working conditions and create a need to call off classes or close the campus for whatever reason, students should refer to one of the following radio or television stations for information. Alerts also will be sent out via the Wireless Emergency Notification System. This free service alerts subscribers to school closings via text message and / or email. To register for WENS, visit [www.rlc.edu/emergency/rlcalert/faq.html](http://www.rlc.edu/emergency/rlcalert/faq.html). Campus closures also are posted to the college website at [www.rlc.edu](http://www.rlc.edu) and on the college's Facebook page at [www.facebook.com/rendlakecollege](http://www.facebook.com/rendlakecollege). The college will notify the following stations and try to have information on the air by 6-6:30 a.m. whenever necessary, or as soon as possible at other times.

Call letters	Frequency/Channel	Community
WMIX	940 AM/ 94.1 FM	Mt. Vernon
WMCL	1060 AM	McLeansboro

WQRL	106.3 FM	Benton
WDML	106.9 FM	Mt. Vernon
WFRX / WQUL	1300 AM/ 97.7 FM	West Frankfort
WDQN	1580 AM/ 95.9 FM	DuQuoin
WJPF / WXLT	1340 AM/ 103.5 FM	Herrin
WUEZ	95.1 FM	Herrin
WROY	1460 AM/ 97.3 FM	Carmi
WFIW	1390 AM/104.9 FM	Fairfield
WILY / WRXX	1210 AM/ 95.3 FM	Centralia
WCIL	1020 AM/101.5 FM	Carbondale
WJBD	1350 AM/100.1 FM	Salem
WOOZ	1240 AM/ 99.9 FM	Carbondale
WDDD	810 AM/107 FM	Marion
WTAO	105.1 FM	Murphysboro
WNSV	104.7 FM	Nashville
WSIU	91.9 FM	Carbondale
WXAN	103.9 FM	Ava
KZIM/K103	960 AM/103 FM	Cape Girardeau
WSIL-TV	Channel 3	Cartersville
WPSD-TV	Channel 6	Paducah, KY
KFVS-TV	Channel 12	Cape Girardeau

# WHO TO SEE

## ENROLLMENT SERVICES

<i>Student Records</i> .....	<b>Vickie Schulte</b> , Director of Student Records / Registrar
<i>Transcripts / Registration / Proof of Enrollment</i> .....	<b>April McCormick</b> , Records Specialist <b>Marcia Whitehead</b> , Records Specialist
<i>Graduation Applications / Diplomas</i> ....	<b>Kelly Downes</b> , Executive Assistant to the Dean of Student Services
<i>Academic Advisement / Testing</i> .....	<b>Lisa Price</b> , Dean of Student Services <b>Nicki Bowlin</b> , Counselor <b>Jason Swann</b> , Recruiter
<i>Office of Financial Aid</i> .....	<b>Doug Carlson</b> , Director <b>Cheri Rushing</b> , Financial Aid Advisor <b>Gloria Oliver</b> , Career Resource / Assessment <b>Rachel Sveda</b> , Financial Aid Specialist

## ADMINISTRATIVE OFFICES

<i>President</i> .....	<b>Charley Holstein</b> , President <b>Sheila Tackitt</b> , Executive Assistant to the President
<i>Academic Instruction</i> .....	<b>Chris Kuberski</b> , Vice President of Academic Instruction <b>Jean Huie</b> , Executive Assistant to the Vice President of Academic Instruction
<i>Career Technical Instruction</i> .....	<b>Lisa Payne</b> , Vice President of Career Technical Instruction <b>Lora Phillips</b> , Executive Assistant to the Vice President of Career Technical Instruction
<i>Student Services</i> .....	<b>Lisa Price</b> , Dean of Student Services
<i>Information Technology</i> .....	<b>Terry Roedl</b> , Director of Information Technology
<i>Special Programs</i> .....	<b>Andrea Witthoft</b> , Dean of Special Programs <b>Catherine DeJarnette</b> , Executive Assistant to the Dean of Special Programs
<i>Finance and Administration</i> .....	<b>Angie Kistner</b> , Controller
<i>Tuition and Fee Payments</i> .....	<b>Connie Ruffino</b> , Cashier / Business Office
<i>Rend Lake College Foundation / Scholarships</i> .....	<b>Pat Kern</b> , Chief Executive Officer <b>Shawna Hall</b> , Assistant Director for the RLC Foundation

## ACADEMIC DIVISIONS

<i>Allied Health Division</i> .....	<b>Kim Robert</b> , Chair <b>Beth Stevens</b> , Administrative Assistant
<i>Applied Science &amp; Technology Division</i> .....	<b>Terry Wilkerson</b> , Chair <b>Summer Braden</b> , Administrative Assistant
<i>Liberal Arts Division</i> .....	<b>Henry “Buster” Leeck</b> , Chair <b>Cathy Cross</b> , Administrative Assistant
<i>Math &amp; Sciences Division</i> .....	<b>Andrea Banach</b> , Chair <b>Arvella Waugh</b> , Administrative Assistant

## OTHER OFFICES / SERVICES

<i>Adult Ed / GED™ Classes</i> .....	<b>Christina Hutcheson</b> , Director
<i>Aquatics Center</i> .....	<b>Laura Johnston</b> , Coordinator
<i>Athletics</i> .....	<b>Tim Wills</b> , Athletic Director <b>Julie Oxford</b> , Administrative Assistant
<i>Bookstore / Retail Store</i> .....	<b>Casey Rhine</b> , Manager
<i>Community &amp; Corporate Education</i> .....	<b>Lori Ragland</b> , Director <b>Kristina Shelton</b> , Coordinator <b>Paula Myers</b> , Specialist
<i>Fitness Centers</i> .....	<b>Tony Etnier</b> , Coordinator
<i>Learning Enhancement</i> .....	<b>Sue Cunningham</b> , Specialist
<i>Library Services</i> .....	<b>Beth Mandrell</b> , Reference Librarian <b>Krystal Reagan</b> , Distance Learning / Media Technology <b>Sandra West</b> , Technical Services / Collection Management Coordinator
<i>Music</i> .....	<b>Sara Alstat</b> , Associate Professor
<i>RLC Children’s Center</i> .....	<b>Brooke Pulke</b> , Director
<i>RLC MarketPlace, Small Business Development Center (SBDC)</i> .....	<b>Curt Mowrer</b> , Executive Director
<i>RLC Murphy-Wall Pinckneyville Campus</i> .....	<b>Heather Bauersachs</b> , Coordinator
<i>Security</i> .....	<b>Gary McGill</b> , Chief
<i>STARS Program</i> .....	<b>Leah Stallman</b> , TRIO Programs Director <b>Ashley Allen</b> , Counselor <b>Amy Cook</b> , Counselor <b>Elena Pruitt</b> , Administrative Assistant
<i>Theater</i> .....	<b>Tracey Webb</b> , Associate Professor
<i>Upward Bound Grant Program</i> .....	<b>Leah Stallman</b> , TRIO Programs Director <b>Tara Hargraves</b> , Student Advisor <b>Beth Hoffman</b> , Student Advisor

# ACADEMIC CALENDAR 2011-2012

## FALL SEMESTER 2011

Warrior Days Orientation Workshop.....	Friday, July 29 / Friday, August 5 / Saturday, August 13
Student Learning Day ( <i>No classes</i> ) .....	Friday, August 12
First Day of Classes.....	Monday, August 15
Last Day to Drop Classes with a Refund.....	Friday, August 26
Fall 2011 Graduation Application Deadline .....	Friday, September 2
Labor Day Holiday.....	Monday, September 5
Make Your Spring Advisement Appointment .....	Tuesday, September 6
Spring/Summer Sophomore Registration Begins .....	Monday, September 19
Fall Fun Fest ( <i>No classes from Noon-3 pm; morning and night classes will meet</i> ).....	Wednesday, September 21
Open Registration By Appointment Begins for Spring/Summer 2012 .....	Monday, October 3
Midterm.....	Friday, October 7
Columbus Day Holiday .....	Monday, October 10
Faculty / Staff In-Service ( <i>No classes day or night, on- or off-campus</i> ).....	Tuesday, October 11
Grant & Scholarship Refund Checks Issued .....	Friday, October 21
Last Day to Drop Classes.....	Thursday, November 10
Veterans Day Holiday ( <i>observed</i> ) .....	Friday, November 11
No Night Classes .....	Wednesday, November 23
Thanksgiving Holiday .....	Thursday-Saturday, November 24-26
Last Day of Regular Classes / Spring 2012 Graduation Application Deadline .....	Friday, December 2
Semester Exams .....	Saturday-Thursday, December 3-8
Holiday Break.....	Saturday, December 24, 2011-Sunday, January 1, 2012

## INTERCESSION

Intercession ( <i>Internet Classes / Telecourses only</i> ).....	Monday, December 12-Friday, January 6
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## SPRING SEMESTER 2012

Student Learning Day ( <i>No classes</i> ) .....	Friday, January 6
First Day of Classes.....	Monday, January 9
Martin Luther King Jr. Day.....	Monday, January 16
Last Day to Drop Classes with a Refund.....	Friday, January 20
First Day to File for Student Trustee Candidate .....	Wednesday, February 15
Faculty / Staff In-Service ( <i>No classes day or night, on- or off-campus</i> ).....	Friday, February 17
Presidents' Holiday .....	Monday, February 20
Last Day to File for Student Trustee Candidacy.....	Friday, February 24
Last Day to Withdraw as Candidate for Student Trustee .....	Wednesday, February 29
Student Trustee Ballots Ready for Inspection.....	Friday, March 2
Make Your Fall 2011 Advisement Appointment / Student Trustee Absentee Voting .....	Monday, March 5
Student Trustee Elections .....	Tuesday, March 6 and Wednesday, March 7
Midterm.....	Friday, March 2
Spring Break ( <i>offices open Monday-Friday</i> ) .....	Monday-Sunday, March 12-18
Grant & Scholarship Refund Checks Issued .....	Friday, March 16
Last Day to Drop Classes .....	Friday, April 13
Sophomore Registration Begins for Fall 2012.....	Monday, April 16
Good Friday Holiday .....	Friday-Saturday, April 6-7
Open Registration by Appointment Begins for Fall 2012.....	Monday, April 30
Last Day of Regular Classes / Summer 2012 Graduation Application Deadline .....	Friday, May 4
Semester Exams .....	Saturday-Thursday, May 5-10
Commencement .....	Friday, May 11

## SUMMER TERM 2012

First Day of Classes.....	Monday, June 4
Last Day to Drop Summer Classes with a Refund.....	Friday, June 8
Midterm.....	Friday, June 29
Independence Day ( <i>observed</i> ) .....	Wednesday, July 4
Grant & Scholarship Refund Checks Issued .....	Friday, July 6
Last Day of Classes.....	Friday, July 27

## **GENERAL INFORMATION**

### **ACADEMIC STANDARDS:**

Students must have a cumulative grade-point average of 2.0 or higher and be in good standing to receive an Associate Degree from Rend Lake College. Grade reports are available online through the RLC website, [www.rlc.edu](http://www.rlc.edu). Grade reports are maintained confidentially online and only available to be accessed by the respective student. See the College Catalog for information regarding how to compute your GPA.

Students are considered to be in good standing unless disciplinary sanctions or academic sanctions have been placed against them or they have overdue financial obligations to the College.

### **ACADEMIC PROBATION:**

A degree- or certificate-seeking student who is enrolled in three (3) or more credit hours during Fall or Spring Semester and whose cumulative grade-point average falls below 2.0 will be placed on Academic Probation. While on Academic Probation, students may continue to enroll at Rend Lake College. However, they:

1. Must register with a counselor/academic advisor.
2. Must maintain at least a 2.0 GPA per semester for courses taken while on Academic Probation.
3. May be required to seek tutoring assistance through the Learning Enhancement Center upon the recommendation of a counselor/academic advisor.

A student will remain on Academic Probation until a cumulative grade-point average of 2.0 or higher is attained.

### **ACADEMIC SUSPENSION:**

A degree- or certificate-seeking student who was on Academic Probation the previous Fall or Spring Semester of enrollment and has a current semester and cumulative GPA of less than 2.0 will be placed on Academic Suspension.

Students placed on Academic Suspension will not be allowed to attend during the following Fall or Spring Semester and will be withdrawn from classes. A suspended student may attend during the Summer term to attempt to raise his/her cumulative GPA.

Suspended students may enroll in Adult Education, Community Education and non-credit courses during the Academic Suspension period.

When the student enrolls after the suspension period of one Fall or Spring semester, he/she will again be placed on Academic Probation.

If a student is placed on Academic Suspension more than two times, he/she will be placed on a one-year suspension period each time he/she is suspended.

### **ASSESSMENT FOR PLACEMENT PURPOSES:**

Students need to take the COMPASS/ASSET test or submit ACT test scores if they plan to take a Math or English class or a class with a reading prerequisite. All students registering for 12 or more credit hours or students who have accumulated 12 credit hours must take the assessment test prior to registration. A student is allowed to take the COMPASS/ASSET test a maximum of two times after the beginning of his/her senior year.

## GRADING SYSTEM:

An alphabetical grading system is used by Rend Lake College. Each letter grade denotes a certain level of achievement in a particular course:

- A - Outstanding accomplishment
- B - Accomplishment above that attained by the average student
- C - Acceptable performance
- D - Work of an inferior quality, barely passing
- E - Performance of an unacceptable quality (failure of the course; no credit is earned)

Other abbreviations often used when grades are noted:

- AU - Audit
- CR - Credit only, no grade given (Transfer; CLEP; Proficiency; Military; Advanced Placement; Correctional/Law Enforcement Academy)
- I - Incomplete work
- NC - No credit given
- P - Pass
- R - Repeat
- S - Satisfactory
- TC - Transfer credit
- W - Withdrawal after refund period but before last day to drop.

## GRADUATION:

**It is the student's responsibility to ensure he or she has met all academic and administrative requirements for graduation.** Students must apply for graduation one semester prior to their anticipated graduation date. Graduation applications are available on the college Web site or by visiting the Student Services department in the Administration Building.

## HIGHER ONE:

Rend Lake College has partnered with Higher One in order to process refunds (financial aid, dropped classes, etc.) which are due to the students. Every student receives an Easy Refund Card in the mail. The Easy Refund Card allows students to choose from having their refund amounts deposited onto a credit or debit card or transferred to an existing account, or students may elect to receive a paper check processed from Higher One. A student must activate his/her Easy Refund card online at [EasyRefundCard.com](http://EasyRefundCard.com) in order to receive any refund owed to him/her by the College. In the event that a student loses his/her card, a \$20 replacement fee will be charged to the student.

## PARKING:

Parking lots on campus are available to faculty, staff, students and visitors. The College reserves the right to ticket illegally parked vehicles and/or tow them at the owner's expense. Penalties for parking violations are fines that may be paid by mail or in person to the cashier in the Business Office, located in the Administration Building. Students are required to post a Rend Lake College numbered parking sticker in the rear window of their vehicles. Stickers are available from the receptionist in the Administration Building. Students needing a handicapped-parking sticker should contact Student Services.

Students, faculty, staff and visitors also must remember there is a clearly posted speed limit on all entrance drives and roads around campus. For the safety of all members of the RLC community, please follow these posted limits.

### **TEXTBOOKS:**

The textbook rental program offers savings to students by allowing students to rent textbooks for a semester, an alternative to purchasing textbooks. Rented textbooks are returned at the end of the semester for return of a deposit. Visit the bookstore for more information on the textbook rental program. Textbooks may be purchased or rented; sets of videos also may be rented for the semester.

### **TUITION PAYMENT PLAN:**

The College offers the FACTS convenient budget plan to provide a low-cost option for budgeting tuition and fees. Students authorize payments to be made from a checking or savings account or by Visa or MasterCard. The plan allows students to schedule payments over two months for Summer Term and over five months for Fall or Spring Semester, depending on when they register. The earlier a student registers the better chance the student has to enroll in the courses the student wants and the more months that can be scheduled to make payments. The only cost to budget monthly payments through FACTS is a \$25 per semester nonrefundable enrollment fee or a \$5 nonrefundable enrollment fee for the FACTS one-time pay/full payment option.

If payments have not been scheduled as established in the FACTS Payment Schedule, then students may be administratively withdrawn for nonpayment. If the first installment has been paid and/or financial aid has been awarded, students will be responsible for all remaining charges on their account unless a student officially withdraws from the course(s) by the last day to officially withdraw for a 100% refund of tuition and fees as indicated in the Fee Refunds Table found in the RLC Catalog. The FACTS Payment Plan does not apply to students enrolled in Community Education courses or unless otherwise indicated for a specific program.

For more information or to enroll in FACTS, visit our Web site at [www.rlc.edu](http://www.rlc.edu), select Online Access, then select FACTS or contact the Business Office, Ext. 1235.

### **STUDENT ID CARDS:**

Students are required to present an RLC ID card and a current schedule of classes to rent or purchase textbooks. Student ID cards can be obtained at the Reference Desk of the Learning Resource Center. Students must show a picture ID and a copy of their current schedule.

### **STUDENT INFORMATION:**

In compliance with the Student Right-to-Know Act of 1990, Rend Lake College's graduation rates are available through the Office of Student Records or on the College's Web site.

The College also complies with the Family Educational Rights and Privacy Act (FERPA), which provides students certain rights related to privacy and access to information. For additional information regarding FERPA please see the section in this Handbook titled "Access to Records."

### **CAMPUS CRIME RATES:**

In compliance with the Campus Security Act of 1990, campus crime statistics are available through the RLC Security Office.

### **ACCESS TO ELECTRONIC NETWORK:**

The use of Rend Lake College's electronic network system, which includes the Internet, electronic mail and all other software and hardware provided by the College (all referred to as the "electronic network"), shall be consistent with the College's goal of promoting educational excellence. The Learning Resource Center at Rend Lake College is attempting to provide a networked environment for students, faculty and staff conducive to academic endeavors. The College community intends to provide its members with the privileges, opportunities

and protections that promote the learning process. In order to achieve this goal, all members of the College community must be aware and respectful of the rights of others.

Student use of Rend Lake College's electronic network is considered a privilege, not a right. Therefore, the use of the College's electronic network must be: 1) for the purpose of education and/or education-related research and be consistent with the educational objectives of the College and/or 2) for legitimate business use related to business development and training activities sponsored by the College. Users are responsible for all transmissions originating from their accounts. Use of the College's electronic network is subject to this policy, other applicable Rend Lake College policies and guidelines, and all local, state and federal laws.

A student's unacceptable use of the College's electronic network may result in the student's loss of privilege for continued use of the electronic network. Furthermore, appropriate disciplinary action may be taken against the student and/or referral to appropriate legal authorities for unacceptable use of the College's electronic network.

Some examples of unacceptable uses include, but are not limited to:

- Using the electronic network for any illegal activity
- Unauthorized accessing of resources or data
- Unauthorized downloading of software
- Downloading copyrighted or other proprietary materials for purposes other than fair use. (NOTE: THE DOWNLOADING OF MUSIC IS PROHIBITED FOR ALL PURPOSES). Fair use includes limited reproduction of copyrighted materials for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research
- Using the electronic network for private financial/commercial gain
- Using the electronic network for commercial/private advertising
- Using invasive software such as "worms," "sniffers" and "viruses" destructive to computer systems
- Sharing user accounts or using another student's account
- Posting, uploading, downloading, transmitting, distributing or engaging in any "file-sharing" of any data or files (including software, music, audio-visual clips, movies, etc.) unless such activity is consistent with all applicable licenses and approved in advance by the Dean of Student Services
- Introduction of any new service or software without prior written approval from the Information Technology Department
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually harassing, racially offensive or harassing or any other illegal material that is disruptive to the educational process
- Using the electronic network to transmit junk mail, chain letters, or spam (the same or substantially similar messages sent to a large number of recipients for commercial or other purposes unrelated to the College) or pyramid schemes of any kind, or to download, play or execute games
- Invading the privacy of any individuals, or leaking, placing, posting, transmitting, or otherwise disclosing private information relating to any individual College faculty, employees, contractors, or students
- Leaking, placing, posting, transmitting or otherwise disclosing confidential, sensitive or proprietary College information
- Using loopholes in computer security systems or knowledge of a special password to damage the electronic network or other computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems
- Using the electronic network while access privileges are suspended or revoked
- Posting material authored or created by another without his/her consent
- Using the electronic network to misrepresent, obscure, suppress, or replace one's identity or the origin of data or communications. For example, "spoofing" (i.e., constructing electronic communications

to appear to be from someone else) is prohibited. Each user's name, e-mail address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date and place of origination, as well as the original message's true content

- Posting anonymous messages

No individual shall make use of the College's electronic network in any manner, which infringes on the rights of others, including copyrights of the College or any third parties.

#### SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

All third-party software used by the College is proprietary to the College or third-party vendors and is protected by U.S. and foreign copyright, trade secret law and/or other intellectual property laws. Software proprietary to third parties used by the College is subject to the terms of the specific software license agreement entered into by the College. The College prohibits any unauthorized downloading, copying, reproduction, modification and reengineering of all software owned or licensed by College. No user may, without proper authorization, download, copy or modify software that is loaded on College computers for use on any other computer without consulting with and obtaining written authorization from the Dean of Student Services. College computer users may not install software on the electronic network without prior written authorization from the Dean of Special Programs.

Users are expected to adhere to established procedures and observe canons of etiquette for applicable electronic network resources.

Harassment via e-mail also is prohibited by this policy. E-mail harassment may take the form of deliberate electronic communication, regardless of its content, that is intentionally sent to disturb and annoy the intended recipient. The communication need not be threatening to be considered harassing. Users are absolutely forbidden from using College electronic network in any way that may be construed to violate the College's harassment-free workplace policy. This prohibition includes but is not limited to transmitting, receiving, printing and/or displaying sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other status protected by law. Users are required to take all reasonable steps to avoid transmission and eliminate receipt from known sources of all potentially offensive material. Disciplinary actions in matters involving all forms of e-mail or other electronic network harassment will be referred to the Dean of Student Services, in accordance with established disciplinary measures.

Authorized persons using the College's electronic network should have NO EXPECTATION OF PRIVACY in connection with the entry, creation, transmission, receipt or storage of data via the College's electronic network. The College does not generally screen or monitor e-mail messages or individual computer or internet use. However, as with all other College property, the College reserves the right to investigate, monitor, review, audit, intercept and, when appropriate, disclose any and all information contained in College electronic network (including without limitation in databases, data file systems, data archives, College-issued personal computers, Web/Internet/Intranet sites and the content of e-mails saved on the electronic network). Although we encourage and in some cases mandate the use of passwords or security codes to protect the security and confidentiality of data on the College's computer and electronic communications systems for the benefit of all users, their use is intended for the College's protection, as well as that of our users. The College may override all passwords or security codes when deemed necessary.

In addition, an annual inspection of software resident on a PC may be made, with prior notification, to ensure compliance with the software licenses and these policies. If there is software resident on a PC for which the college does not have a license, the individual will be asked to produce original installation media (diskettes, CDs, etc.) in order to retain that software on the system.

The College has implemented, or may implement, software to control and report on usage of the Internet. These controls may cover, but are not limited to, general Internet usage including blocking the transmission/storage of material that may be of an illegal or unacceptable nature (as explained below) or blocking of access to specific Internet Web sites.

The College makes no warranties of any kind, whether expressed or implied, for the service it is providing. The College will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through the electronic network.

## ACCESS TO RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day Rend Lake College receives a request for access.

Students should submit to the Registrar, Vice President/Dean, head of the academic divisions or other appropriate official written requests identifying the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records the student believes are inaccurate.

Students may ask Rend Lake College to amend a record they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Rend Lake College decides not to amend the record as requested by the student, Rend Lake College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Rend Lake College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Rend Lake College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rend Lake College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

#### **DIRECTORY INFORMATION:**

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, Rend Lake College may make accessible to any person external to the College "directory information" concerning a student, unless that student notifies the Office of Student Records that he or she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Notice is therefore given that directory information listed below in respect to each student enrolled at Rend Lake College will be available to any person unless the student files in writing with the Office of Student Records a request to restrict release of student information to external sources.

Rend Lake College has designated as "directory information" the following student information:

- Name
- Dates of attendance
- Fields of study
- Full- or part-time status
- Most recent previous institution attended
- Photograph
- Degrees and awards received (including President's and Vice President's Lists)
- Participation in officially recognized activities/sports

Any student enrolled who does not wish to have released any or all of the above listed items of information should contact, in person, the Office of Student Records in the Administration Building by October 1, if they begin school prior to October 1. Any students who begin after October 1 shall notify the Office of Student Records within seven (7) calendar days of their first day of class. Students who elect to restrict release of information must sign a statement to that effect. The restriction of the release of student information does not expire unless a student submits a request in writing to the Office of Student Records. Students wishing to verify or correct existing student directory information must submit a request in writing to the Office of Student Records.

#### **CRIMINAL BACKGROUND CHECKS:**

Rend Lake College reserves the right to perform criminal background checks on students participating in certain programs that may place such students into contact with vulnerable populations or as otherwise mandated by external agencies in accordance with state and federal law. Examples of such course offerings are, but are not limited to, cooperative education, internships, practicums, volunteerism, community service,

clinical and observations. Students with relevant criminal histories are hereby notified that their ability to participate and/or complete certain classes, degree programs and post-training employment may be affected by this policy. Rend Lake College also reserves the right to perform criminal background checks on students being considered for certain student worker positions, as determined by the administration.

Degree programs affected by this policy include:

- Associate Degree Nursing
- Criminal Justice
- Certified Nurse Assistant
- Practical Nursing
- Early Childhood Education
- Other programs as necessary

Other courses that may be affected by this policy include:

- COOP 1101 ~ Cooperative Experience I
- COOP 2101 ~ Cooperative Experience II
- EDUC 1101 ~ Intro to Education & Observation
- SOCI 2101 ~ Social Problems
- VOL 1100 ~ Volunteerism
- Other courses as necessary

Written procedures shall be provided to students which explain the criminal background check requirements and processes for each particular program.

Students not majoring in an Allied Health Department field and attending courses for which background checks are required shall have until the end of the second week of classes in Fall and Spring, first week of classes in Summer, to provide written verification the background checking process has been initiated. Failure to do so will result in the removal of the student from the course or courses involved in the program requiring the background check. The Division Chair shall advise Allied Health students of verification deadlines. Written evidence of the results of a non-disqualifying criminal history is required prior to participation in any practicum, observation or clinical experiences. Records maintained as a result of criminal background checks shall be available for student inspection upon request. Any student experiencing delays in the background check process will be granted a withdrawal with a refund of tuition and fees paid for the term up to the last advertised date of the class or classes being taken for the program requiring the background check.

Documents pertaining to criminal background checks for applicable students (except Allied Health students) shall be maintained in confidential files in the Vice President of Instruction's office. Allied Health student files will be maintained in the Allied Health Division office.

#### **AMERICANS WITH DISABILITIES ACT:**

Rend Lake College provides accommodations and services to otherwise qualified students with documented disabilities. Specifically, the College offers auxiliary aids and other services for students with documented disabilities. The impact of the disability is individually reviewed and reasonable accommodations are determined that will provide equal access to the classes and programs at the College. Each request for a reasonable accommodation involves consideration of a unique set of factors which include but are not limited to: the specific nature of the disability; the essential eligibility requirements; the benefits to be derived, the nature of the service, program or activity at issue; the health and safety of others, and whether an accommodation would constitute a fundamental alteration to the program, service or activity or an undue hardship on the College. These accommodations and services are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991. Please contact the Dean of Student Services for more information.

However, if after undergoing a reasonable accommodation dialogue with the College a student is not satisfied with the reasonable accommodation or other solution offered by the faculty member, staff member, or administration member, then that student may file a grievance in accordance with the grievance procedures contained in Section titled "Non-Harassment and Discrimination Policy" in this Handbook. The President shall ensure all stages of the Procedure are readily accessible to and usable by individuals with disabilities.

## NON-HARASSMENT and DISCRIMINATION POLICY:

Rend Lake College is committed to a policy of creating and maintaining a campus that is free from all forms of unlawful discrimination and harassment, including sexual harassment, as defined and otherwise prohibited by state and federal law. In keeping with this commitment, Rend Lake College will not tolerate harassment of Rend Lake College students or employees, including any student, administrator, staff member, faculty member, co-worker, vendor or any third party.

Harassment consists of unwelcomed conduct that is based on a person's protected status, such as age, ancestry, color, creed, physical or mental disability, marital status, military status, national origin, race, religion, sex or other protected group status. The College will not tolerate harassing conduct that affects tangible benefits of education or employment, that interferes unreasonably with an individual's educational or work performance, or that creates an intimidating, hostile or offensive working or educational environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status. It will be a violation of the College's policy for any member of the Rend Lake College staff to discriminate against or to harass a student, another staff member, or any other person associated in any way with any Rend Lake College program, or for a student in any Rend Lake College program to discriminate against or harass another student, a staff member, or any other person associated in any way with any Rend Lake College program. Violation of this policy shall be considered grounds for disciplinary action according to the process and procedures outlined in the Student Code of Conduct.

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors made by a College staff member or Rend Lake College student to a student or staff member and other verbal or physical conduct of a sexual nature exhibited by a staff member or student toward a student or staff member when: such conduct has the purpose of substantially interfering with the individual's educational performance or creating an intimidating, hostile or offensive educational environment; or when a College staff member or student either explicitly or implicitly makes the individual's submission to such conduct a term or condition of, or uses the individual's submission to or rejection of such conduct as a basis for determining:

- Whether the student will be admitted to the College
- The educational performance required/expected of the student
- The attendance or assignments applicable to the student
- What courses, fields of study or programs, including honors programs, the student will be admitted
- What placement or course proficiency requirements are applicable to the student
- The quality of instruction the student will receive
- What institution or fee requirements are applicable to the student
- What scholarship opportunities are available to the student
- What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate
- Any grade the student will receive on any examination or in any course or program of instruction in which the student is enrolled
- The progress of the student towards successful completion of or graduation from any course or program of instruction in which the student is enrolled, or what degree, if any, the student will receive

As defined above, sexual harassment includes inappropriate action on the part of a staff member, a student, or any other person associated in any way with any Rend Lake College program toward a student, a staff member or any other person associated in any way with any Rend Lake College program. Inappropriate actions include, but are not limited to unwelcome sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; sex-oriented verbal "kid-

ding,” “teasing” or jokes; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity, and physical conduct such as patting, pinching, touching or brushing against another’s body.

The President of RLC has designated the Dean of Student Services and/or the College Affirmative Action Officer to receive student claims of discrimination and to coordinate the review and resolution of these claims through the Discrimination Complaint Review Committee. As needed, the President appoints the three-person Discrimination Complaint Review Committee. For further information on this process please contact:

Andrea Witthoft  
Affirmative Action Officer  
Administration Building, Room 137  
(618) 437-5321, Ext. 1277

and / or

Chad Copple  
Affirmative Action Officer  
Administration Building, Room 118  
(618) 437-5321, Ext. 1237

The formal Complaint Resolution Process for student claims of discrimination is limited to claims based upon the student’s assertion that he/she was discriminated against because of his/her age, ancestry, color, creed, disability, marital status, military status, national origin, race, religion or sex in respect to actions taken by representatives of Rend Lake College pertaining to admissions, educational programs, activities or employment. Cases where the dispute involves a purely academic matter, such as an allegation of an unfair grade, are not covered under this policy.

Students who want to file a formal complaint of discrimination and/or harassment should follow the following procedure:

- A. The complainant must state the complaint in writing using the form provided by the Office of Student Services. The completed complaint form must be signed and dated by the complainant.
- B. The written complaint should be submitted within thirty (30) calendar days of the date of the alleged discriminatory act or within thirty (30) calendar days of the date the alleged discriminatory act was discovered.
- C. The Dean of Student Services and/or the College Affirmative Action Officer will review and investigate the complaint and will issue a determination within ten (10) calendar days of receipt of the written complaint. The determination will be provided to the RLC President and the complainant. The Dean of Student Services and/or the College Affirmative Action Officer will coordinate the work of the Committee but does not cast a vote in the review of claims of discrimination.
- D. If the complaint is determined to not have merit, the determination of the Dean of Student Services and/or the College Affirmative Action Officer shall be final. However, if the complaint is determined to have merit, the Dean of Student Services and/or the College Affirmative Action Officer shall ask the College President to appoint a Discrimination Complaint Review Committee within fifteen (15) calendar days of issuing the determination. A separate Committee will be appointed for each case. Each review will be conducted in light of the specific allegations made and may include interviews with the parties involved in the allegation, depending upon the circumstances and facts involved in the claim of discrimination.
- E. The Discrimination Complaint Review Committee will complete its review of the claim and will issue its findings to the complainant and the College President within thirty (30) calendar days of the Committee being formed.
- F. The complainant has fifteen (15) calendar days from the receipt of the written findings of the Dean of Student Services, the College Affirmative Action Officer, or the Discrimination Complaint Review Committee to file an appeal with the College President. The appeal shall be in writing and include an explanation of why the findings of the Discrimination Complaint Review Committee are unsatisfac-

- tory to the complainant; and a statement describing the remedy being sought by the complainant.
- G. The College President will review the appeal and may request additional information and/or statements. The College President will issue a written determination within fifteen (15) calendar days of receipt of the appeal by his office.
  - H. If the complainant is not satisfied with the written determination issued by the College President, the complainant may appeal to the College Board of Trustees. Appeals to the Board of Trustees must be received in writing by the Board Secretary within fifteen (15) calendar days of the complainant's receipt of the President's written determination. The Board of Trustees will consider and review this appeal and will issue a written decision within forty-five (45) days of receipt of the written appeal. The decision of the Board of Trustees represents the College's final disposition of the complaint.

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

Illinois Department of Human Rights, 222 South College, Room 101, Springfield, Illinois 62704  
Telephone: (217) 785-5100 Telephone TDD: (217) 785-5125

Persons found to have retaliated or discriminated against an employee or student for filing a complaint will be subject to appropriate disciplinary action.

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

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

#### **RELATIONSHIP TO LOCAL JUDICIAL SYSTEM:**

When a student has been apprehended for violation of local, state or federal law, Rend Lake College will cooperate fully with law enforcement and other agencies in any program for rehabilitation of the student in accordance with the best interests of the student and the College community. The College will not ordinarily request or agree to special consideration for the individual because of his/her student status. College sanctions or disciplinary action will not normally be imposed on a student unless the student's conduct has interfered with College educational functions or its responsibilities to the College community or the student's conduct is in violation of a College policy, rule or regulation.

#### **SOCIAL SECURITY NUMBERS:**

The Privacy Act of 1974 (U.S. Public Law 93-579, Section 7) requires that Rend Lake College notify students that disclosure of their Social Security numbers is voluntary. If a student chooses not to disclose his/her Social Security number, the Office of Student Records will issue the student an alternate number to be used for College business. Social Security numbers are used for administrative purposes only, including registration, student records and payment and reporting purposes. Please note that a Social Security number is required for all students applying for financial aid.

## UNATTENDED CHILDREN ON CAMPUS:

Rend Lake College strives to maintain a College community environment that fosters learning, encourages academic endeavor and provides safety for students and all persons utilizing College facilities. In order to ensure the safety of children on the premises of the College, no child under the age of 12 shall be left unattended by an adult under any circumstance within any of the buildings and/or on any grounds of Rend Lake College. Children are not permitted in classrooms unless enrolled in an authorized college program.

Rend Lake College reserves the right to proceed in the most prudent manner possible to resolve violations of this policy. To enforce this policy, College representatives may ask a parent or guardian to take immediate custody of his or her child, call campus security to help resolve violations or refer matters of significant endangerment to the Dean of Student Services or designee who may take further appropriate action to address the circumstances of the situation and to ensure the safety and well-being of the child.

## STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT CONDUCT CODE

Rend Lake College students are expected to behave appropriately, with self-respect and respect for others. Students are expected to demonstrate qualities of integrity, honesty, civility, safety and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire college community, both in and out of the classroom setting.

Students must understand that acts of violence, threats and theft are considered a serious infringement upon the learning environment and will receive a severe sanction. All students are responsible for reading and complying with the Code of Conduct.

Rend Lake College students are expected to:

- Respect fellow students, staff and faculty
- Practice fair-mindedness
- Be tolerant of differences
- Take personal responsibility for their actions
- Practice honesty
- Demonstrate civility to all

### I. Student Rights

Students of Rend Lake College have the same rights accorded all citizens under the Constitution of the United States. Included among these are the right to free, open and responsible discussion and inquiry. RLC further believes that students are entitled to expect a program of quality education provided by competent instructors. Each RLC student has the right to:

- A. Study any controversial issue with a political, economic or social significance
- B. Have open access to all relevant information
- C. Study under competent instructors in an atmosphere free of bias and prejudice
- D. Form and express personal opinions on controversial issues without jeopardizing their relationship with their instructors or the College
- E. Be treated fairly and with respect
- F. Be accorded the best efforts of instructors, including access through regular office hours

### II. Student Academic Complaints

As members of the College community, students have the right to express their opinions as to the fair treatment of their academic achievement. Students who wish to dispute a grading matter, or another academic matter related to their courses shall express these concerns as follows:

- A. The student should discuss the matter with the faculty member in an informal manner.
- B. Any such complaint shall be presented within seven (7) calendar days of the occurrence giving rise to the complaint.
- C. If the complaint is not resolved after the informal discussion, the student may appeal informally, usually through a conference, to the Division Chair of the Division of the faculty member involved. This appeal to the Division Chair should be made within seven (7) calendar days of the informal discussion with the faculty member. At this point, the Division Chair will notify his/her respective Dean or Vice President of the situation with a written summation, including the Division Chair's response to the student.
- D. If the nature of the complaint is personal, involving the faculty member directly and his/her behavior or demeanor, the student may appeal informally to the faculty member's Division Chair as outlined in C above, thereby, bypassing the informal discussion with the faculty member. The student should understand anonymity cannot and usually will not be protected.
- E. The Division Chair shall review the complaint and respond in writing to the student within seven (7) calendar days after receiving the student's written statement.
- F. If the results of the Division Chair's review are unsatisfactory to the student, the student may appeal the complaint to the appropriate Vice President of Instruction within seven (7) calendar days of receiving the written response of the Division Chair. The student may request a meeting with the Vice President of Instruction.
- G. The Vice President of Instruction shall issue a written response to the student within seven (7) calendar days of receipt of the student's appeal.
- H. The decision of the Vice President of Instruction shall be considered final with regard to student academic complaints.
- I. The Vice President of Instruction may intervene at any point in the procedure listed above and commence with item F.

### **III. Student Non-Academic Complaints**

The Dean of Student Services shall be responsible for responding to complaints from students for non-academic (non-classroom and non-grading) issues which would fall outside of the Student Code of Conduct which is described in a later section. These issues include, but are not limited to:

- A. Refunds of tuition and fees
- B. Admission, registration and records matters
- C. Financial aid matters
- D. Advising and counseling matters
- E. Student activities and organization matters
- F. Academic and financial aid appeals

Students who wish to dispute a non-academic matter related to their tenure as a student at RLC shall express these concerns as follows:

- A. The student is expected to initiate his/her complaint with the staff member immediately responsible for the area in which the problem occurred.
- B. Any such complaint should be presented within seven (7) calendar days of the occurrence giving rise to the complaint.
- C. If the results of the informal discussion are unsatisfactory to the student, the student may appeal the complaint to the Dean of Student Services within seven (7) calendar days of receiving the response from the staff member. The student may request a meeting with the Dean of Student Services.

- D. The Dean of Student Services shall issue a written response to the student within seven (7) calendar days of receipt of the student's appeal or meeting.
- E. The decision of the Dean of Student Services shall be considered final with regard to student non-academic complaints.
- F. The Dean of Student Services may intervene at any point in the procedure listed above and commence with item C.

#### **IV. Student Responsibilities**

The student is responsible for following all policies and meeting all requirements and deadlines for graduation. It is his/her responsibility to be familiar with the information presented in the College Catalog, and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception granted because he/she pleads ignorance of, or contends that he/she was not informed of the regulations or procedure.

Students also are expected to conduct themselves as responsible members of the College community. Disruption of the educational process and violation of the rights of others constitutes irresponsible behavior. Specific responsibilities of RLC students include, but are not limited to:

- A. Attending class regularly as specified per class requirements and/or syllabus, and explaining reasons for absences to instructors;
- B. Exercising care of College equipment and facilities;
- C. Behaving in an honest manner in relations with all RLC staff, faculty and students;
- D. Treating all College personnel and fellow students fairly and with respect.

Students are responsible for knowing and abiding by all College regulations along with federal, state and local statutes. Students in doubt about any particular matters should consult the Dean of Student Services.

#### **V. Academic Integrity**

In the classroom, integrity is a critical behavior norm. Students uphold academic integrity by doing their own work, by refusing to assist others in deception and by being honest with themselves and others. Academic dishonesty violates the academic integrity expected of all students.

- A. Academic dishonesty is defined as, but is not limited to:
  - 1. Cheating – Using or attempting to use unauthorized materials, study aids, or information in any academic exercise, including copying from another person's work or preparing work for another person that is to be presented as the other person's own work.
  - 2. Fabrication – Furnishing false information to a College official relative to academic matter, including but not limited to, misrepresentation of written information provided in admission documents.
  - 3. Plagiarism – Representing the words or ideas of another as one's own in any academic exercise. Any ideas or materials taken from another source for any use (either written or oral) must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences or paragraphs to entire articles copied from books, periodicals, speeches or the writings of other students found in printed materials or through electronic sources. Material that is copied and pasted from the Internet, without recognizing the authorship, is plagiarism. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.
  - 4. Facilitating Academic Dishonesty – Helping or attempting to help another to violate any provision of this code.

- B. Acts of academic dishonesty violate the Student Code of Conduct. The faculty member involved has full authority to identify academic dishonesty in the classroom, to fail the student for the work in which the academic dishonesty occurred and/or to make any further disciplinary recommendations responsive to the academic dishonesty which has occurred. The decision of the faculty member shall be considered final.
- C. If the faculty member feels that the act of academic dishonesty is so severe as to warrant an alternative sanction, such as failure for the course or involuntary withdrawal from the course, the following will apply:
  - 1. The instructor shall normally attempt to conduct a conference with the student within seven (7) calendar days of identifying the act of dishonesty.
  - 2. If the student admits his or her academic dishonesty, the instructor and the student shall discuss the course of action to be taken. If the student admits his or her academic dishonesty, then the faculty member shall make a recommendation in writing to her/his Division Chairperson within seven (7) calendar days of the conference with the student.
  - 3. The Division Chairperson shall review the report of the instructor and apprise the student of the sanction to be taken within seven (7) class days of receipt of the instructor's report. The student may request a meeting with the Division Chairperson.
  - 4. The Division Chairperson may choose to accept the sanction recommended by the instructor, or to apply an alternate sanction. Sanctions available to the instructor and Division Chairperson when the student accepts responsibility for the dishonesty are a failing grade for the course or involuntary withdrawal.
  - 5. In the case of involuntary withdrawal, the student will forfeit any claim to a refund of tuition and fees.
  - 6. The decision of the Division Chairperson shall be considered final in cases where the student admits academic dishonesty.
  - 7. In those instances in which the student does not admit to his or her academic dishonesty, the case shall be referred to the Dean of Student Services and considered under the Student Code of Conduct and its process and procedures.

## **VI. Student Conduct Code**

Students shall conduct themselves in a manner which reflects common standards of decency, and an awareness of the rights of others. Students shall be disciplined only for good cause, which shall include, but not be limited to, the following categories of misconduct:

- 1. Academic dishonesty, such as cheating, plagiarism as set forth in Article V of this Students Rights and Responsibilities/Student Code of Conduct, or knowingly furnishing false information to the College;
- 2. Unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class note, except as permitted by any policy or administrative procedure;
- 3. Dishonesty, forgery, alteration, or misuse of College documents, records or identification;
- 4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities;
- 5. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any such person;
- 6. Committing or attempting to commit robbery or extortion;
- 7. Causing or attempting to cause damage to College property or private property on campus;
- 8. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus;

9. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing or other injury to any real or personal property owned by the College or on the campus;
10. Unauthorized entry to or use of College;
11. Violation of College policies or of campus regulations including those concerning registration of student organizations, use of College facilities, or the time, place and manner of public expression;
12. Unlawful possession, use, sale, offer to sell, or furnishing or being under the influence of any controlled substance as listed in the Illinois statutes, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined by Illinois law;
13. Use, possession or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a College official);
14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of authority or persistent abuse of College personnel;
15. Gambling on College property;
16. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or other persons;
17. Disorderly conduct or lewd, indecent or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions;
18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College;
19. Theft or abuse of computer time, including but not limited to:
  - a. unauthorized entry into a file, to use, read or change the contents or for any other purpose;
  - b. unauthorized transfer of a file;
  - c. unauthorized use of another person's identification and password;
  - d. use of computing facilities to interfere with the work of another student, faculty member or college official;
  - e. use of computing facilities to send obscene or abusive messages or to defame or intentionally harm other persons;
  - f. use of computing facilities to interfere with normal operation of the college computing system;
  - g. use of computing facilities for student's personal benefit;
20. Committing sexual harassment as defined by law or set forth in Board Policy;
21. Engaging in harassing or discriminatory behavior based on race, sex, religion, age, national origin, disability or any other status protected by law;
22. Engaging in expression which is obscene, libelous or slanderous or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College;
23. Conduct which is prohibited by local, state, or federal law which substantially disturbs or disrupts the College's educational programs or activities;
24. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
25. Unacceptable hygiene that disturbs or disrupts the college's educational programs or activities;
26. The use of certain electronic devices, including but not limited to PDA's, pagers, cell phones, camera phones, digital cameras, blackberrys, and other electronic communication and entertainment devices (e.g. CD players, tape players, MP3's, etc.) in classes, labs and the Learning Resource Center is prohibited, unless prior approval is granted by the relevant staff or faculty member;
27. Gross misconduct by any standard.

Visitors on the Rend Lake College campus shall conduct themselves in a manner which reflects common standards of decency, and an awareness of the rights of others.

## **VII. Disciplinary Procedures**

The Dean of Student Services may appoint a designee to act in his/her behalf.

- A. Charge – any person may initiate a charge that a student has violated the Code of Conduct by filing a written complaint with the Dean of Student Services who will investigate and take appropriate action. The Dean of Student Services may also initiate disciplinary action on behalf of the College. The filed complaint must specify the time, place and nature of the alleged misconduct, and if possible, the names of persons who observed the misconduct.
- B. Notice of Discipline – a student charged with misconduct will be given notice in person or by certified return receipt mail to meet with the Dean of Student Services at the specific time, date, and place for a conference regarding a charge of misconduct. Failure on the part of the student to meet with the Dean of Student Services as requested may result in a decision being made in the student's absence, and the student shall be notified of this decision by certified return receipt mail or in person. The processing of all student records, registration and transcript detail may be held in abeyance until the student follows up on a Notice to Appear.

The charged student may be accompanied by one advisor if so desired conditional on 24 hours notice to and approval by the Dean of Student Services or his/her designee. The advisor may attend the meeting to counsel with the student. In no event may the advisor participate directly by speaking or questioning either party. The charged student must speak on their own behalf. At any time during the meeting or hearing, the advisor may be asked to leave should they not adhere to their role in an advisory capacity only.

- C. Conference with Vice President
  - 1. The student shall be given a written statement of the charges and given an opportunity to respond to the same.
  - 2. The Dean of Student Services shall discuss the charge with the student and otherwise investigate the allegations, including receiving information from witnesses.
  - 3. The Dean of Student Services will inform the student of his/her decision with respect to the charges and recommend disciplinary action or the date and time when another meeting will be held for further discussion of the Dean's recommendation.
  - 4. The Dean of Student Services will issue sanctions depending upon the severity of the offense and the student's previous conduct record. Disciplinary procedures and sanctions may be implemented with the assistance of other professional staff members as deemed necessary or appropriate by the Dean of Student Services. Sanctions by the Dean of Student Services may include one or a combination of the following:
    - a. dismiss the charges,
    - b. oral reprimand,
    - c. censure which they notice, written or spoken, stating that further misconduct will bring more serious action,
    - d. order disciplinary probation – a written statement disqualifying the student for a specific time period from extra-curricular or co-curricular activities,
    - e. order restitution – a written requirement that the student provide reimbursement or misappropriation or damage to College property, or that of an individual,
    - f. suspension – written notice of exclusion from the campus, classes, privileges, and College activities for a specific period of time,

- g. expulsion – Only the College President can approve the expulsion of a student. If the Dean of Student Services believes a student’s conduct warrants expulsion, he/she will submit a written recommendation to the President within seven (7) calendar days of completing his/her investigation. The student shall be automatically withdrawn from current classes with a “W” as a grade. Students dismissed under this Code can be reinstated only upon the favorable action on a petition for reinstatement by the President or his/her designee. President and/or his/her designee shall establish the necessary administrative procedures to effectuate the hearing petition.

### **VIII. Due Process Hearing for Students Recommended for Expulsion**

The Dean of Student Services may appoint a designee to act in his/her behalf. A student who is recommended by the Dean of Student Services for expulsion as a disciplinary sanction shall be entitled to a due process hearing in accordance with the following:

- A. Student may appeal the recommendation for expulsion made by the Dean of Student Services within ten (10) consecutive calendar days from the receipt of the notification to the student of the recommendation.
- B. If a student requests a hearing on the recommended expulsion, the Dean of Student Services shall transmit to the “Disciplinary Committee” the case of any student requesting a formal hearing. The Disciplinary Committee is a committee consisting of one student appointed by the Dean of Student Services, two full-time faculty members appointed by the Academic Council, two members of the professional staff appointed by the Dean of Student Services one of whom is appointed as chair of the committee.

The charged student may be accompanied by one advisor if so desired conditional on 24 hours notice to and approval by the Dean of Student Services or his/her designee. The advisor may attend the meeting to counsel with the student. In no event may the advisor participate directly by speaking or questioning either party. The charged student must speak on their own behalf. At any time during the meeting or hearing, the advisor may be asked to leave should they not adhere to their role in an advisory capacity only.

- C. The Disciplinary Committee shall hold a hearing, observe the procedures described below, consider all evidence, determine the facts, and make appropriate disciplinary sanctioned recommendations to the President.
- D. The student shall be advised of the following rights:
  - 1. The right to be present throughout the hearing, and to hear all testimony and examine all documents presented at the hearing.
  - 2. To cross examine and question any witnesses presented by the Dean of Student Services.
  - 3. To be present throughout the entire proceedings except for the time the Disciplinary Committee deliberates.
  - 4. To be provided with a copy of the audio tapes of the proceedings if requested.
- E. Hearing procedures to be used are as follows:
  - 1. The hearing before the Disciplinary Committee is not subject to formal rules of evidence.
  - 2. The Chair calls the session to order and reads the breach of rules as charged.
  - 3. The Chair will give an opportunity to the student and the Dean of Student Services to make an opening statement.
  - 4. The Dean of Student Services will present all pertinent information and/or witnesses regarding the claimed breach of rules as related to misconduct.
  - 5. The student, after hearing all evidence presented, may question the accuser or witnesses.

6. The student will then have the opportunity to present his/her case, including all evidence and witnesses.
7. The Dean of Student Services will have the right to question the student and/or witnesses.
8. The Disciplinary Committee will have the right to question the student and/or witnesses.
9. The Disciplinary Committee will meet in private to render a recommendation.
10. The Disciplinary Committee will notify the student by Certified Mail of its recommendation to the President within five (5) calendar days of the hearing. If the student is dissatisfied with the recommendation of the committee, he/she may within five (5) calendar days of receipt of their recommendation, file an appeal with the President through the Dean of Student Services. In the absence of an appeal being filed within the timeframe specified, the President will consider the recommendations of the Dean of Student Services and the Disciplinary Committee in reaching his/her decision.
11. If the student files an appeal from the recommended decision of the disciplinary committee, the Dean of Student Services shall submit to the President the official record of the committee along with a summary of the evidence. On appeal, the President will consider the recommendation of the Dean of Student Services, the recommendation of the Disciplinary Committee, and the appeal information provided by the student. No new evidence or testimony will be considered unless there is evidence of extenuating circumstances that would suggest receipt of additional evidence was necessary.
12. The President shall issue her/his decision within seven (7) calendar days. The President may accept the recommendations of the Dean of Student Services, the Disciplinary Committee, or overturn or modify the recommended sanctions. The decisions of the President shall be considered final.

## **IX. Athletics, Co-Curricular and Extra-Curricular Activities**

Athletics, extra-curricular and co-curricular activities exist as an outlet in which students can develop leadership skills, human relationship skills, time management, team work and provide service to others and to the College. Students who participate in College clubs, organizations, athletics, plays and concerts and organized academic competitions represent the College. As representatives of the College, those participating in College activities must recognize and accept the responsibility to uphold the very highest standards of behavior.

If a student involved in College activities as specified engages in activity on- or off- campus which violates campus rules and regulations, state or federal laws, the student will be disciplined in an appropriate manner. In a case where the student is arrested for any offense specified in the Code of Conduct or an equally serious offense, the student may be suspended from participation in the activity until such time as the matter is adjudicated by the courts. If the student is found guilty, she/he may be suspended from participation in the activity for a specified number of events or for the balance of the year or season.

The coach, faculty sponsor or athletics-related administrator will discuss the circumstances surrounding the misconduct with the Dean of Student Services. The Dean of Student Services will consider factors which might increase or decrease the severity of the actions in which the student was involved. The decision of the Dean of Student Services shall be considered final, unless expulsion is recommended, in which case the student is entitled to a due process hearing prior to application of such discipline and the final decision is rendered by the College President.

Nothing herein is designed or intended to limit any other reasonable rules or restrictions placed in force by a coach, faculty sponsor or athletics-related administrator. In addition, the coach, faculty sponsor or athletics-related administrator may take disciplinary action immediately, such as expulsion from a practice or performance, where it is necessary and appropriate.

## **X. Degree Revocation**

Academic integrity rests with all members of the college community, and academic decisions are based upon trust between faculty and students. The college's award of academic credit and degrees is its certification of student achievement. If the students acquire their academic credentials by deceit, fraud, misrepresentation or the dishonest act of others, they deceive not only the college but also those who may eventually rely upon the knowledge and integrity of its graduates. Such misconduct may not be discovered until the student has left the college or received a degree. In such instances, the college reserves the right to decertify credit (either in whole or in part), revoke grade(s) or degree(s) and rescind any Rend Lake College certification that warrants that the student successfully completed course work or requirements for a degree. Decisions to take such actions will be made only after careful consideration of all the available evidence.

### **DEGREE REVOCATION PROCEDURES**

1. Upon receipt of a charge that a degree recipient improperly completed or failed to complete the course work or requirements for a degree at Rend Lake College, the appropriate Vice President of Instruction shall convene an investigatory panel including at least three faculty members, the appropriate Vice President of Instruction and one Division Chair.
  - 1.1 His panel shall be charged by the President to hear the case and determine whether the degree recipient improperly completed or failed to complete the course work or requirements for a degree.
    - 1.1.1 The degree recipient shall be notified of the investigation.
    - 1.1.2 The degree recipient shall be afforded 15 calendar days from notification of the investigation to supply any material appropriate to the charge to the panel.
  - 1.3 The panel may obtain any material relevant to the investigation. All Rend Lake College departments and offices shall cooperate with the panel.
  - 1.4 The degree recipient shall have the right to have an advisor present, who may be an attorney, to participate in the hearing. Any cost incurred shall be the responsibility of the degree recipient. In the event that the degree recipient is represented by an advisor, the college may also be represented by counsel who may also participate in the hearing. Any expense incurred by the college shall be the responsibility of the degree recipient.
  - 1.5 The formal rules of evidence shall not apply to the proceedings. Any participant who becomes disruptive or engages in harassment may be asked to leave the hearing.
  - 1.6 The panel, at its discretion, may conduct a pre-hearing conference with the degree recipient. The degree recipient may be accompanied by an advisor.
  - 1.7 The Vice President of Instruction shall present the charge at the hearing.
  - 1.8 The degree recipient shall be afforded an opportunity to present any and all relevant evidence, including relevant witnesses and cross-examine any witnesses presented by the Vice President of Instruction. The panel members may question the witnesses. Opening and closing statements will be allowed in this order: the degree recipient, the advisor to the degree recipient, the Vice President of Instruction and the college's legal counsel.
  - 1.9 The panel will provide for the hearing to be recorded by tape recorder and/or stenographer. A copy of the recording shall be provided to the degree recipient or the advisor, at their expense, upon request.
  - 1.10 After hearing the case, the panel shall render a decision regarding the allegation. If the panel finds by the greater weight of the evidence that the degree recipient engaged in misconduct concerning the degree, certification or course work, the panel shall recommend an appropriate sanction to the President.
  - 1.11 Sanctions may include revocation of grade(s), the degree(s), decertification of credit and/or rescission of certification.
2. If the panel finds against the degree recipient, the degree recipient may file an appeal to the President within 15 calendar days of the panel's decision.
  - 2.1 Appeals must be in writing and include the degree recipient's valid mailing address and telephone

number. The Vice President of Instruction will be afforded an opportunity to respond to the appeal in writing. A copy of the response will be made available to the degree recipient.

- 2.2 The only grounds for appeal are errors of due process, findings of facts not supported by the greater weight of the evidence, or discovery of substantial new facts not available at the time of the hearing.
- 2.3 The President shall consider the appeal prior to acting upon the recommendation of the hearing panel. If no appeal is made within the 15 calendar day requirement or if the appeal is denied, the President shall then act upon the panel's findings and recommendation.
- 2.4 In reaching a decision, the President may review all or any part of the proceedings and shall make a recommendation to the Board of Trustees for approval.
- 2.5 If the recommendation to revoke a degree is approved by the Board of Trustees, the degree recipient's official transcript will be corrected to reflect the sanction. A corrected transcript will be forwarded to all individuals and entities who were sent an official transcript after the degree was initially posted to the transcript.
- 2.6 If at any time during the proceedings the responsible body or person finds in favor of the degree recipient, the charge will be dropped and no further record shall be made. All documents collected in reference to the charge will be sealed.

## **XI. Policy on Students with Disabilities**

I. INTRODUCTION – Rend Lake College is committed to providing a well-considered, comprehensive and well-coordinated system of educational support for qualified students with disabilities. It is our goal to invite and celebrate diversity within our campus community. Our approach is designed to promote self-reliance, effective problem solving skills, enhanced academic and personal development and equal access to all aspects of college life for qualified students with disabilities.

### II. POLICY STATEMENT

**Equal Opportunity/Non-Discrimination** – Rend Lake College is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights and privileges of college services, programs and activities, in the most integrated setting appropriate to the student's needs, in compliance with the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any college program or activity. Rend Lake College is committed to providing qualified students with disabilities the same opportunity as their non-disabled peers – the opportunity to be evaluated on the basis of their ability rather than their disability.

**Reasonable Accommodation** – Rend Lake College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under Section 504 of the Rehabilitation Act of 1973, and the 1990 Americans with Disabilities Act, and to establish clear guidelines for seeing and receiving reasonable accommodations.

To qualify for and receive accommodations in an appropriate and timely manner, students are responsible for requesting accommodation and documenting the nature and extent of their disability in a timely manner. This policy establishes the scope of and the procedures for requesting those accommodations.

### III. SCOPE

Reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course work, academic counseling and non-academic programs and services.

Rend Lake College will make modifications to its academic requirements that (1) are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student

with a disability based on that and (2) do not impose an undue hardship on the college or require significant alteration of essential program requirements.

#### IV. DEFINITIONS

- A. Reasonable accommodations under this policy are: modifications of college programs, services, policies, practices and procedures that enable a qualified student with a disability to have an equal opportunity to benefit from and have access to those programs and services. This includes, but is not limited to; (a) academic adjustments, such as modification of academic requirements and flexibility in test-taking arrangements; (b) adjustments in nonacademic services and rules; and (c) the provision of auxiliary aids and services. Accommodations that impose an undue hardship on the college or that require significant alteration of essential program requirements are not defined as reasonable.
- B. "Student" is a person enrolled at the college, a prospective student or a person applying for admission to the college.
- C. A "student with a disability" is a student who: (1) has a physical, mental or sensory impairment that substantially limits one or more of his/her major life activities; (2) has a record of such an impairment or (3) is perceived to have such an impairment.
- D. A "qualified student with a disability" is one who, with or without reasonable accommodations, meets the academic and technical standards required for admission to, participation in, and/or fulfillment of the essential requirements of college programs or activities.
- E. "Undue hardships" is any excessively costly, extensive, substantial or disruptive modification or one that would substantially alter the nature or operation of the institution or any of its programs or services, or threaten the health or safety of the college community.
- F. "Program accessibility" means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.
- G. "Core Services" are those services listed in the chapter 28B.10 RCW that are necessary to ensure students with disabilities are reasonably accommodated at the college.
- H. "Course substitution" is the replacement of a specific course required for a degree program with another course that measures the same learning objectives/skills as the required course.

#### V. OBLIGATIONS OF THE COLLEGE

The college is obligated to provide reasonable accommodation to a qualified student with a known disability. What accommodation is appropriate for a student is determined on a case-by-case basis.

Section 504 of the Rehabilitation Act states in part:

"No person with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletic, recreation, transportation, other extracurricular or other post-secondary education program or activity."

Section 202 of the 1990 Americans with Disabilities Act states in part:

"No qualified individual with a disability shall, by reason of such disability be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by such an entity."

The college shall:

- A. Comply with Section 504 of the Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990, as amended.
- B. Notify students of the college's policy of nondiscrimination on the basis of disability, and of steps the student may take if he/she believes discrimination has taken place. This notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student's

status or rights with the college. This notice shall include the phone numbers of the United States Department of Education and the U.S. Office of Civil Rights.

- C. Make available to all students information on the services available to students with disabilities, including the name and location of the Office of Access Services for Students with Disabilities, and the process for accessing those services.
- D. Work with the student, faculty staff on a case-by-case basis to select and provide those accommodations/core services appropriate for each qualified student with a disability.
- E. Collect and maintain information obtained regarding the medical condition or medical history of the student, which will be treated as confidential medical records.
- F. Maintain the academic integrity of its programs.
- G. Refrain from pre-admission inquiry as to whether the applicant has a disability, except as allowed by law.
- H. Work collaboratively with qualified students with disabilities to determine what accommodations are reasonable and appropriate.

To identify the accommodations that are reasonable based on the nature and extent of a student's disability, the college may require specific documentation from the student's physician.

## VI. OBLIGATIONS AND RIGHTS OF STUDENTS

A student who seeks accommodation for a disability is responsible for providing the college with documentation regarding the nature and extent of the disability, must self-identify, and must request accommodations.

To ensure that needed accommodations are provided in a timely manner, the student shall:

- A. Contact the Disability Coordinator in Student Services to initiate an intake interview. This is the first step toward receipt of the services provided by this office, including, but not limited to, disability accommodation.
- B. Provide timely notice and documentation of the nature and extent of the disability and, if known, the accommodations needed to the Disability Coordinator in the Student Services. Many accommodations require time to arrange. Requests for accommodations should be received by the college six weeks prior to the beginning of the semester for which the request is made, when possible. Lack of advance notice may delay the availability of an accommodation.
- C. Provide such additional documentation on the nature and extent of the disability as the college may require to determine appropriate accommodations. This may include but is not limited to documentation provided by a licensed medical practitioner which identifies tests administered, explains test results and described the covered disabilities and any recommended accommodations. The documentation must be no older than 3 years. If documentation is older than 3 years, the student will be given accommodation for 1 semester and required to provide new documentation.
- D. Cooperate with the Disability Coordinator in Student Services to develop an appropriate curriculum plan and/or reasonable accommodations.
- E. Promptly notify the Disability Coordinator in Student Services of any problems in receiving the agreed-upon accommodations.

## VII. SERVICES FOR STUDENTS WITH DISABILITIES

- A. The Disability Coordinator in Student Services is responsible for the coordination of services to qualified students with disabilities requiring reasonable accommodations.
- B. The Disability Coordinator in Student Services is committed to a reasonable approach in the identification of students with disabilities, including contacting all students who voluntarily self-identify during the college admission or orientation process.
- C. The Disability Coordinator in Student Services will assist each qualified student with a disability who requests accommodations under this policy. This assistance may include, but is not limited to, assistance in:

developing a curriculum plan if needed, identifying those reasonable accommodations appropriate for the student, and ensuring that agreed-upon accommodations are provided.

- D. The Disability Coordinator in Student Services may, with permission from the student, act as an advocate for academic/disability related issues. A signed Release of Information form may be required of the student for this purpose.

## VIII. REASONABLE ACCOMMODATIONS – EXAMPLES BY CATEGORIES

The process for identifying and providing reasonable accommodations for each qualified student with a disability shall be made on a case-by-case basis, based in part on the nature and extent of the student's disability. Reasonable accommodations may include, but are not limited to:

- A. Academic modifications may include, but are not limited to:
1. flexibility in timelines for completion of programs/course, certification and degree requirements;
  2. adaptation of the manner in which specific programs/course are conducted;
  3. flexibility in teaching methods and test-taking arrangements; and
  4. flexibility in credits required to satisfy institutional eligibility for financial aid.
- B. Auxiliary aids and services may include but are not limited to:
1. flexible procedures in the admissions process, (early registration for priority registration);
  2. qualified sign language, oral and tactile interpreters, or other technological alternatives;
  3. access to adaptive equipment including, but not limited to, TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low-vision reading aids, listening devices, player/recorders for 15/16 4-track tapes, photocopy machine able to use eleven-by-seventeen inch paper, Braille devices and computer enhancements;
  4. textbooks and other educational materials in alternative media, including, but not limited to large print, Braille, electronic format, and audio tape;
  5. provision of readers, note takers and/or proofreaders; and
  6. release of syllabi, study guides, and other appropriate instructor-produced materials in advance of general distribution; and access beyond the regular classroom session to slides, films, overheads and other media and taping of lectures.
- C. Access may include, but is not limited to:
1. ongoing review and coordination of efforts to ensure campus accessibility, including barrier-free design, signage, identification hazards of mobility barriers, maintenance of access during construction, snow and ice clearance and adequate disability parking for all facilities;
  2. facilitating physical access to programs and services including relocating classes, activities, and services to accessible facilities;
  3. referral to appropriate on-campus and off-campus resources, services and agencies; and
  4. accessibility to tutoring, mentoring, peer counseling, academic advising and career counseling, if available on campus, for students with disabilities.

## IX. PROCEDURES FOR PROGRAM / COURSE MODIFICATION

A. Policy – Every student enrolled in an academic program at the college must meet the essential requirements of that program to receive credit. Under the ADA, the college is not required to waive essential requirements of a student's program of instruction. Students with disabilities will be expected to attempt to successfully complete program/course requirements with accommodations.

If a qualified student with a disability has demonstrated that, even with academic adjustments and auxiliary aids/services provided by the college, he/she is unable to complete the program/course requirements solely because of his/her disability, then the student may request modification to the program/course. Such request will be granted, according to the procedure that follows, when it is determined that program/course modification is necessary, reasonable and can be made without compromising the integrity of the academic program/course.

## B. Procedure for Requesting Program/Course Modification

1. All requests for program/course modification shall be submitted to the Disability Coordinator in Students Services in a timely manner and shall include the following information:
  - a. a description of the accommodations previously provided to the student for the program/course;
  - b. an explanation of the relationship of the student's disability to the lack of success in completing the program/course;
  - c. the proposed program/course modification, if known; and
  - d. a statement by the student describing the efforts made to date to complete the required program/course activities with appropriate accommodations.
2. The Disability Coordinator in Student Services shall work with the student and the faculty member/team to examine the need for and, if necessary, to design acceptable program/course modification.
3. If consensus cannot be reached regarding the necessity for or reasonableness of a modification, the Disability Coordinator in Student Services will forward the request and pertinent documentation to the appropriate Vice President.

## X. REASONABLE ACCOMMODATION – APPEALS

If a student believes that the college has not identified or provided reasonable accommodation, the student has the right to appeal.

### A. For appeals regarding services provided by the Student Services Division:

1. The student will submit the written appeal to the Dean of Student Services. The student's written appeal should include:
  - a. the nature of the disability, an explanation of how this disability affects the student's ability to receive educational as well as other relevant services;
  - b. details of the reasonable accommodation being requested; and
  - c. a description of any/all accommodations provided or offered by the college and an explanation of why the accommodations are insufficient or ineffective.
2. The Dean of Student Services will review the student's position and respond within ten (10) working days.
3. If resolution is not reached by the student and the Dean of Student Services, the Dean will refer the appeal to the President of the College.
4. The President will review the appeal and make recommendations in writing for appropriate resolution within ten (10) working days of the date the appeal was received in the President's office.
5. The decision of the Dean of Student Services is the final decision regarding the provision of accommodations in services and programs provided by Student Services.

### B. For appeals regarding reasonable accommodations in academic programs/courses:

1. The student will submit the written appeal to the Dean of Student Services for a description of what the appeal should contain.
2. The Dean of Student Services will review the student's position and respond within ten (10) working days.
3. If resolution is not reached by the student, the faculty, and the Dean, the Dean will refer the appeal to the President.
4. The President will review the appeal and make recommendations in writing for appropriate resolution with ten (10) working days of the date the appeal was received in the President's Office.
5. The decision of the President is final.

## XI. INTERNAL AND EXTERNAL COMPLAINT PROCEDURES

In addition to the above described appeal rights, any student who believes that he or she has been discriminated against on the basis of his or her disability may file a formal discrimination complaint with the College

Affirmative Action Officer(s) which are listed in the Non-Harassment and Discrimination Policy of the Student Handbook. Rend Lake College has adopted an Affirmative Action and Equal Employment Opportunity Policy that provides for prompt and equitable resolution of complaints alleging discrimination on the basis of disability.

Students are encouraged to resolve disputes over reasonable accommodations by utilizing on-campus appeals, however, students also have the right to file a complaint with the U.S. Department of Education, the Human Rights Commission and/or seek other legal remedies under state and federal law. The U.S. Department of Education requires complaints of discrimination to be filed within 180 days of the last known incident of discrimination. Anyone who believes there has been an act of discrimination by the college on the basis of disability, against any person or groups, may file a complaint with the:

U.S. Department of Education, Office of Civil Rights

THIS POLICY DOES NOT PROVIDE RIGHTS OR OBLIGATIONS NOT PROVIDED BY APPLICABLE LAWS

## **XII. Policy on Drug Testing Cooperative Education Students**

The College believes that businesses and industries who participate in the Cooperative Education Program have a right to expect that the student assigned to their work place is drug and alcohol free. Further, the College has the responsibility to take necessary reasonable steps to minimize the risk of assigning a student to a work place who is using or abusing drugs.

This policy applies only to students who voluntarily choose to enroll in a program of study that requires a Cooperative Education experience. All students are expected to perform their Cooperative Education activities efficiently and safely, without influence of drugs or alcohol. The following actions/conditions are prohibited:

1. Deficient performance due to use of drugs and/or alcohol.
2. Reporting for work with the odor of alcohol or illegal chemicals on the breath.
3. Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on Cooperative Education work time.

Students participating in the Cooperative Education Program are subject to “suspicion based” and “random” testing for drugs and/or alcohol. The decision to refer a student for drug/alcohol testing based upon reasonable suspicion will be based on, but not limited to, the following:

1. Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug.
2. Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of work performance.
3. Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
4. Conviction by a court, or being found guilty of a drug, alcohol or controlled substance.

PROCEDURE – Tests will be conducted by a qualified laboratory using established methods and procedures. Confidentiality of the student as well as the integrity of the urine sample will be protected. The procedure for collection, as determined by the collection site, will be designed to protect the integrity of the sample and the privacy of the student, and shall be submitted using an appropriate chain of custody procedure.

The expense of testing will be borne by Rend Lake College. If a student refuses testing, he/she will be dismissed from the program on the grounds of implied admission to substance use.