



Student Centered  
Community Connected



Student Handbook  
2008—2009

[www.shawneecc.edu](http://www.shawneecc.edu)

## MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

Shawnee Community College  
8364 Shawnee College Road  
Ullin, IL 62992

## BOARD OF TRUSTEES

Wesley Wright, Chair  
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OFFICIAL COLLEGE CALENDAR

**Fall Semester 2008**

Registration Begins.....	April 7, 2008
Faculty In-Service .....	August 14
Instruction Begins.....	August 18
Registration Closes.....	August 18
Last Day to Add Regular Start Classes .....	August 19
Last Day to Drop Without Financial Penalty.....	August 22
Holiday.....	September 1
Late Start Instruction Begins .....	September 15
SCC Day (no classes) .....	October 9
Regional Educators' Institute (no classes) .....	October 10
Holiday.....	October 13
Mid-Semester.....	October 8
Last Day to Drop Without Academic Penalty .....	October 15
Pell Status Day.....	October 20
Graduation Applications Due for Fall 2008 .....	November 4
Pell Checks Mailed.....	November 6
Holiday.....	November 10
Registration for Spring 2009 .....	November 11
Holiday.....	November 26/27/28
Final Exams .....	December 15, 16, 17, 18
End of Semester .....	December 18

**SPRING SEMESTER 2009**

Registration Begins.....	November 10, 2008
Faculty In-Service .....	January 15, 2009
Holiday.....	January 19
Instruction Begins.....	January 20
Registration Closes.....	January 20
Last Day to Add Regular Start Classes .....	January 20
Last Day to Drop Without Financial Penalty.....	January 23
Holiday.....	February 16
Late Start Instruction Begins .....	February 17
Spring Break .....	March 9-13
Mid-Semester.....	March 20
Last Day to Drop Without Academic Penalty .....	March 27
Pell Status Day.....	April 1
Graduation Applications Due for Spring 2009 .....	April 2
Holiday.....	April 10
Pell Checks Mailed.....	April 16
Registration for Summer/Fall 2009 .....	April 20
Final Exams .....	May 11, 12, 13, 14
Commencement .....	May 15

## **SUMMER SESSION 2009:**

Registration Begins .....	April 20, 2008
Faculty In-Service .....	June 4
Instruction Begins .....	June 8
Registration Closes .....	June 8
Last Day to Add Regular Start Classes.....	June 9
Last Day to Drop Without Academic Penalty .....	June 10
Graduation Applications Due for Summer 2009.....	June 25
Mid-Semester .....	July 2
Holiday Independence Day Observed by SCC .....	July 3
Last Day to Drop Without Academic Penalty .....	July 7
Pell Status Day .....	July 10
Pell Grant Checks mailed .....	July 21
Final Exams .....	July 30, 31
End of Semester .....	July 31

***Information concerning programs, procedures, requirements, standards and fees is subject to change without notice.***

### AFFIRMATIVE ACTION POLICY

Shawnee Community College is an equal opportunity affirmative action institution. This nondiscrimination policy applies to admissions, employment, access to and treatment in the college's programs and activities.

Shawnee Community College will not engage in discrimination or harassment against any person because of race, color, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Affirmative action shall be undertaken to insure an equitable representation of groups determined by employment utilization analysis to be under represented.

### AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of the Americans with Disabilities Act and the regulations published by the U.S. Department of Justice, 28 C.F.R. 35.107(a), Shawnee Community College is designating its ADA Coordinator. The Vice-President of Student & Administrative Services shall be the person responsible for coordinating the college's efforts to comply with and carry out its responsibilities under the ADA. This person will also be responsible for coordinating compliance under Section 504 of the

Rehabilitation Act of 1973. All complaints or concerns with the college's effort to comply with the ADA should be directed to the ADA/ Section 504 Coordinator.

#### ADMISSION PROCEDURES

1. Admission information forms are to be submitted to the Admissions Office at the earliest possible date prior to the beginning of the term of enrollment.
2. Students will be required to complete a residency statement located on the admission information form verifying residency status for fee assessment purposes.
3. Official transcripts from the applicant's high school, college, university or other post-secondary educational institutions are to be mailed directly to the Admissions Office from these institutions. Students are responsible for providing international transcripts that are translated in English. This translation must be completed by either the high school or by a reputable translation service such as the American Association of Collegiate Registrars and Admissions Officers. Details may be obtained through the Admissions Office and Registrar.
4. High school equivalency diploma or certificate holders should provide the original document (which will be returned). Transcripts should be mailed directly to the Admissions Office. Hand carried and/or "Issued to Student" copies will not be accepted.
5. Students with a composite score of 21 or higher on the enhanced ACT exam are exempt from taking placement tests.
6. The ACT test is recommended but not required for admission to the college.
7. A transfer student's transcript(s) becomes part of the official student permanent record. An evaluation of credit course transferability will be made after the student has earned 12 hours credit at Shawnee Community College. Transfer credits are accepted only from regionally accredited colleges and universities.

#### ADMISSION POLICY

Shawnee Community College maintains an open-door admission policy for all potential students who have obtained a high school diploma or GED certificate. If space is limited in programs, preference will be given to students who reside in district #531.

#### General Admission Requirements

Students may be admitted by fulfilling the following:

1. High school diploma or GED certificate
2. Completing the ASSET/COMPASS test to determine proper course placement

## CREDIT BY EXAMINATION

Credit by examination is subject to the following:

1. Credit by examination may not duplicate credit earned at Shawnee Community College or received in transfer.
2. Credit by examination may not be given for a lower level course by students who have received credit in the subject area beyond the course in which the examination is requested.
3. A student currently enrolled in a course but desiring to earn credit by examination must apply for and complete the examination by the end of the fourth week of classes.
4. A student cannot receive credit by examination and subsequently enroll in the course and earn a grade.
5. A proficiency examination may not be attempted more than twice in a given course.
6. Course credit earned by examination will be recorded as "Proficiency Credit" or "CLEP Credit." No transcript record is entered unless the examination is completed successfully. No Grade is recorded, nor can a prior grade be changed or removed by credit by examination. Credit earned by examination is not included in the computation of a student's grade point average (GPA).
7. A maximum of 30 credit hours toward an associate degree or one-half of the credit hours for a certificate may be credited.
8. A person seeking credit by examination must have previously completed courses in which credits have been earned at Shawnee Community College.

### Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency examination must first see an on campus advisor to obtain an Application for Proficiency Examination. The student should then pay the \$20 Proficiency Examination Fee at the Bursar's Office. The Division Chair responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Division Chair responsible for the course subject and by the approval of the Vice President of Instructional Services based on the degree to which competency or ability in a given area can be adequately evaluated by a proficiency exam. The Division Chair will assign a full time faculty member to administer and score the exam. Credit received from Proficiency Examinations will not count in the current semester hours and therefore does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examination will appear on the student's transcript.

### Advanced Placement

Shawnee Community College accepts credit from Advanced Placement

Examinations based on the American Council on Education guidelines. This program allows high school students to earn college credit by successfully completing the Advanced Placement Examination. Students seeking Advanced Placement credit must request that an original score report be sent to the Registrar. Credit received from Advanced Placement Examinations will not count in the current semester hours and therefore does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Advanced Placement will appear on the student's transcript.

College Level Examination Program (CLEP)

College credit may be awarded through the College Level Examination Program (CLEP). Shawnee Community College administers CLEP examinations to current or prospective students. All high school graduates (or the equivalent) are eligible to participate in the College Level Examination Program. CLEP examination credit will not be awarded for any course in which the student is presently enrolled. CLEP credit will also not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited. Information on fees and testing dates and locations may be obtained from the Student Success Center. Students seeking CLEP credit must request that an original score report be sent to the Registrar.

The college awards credits as outlined based on the recommendations from the American Council on Education:

<u>Test</u>	<u>Course</u>	<u>Minimum Score</u>	<u>Credit Hour</u>
English Composition with Essay	ENG 111 & 112	50	6
American Literature	LIT 216 & 217	50	6
Analysis and Interpretation of Literature	Elective	50	6
English Literature	LIT 214 & 215	50	6
Humanities	Humanities Elective	50	6
French	Elective	50	6
	Elective	62	12
German	Elective	50	6
	Elective	63	12
Spanish	Elective	50	6
	Elective	63	12
American Government	GOV 117	50	3
<u>Test</u>	<u>Course</u>	<u>Minimum Score</u>	<u>Credit Hour</u>
Intro. To Educational Psychology	Psychology Elective	50	3
Human Growth and Development	PSY 218	50	3
History of the US I: Early Colonize. to 1877	HIS 214	50	3
History of the US II: 1865 to the Present	HIS 215	50	3
Western Civilization I: Ancient Near East to 1648	HIS 116	50	3
Western Civilization II:			

1648 to Present	HIS 117	50	3
Principles of Macroeconomics	ECO 211	50	3
Principles of Microeconomics	ECO 212	50	3
Introductory Psychology	PSY 211	50	3
Social Sciences and History	Social Science Elective	50	6
		Minimum	Credit
<u>Test</u>	<u>Course</u>	<u>Score</u>	<u>Hour</u>
Introductory Sociology	SOC 212	50	3
College Algebra	MAT 116	50	3
College Algebra-Trigonometry	MAT 115	50	3
Calculus with Elementary Functions	MAT 117	50	6
College Mathematics	MAT 110	50	6
Trigonometry	MAT 118	50	3
General Biology	BIO 111	50	6
Natural Sciences	Nat. Science Elective	50	6
General Chemistry	PHS 111	50	6
Information Systems and Computer Applications	Elective	50	3
Principles of Accounting	ACC 111	50	6
Introductory Business Law	BUS 214	50	3
Principles of Management	BUS 210	50	3
Principles of Marketing	BUS 116	50	3

Once the College receives a student's score from the College Board, the Registrar will send the student written notification informing him/her of the credit to be awarded. However, CLEP credit will not be posted to the student's academic transcript until the student has completed 12 credit hours at Shawnee Community College. Credit received from CLEP examinations will not count in the current semester hours and therefore does not calculate in part-time/full-time status and/or toward financial aid. The credit will appear on the student's transcript as outlined below:

Course <u>Number</u>	Course <u>Title</u>	Sem. Hrs. <u>Attempted</u>	Sem. Hrs. <u>Earned</u>	Grade <u>Points</u>
ENG 111	English Comp	0	3	0

### RESIDENCY

Shawnee Community College's policy concerning residency requirements complies with the regulations outlined in the Illinois Community College Board regulations.

All students shall be classified as in-district, out-of-district, collar county, or out-of-state for the purpose of assessing tuition. Out-of-district and out-of-state students will be accepted in a manner determined by the college.

The tuition rate for in-district, out-of-district within Illinois, collar county, and out-of-state are listed below:

\* Applies to residents of Kentucky counties in Ballard, Livingston, and McCracken.

\*\* Applies to residents of Missouri counties in Bollinger, Cape Girardeau, Mississippi, New Madrid, Perry, Scott and Stoddard and residents of

Kentucky counties in Carlyle, Fulton, Galloway, Graves, Hickman, and Marshall Counties.

Tuition subject to change.

District Residency

To be classified as a resident of the State of Illinois or of District #531, each student shall have occupied a dwelling within the State or District #531 for at least 30 days immediately prior to the date established by the district for classes to begin.

\*Kentucky Counties: McCracken, Ballard, and Livingston

\*Cape Girardeau, Mississippi, New Madrid, and Scott

The college will maintain documentation verifying State or District residency of students.

Students occupying a dwelling in the State or District who fail to meet the 30-day residency requirement may not become residents simply by attending classes at Shawnee community College for 30 days or more.

Students who move from outside the State or District and who obtain residence in the State or District for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

Residency (District Provisions)

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

1. federal job corps workers stationed in the District.
2. inmates of state or federal correctional/rehabilitation institutions located in the District.
3. full-time students attending a post-secondary educational institution in the District who have not demonstrated through documentation a verifiable interest in establishing permanent residency.
4. students attending under the provisions of a chargeback or contractual agreement with another community college.

Districts	Summer 2008	Fall 2008	Spring 2009
In-District	\$ 72.00	\$ 72.00	\$ 72.00
Out-of-District (within Illinois)	\$108.00	\$108.00	\$108.00
Out-of-District (*Kentucky, Missouri)	\$100.00	\$100.00	\$100.00
Out-of-State	\$108.00	\$108.00	\$108.00
International	\$277.24	\$277.24	\$277.24

### State Residency

A student will be considered an in-state resident if he/she certifies on the admission information that he/she is an Illinois resident and meets at least one of the requirements outlined below:

1. Present documentation verifying the student graduated from a high school within the State of Illinois.
2. Present documentation verifying the student has occupied a dwelling in the State of Illinois for at least 30 days prior to the first day of instruction for the semester he/she will begin taking classes. Acceptable documentation will be:
  - a. A valid Illinois driver's license.
  - b. A valid voter's registration card from a county within the State of Illinois.
  - c. A rent receipt or utility bill receipt which demonstrates a dwelling in the State of Illinois was occupied at least 30 days prior to the first day of instruction.

Students will be classified a resident of the State without meeting the general 30-day residency provision if they are:

1. federal job corps worker stationed in Illinois.
2. members of the armed services stationed in Illinois.
3. inmates of the State correctional/rehabilitation institutions located in Illinois.
4. employed full time in Illinois.

Students enrolled in courses at Shawnee Community College District #531 will be considered in-district if they are employed for at least 35 hours per week by an entity located in the district, or are enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college.

### Chargeback

A resident of Shawnee Community College District No. 531 who wants to enroll in an educational program which is not available at Shawnee Community College may apply for chargeback tuition if he/she enrolls in such a program at another public community college in Illinois.

The student must notify Shawnee Community College 30 days before the beginning of the semester that he/she will be attending another college in a program not offered at Shawnee Community College in order to receive this chargeback. Students applying for chargeback are required to verify their residency within Shawnee Community College District #531. The President or his/her designee is authorized to sign the necessary

forms on behalf of the college.  
FINANCIAL ASSISTANCE PROGRAM

The purpose of the financial assistance program is to provide financial aid to students who, without such aid, would be unable to attend college. Financial assistance at Shawnee Community College is available in the form of scholarships, grants, part-time employment, and private loans to meet a student's financial need.

Financial need is generally considered to be the difference between one year's educational expenses (tuition, books, room and board, commuting costs, etc.) as determined by an average student budget, and the student's resources for the same period. Student resources are expected to include assistance from parents, guardians, relatives, personal savings, other scholarships, grants and personal earnings. Students are responsible for providing from their own and their family's resources as much of their educational expenses as possible.

#### Academic Year

The Shawnee Community College academic year for all financial aid programs is defined as one fall semester and one spring semester, each including a minimum of 15 weeks of instruction, during which a full-time student earns a minimum of 12 credit hours each semester. All programs, even those utilizing semester terms with multiple starting dates, fall under this definition. The summer semester ends the preceding academic year.

Each semester (fall, spring and summer) is considered a payment period for financial aid purposes. Financial aid payments are made to each eligible enrolled student at least once each fall and spring semester. Pell payment may also be made for the summer semester if the student has funding remaining for the academic year.

All financial aid disbursements are made based on the same credit hour requirements, including summer disbursements (i.e.: 12 eligible hours or more equals full-time; 9-11 eligible hours equals three-quarter time; 6-8 eligible hours equals half-time; and 5 eligible hours or less equals less-than-half-time).

Federal Pell and Federal SEOG disbursements to student's accounts and to students are made after the midterm of the student's semester, and are based upon the actual eligible enrolled hours the student is enrolled in on the published Pell Status Date.

#### Consumer Information

The complete text of all Shawnee Community College information for consumers is available on the Shawnee Community College website (<http://www.shawneecc.edu>). Any source person or office is noted on the following summary list.

Rights under Family Education Rights and Privacy Act (FERPA)

Source: Director of Admission and Advisement

- Right to and procedures for inspecting and reviewing student's education records.
- Right to and procedures for requesting amendments of the student's education records.
- Right to consent to disclosure of personally identifiable information contained in student's education records.
- Right to file a complaint with the U.S. Department of Education for alleged failure of school to comply with FERPA requirements.
- Right to the criteria used to determine who are school officials with a legitimate educational interest if the school is to disclose personally identifiable information from educational records without prior consent.

#### Financial Assistance Available at SCC

Source: Director of Student Resources

- Description of all available federal, state, local, private and institutional financial assistance programs, including application form/procedures; student eligibility requirements; selection criteria; and criteria for determining the amount of the awards.
- Rights and responsibilities of students receiving Title IV and other financial aid, including criteria for continued eligibility; satisfactory academic progress policies and procedures; method and frequency of financial aid disbursements; and general conditions and terms of student work-study employment.

#### SCC Institutional Information

Source: Vice-President of Student and Administrative Services

- Cost of attending SCC
- SCC refund policy
- Requirements and procedures for officially withdrawing from college
- Summary of requirements for the return of Title IV grant assistance by withdrawn students (official or unofficial withdrawals)
- Information regarding SCC academic programs
- Procedures and entities for licensure and accreditation of SCC and its programs
- Titles of employees responsible for dissemination of institutional and financial assistance disclosure information, and how and when to contact them.

#### SCC Rates for Program Completion, Graduation and Transfers

Source: Vice-President of Instructional Services

- Completion, graduation, and transfer rates of cohorts (identified groups) of full-time certificate or degree-seeking SCC students who graduated, completed their programs, or transferred out to another school within 150% of the normal time for graduation or completion.

#### Campus Security Report –

Statistics for Three Most Recent Calendar Years

Source: Vice-President of Student and Administrative Services

- Occurrence on campus, in or on non-campus buildings or properties and public properties, of the following offenses will be reported to campus security authorities or local law enforcement
- Murder
- Negligent manslaughter
- Sex offenses (forcible and non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests or referral to campus disciplinary action for liquor law or drug law violations or illegal weapons possession
- Category of prejudice (i.e. race, gender, sexual orientation, ethnicity or disability) if indicated for above statistics and any other crime involving bodily injury
- Policies regarding procedures to report crimes committed on campus, criminal actions or other emergencies and SCC's response to such (i.e. timely warnings, preparing disclosure of crime statistics, title of person to whom occurrences should be reported, and procedures to allow voluntary, confidential crime reporting)
- Policies concerning the security of and access to SCC campus facilities
- Policies concerning campus law enforcement, including:
  - Enforcement authority of security personnel
  - Security personnel relationships with local and state law enforcement
  - Encouragement of prompt reporting of all crimes
  - Procedures to encourage pastoral and professional counselors to report crimes on a voluntary, confidential basis
  - Programs to prevent crime and inform students and employees about campus security
  - Possession, use and sale of alcoholic beverages and illegal drugs
  - Education/prevention programs for sex offenses, drug or alcohol abuse

#### Report on Athletic Program

##### Participation Rates and Financial Support Data

Source: Vice-President of Student and Administrative Services

- Number of male and female full-time undergraduates
- Descriptions of varsity team participants and coaches, including gender, race and number
- Revenues and expenses attributable to SCC intercollegiate athletic activities including salaries, recruitment and use of volunteers
- Total athletics related student aid awarded
- Completion, graduation and transfer rates of cohort of all student athletes, as compared to all full-time undergraduates who graduated or completed their program within 150% of the normal time period to do so

#### Financial Aid Processing

Processing of a student's financial aid begins when the student has on file a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) or presents written authorization from another funding source authorizing payment for student charges. The student's eligibility status and other pertinent information will be entered into the financial aid computer files, and further information or documentation requested as necessary.

The student's eligibility based upon the SCC Standards of Satisfactory Academic Progress will be checked and financial aid transcript information from any school previously attended will be requested, or National Student Loan Data System information reviewed.

Students chosen for verification will be requested to provide the necessary documentation. (Verification is the process whereby the Director of Student Resources will verify from documents provided that the information used in determining the student's financial aid eligibility is accurate.)

No disbursement of financial aid can be made until it can be certified that the information used is accurate and a valid SAR or ISIR is on file. Once this has been done, the student's financial aid will be delivered based on the normal disbursement schedule.

Pell awards will be made, and Pell funds disbursed, based upon the accurate number of eligible credit hours the student is enrolled in on the identified and published date (the Pell Status Date) each semester of the student's program. Hours added or dropped after that date will not result in an increased or decreased Pell award for the semester (if student has completed 60% of the class).

#### Student Financial Aid Packaging

Shawnee Community College develops student financial aid awards based upon the philosophy that all enrolling students should be treated in a similar, fair, and consistent manner. Financial aid is made reasonably available, to the extent of available funds, to all eligible students throughout the academic year. Estimated financial aid is proposed each year to assist in meeting the individual student financial need.

Since Shawnee Community College has no discretionary funds to award (other than scholarships which all have a specified application process) "packaging" per se is not done. Shawnee Community College uses an award notification process to notify students of their eligibility.

Student financial need is determined by subtracting the Expected Family Contribution (as indicated on the federal Student Aid Report—SAR) from the student's Cost-of-Attendance (as determined from average student budgets developed annually).

Cost of Attendance

$$\begin{aligned} &= \text{Expected Family Contribution} \\ &= \text{Student Financial Need} \end{aligned}$$

All awards are estimated based on the information available when the process is done. Actual awards may vary based upon federal and state funding, student eligibility, student choice, work-study employment opportunities, and other factors.

Award letters are normally issued before or at the beginning of the fall semester, but will continue to be issued whenever a student first submits a valid FAFSA. Revised award letters will be sent to the student, if necessary, as a Title IV award changes. All award letters reflect anticipated full-time attendance; awards will be reduced, as necessary, for less-than-full-time students.

### Campus-Based Financial Aid

Campus-Based Financial Aid refers to the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work-Study Program. A certain sum of money is provided to Shawnee Community College each year through these programs, which must be disbursed to qualified students according to the federal regulations governing the programs.

All students who have submitted a valid SAR or ISIR and completed any other necessary application steps are considered for the FSEOG grant. Money must first be awarded to the students with the lowest Expected Family Contribution (EFC) who will receive a Pell grant. That process is followed as students submit the required eligibility proofs, until the money has all been awarded. SCC allocates a major portion of the money received for students enrolled in the fall semester, and keeps the remainder of the money to award to students in the spring semester.

Federal Work-Study funds are used to place eligible student workers in part-time jobs, on the basis of the student's need, the jobs available, and the student's ability to perform the jobs that are available. Students apply for both Federal Work-Study and Institutional Work-Study jobs by reviewing the current job openings and contacting the Financial Aid Office.

### Appeal of Financial Aid Decisions

Appeals to financial aid awards and other financial aid decisions may be made by following the appeal process described as part of the Satisfactory Academic Progress Policies.

### Schedule of Disbursements

Disbursements of financial aid at Shawnee Community College are scheduled as follows:

Federal Pell Grants and FSEOG Grants	On an announced date each semester, approximately 3 weeks after the date of midterm.
Outside Scholarships and Benefits	As determined by the individual scholarship or benefit source, and/or after all debts to the college are paid.
Work-Study Wages	On the 15th and last day of each month.
SCC Scholarships	No cash disbursements made; approved amount is credited to the student account.
ISAC MAP Grants	No cash disbursements made; approved amount is credited to the student account as received.
ISAC IIA/MRS Grants	As made available by ISAC, after student charges are paid.

#### Overpayments/Overawards

Awarding the student more Title IV financial aid than the student is eligible for, or more than the student's cost of attendance, is strictly prohibited by federal regulations. Specific steps to follow to correct such overawards are outlined in federal guidelines.

When a student receives more Title IV funds than he/she should have received, it is the responsibility of the student to repay the excess award, even if it was an error on the part of the college that caused the overaward. If the college was at fault, the school will repay the funds to the federal government and collect the funds from the student. If the error was not the school's fault, the money will be repaid by the student and forwarded to the federal program.

#### Return of Title IV Funds

Title IV funds refer to federal student aid that is authorized through Title IV of the Higher Education Act. At Shawnee Community College, Title IV

funds refer to the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant (FSEOG), and to the Federal Work-Study program. Shawnee Community College no longer participates in the federal student loan programs. Only Pell and FSEOG are considered for the purpose of Return of Title IV funds.

Title IV funds are earned by a student by enrolling in and attending eligible college classes. Whenever a student withdraws from all classes (whether officially or unofficially) before 60% of the semester has been completed, a portion of the Title IV Aid that the student was awarded must be returned to the federal government, since it is considered to be "unearned" financial aid. That percentage of the unearned aid that would have been used to pay tuition, fees and books is returned by the school. Some portion of the remaining "unearned" aid must be returned by the student. It is important that students be aware of this consequence of officially or unofficially withdrawing from all classes.

Whenever SCC becomes aware that a student has withdrawn from all classes, the Student Resources Office will determine if unearned Title IV aid must be returned, and the amount that the college and the student, respectively, must return.

A student officially withdraws by notifying the Registrar of the intent to withdraw, and processing official withdrawal forms. For college refund purposes, the official date of withdrawal is the date that the completed forms are received by the Bursar's Office. For return of Title IV funds purposes, however, the withdrawal date utilized is the date that the student first declared his/her intent to withdraw to the Registrar's Office. If the student continues to participate in academic activities after declaring an intent to withdraw, the last documented date of academic activity may be used as the date of withdrawal.

A student unofficially withdraws when the student stops attending all classes, or is officially dropped for non-attendance by all instructors on the 10<sup>th</sup> day and/or midterm date. Either the calendar day midpoint, or the last documented date of academic activity in the semester may be used as the withdrawal date for unofficial withdrawals, at the discretion of the Student Resources Office.

Unearned Title IV funds that must be returned will be returned first to the Federal Pell Grant program, then to the FSEOG program, as appropriate. Since SCC does not participate in the federal student loan programs, there will be no loan funds to return. The Shawnee Community College portion of unearned Title IV funds will be returned to the Department of Education. If this results in an unpaid balance on the student's account, the student will be billed for the unpaid balance.

If the student is required to return a portion of the Title IV funds, SCC will notify the student of the requirement and amount to be returned within 30 days of SCC becoming aware that the student has withdrawn. The student may return the money, or arrange a repayment plan through the Department of Education. If the student has not returned the required unearned funds or set up a repayment plan with the Department of

Education within 45 days of the notification, the college will report an overpayment of Title IV funds to the Department of Education through the National Student Loan Data System. The student will be ineligible for any further Title IV funds for attendance at any college or university until repayment has been arranged. Examples of the process used to determine unearned Title IV funds to be returned can be viewed by the student at <http://www.shawneecc.edu> under the Financial Aid section.

#### Student Financial Aid Rights and Responsibilities

It is the student's RESPONSIBILITY to:

1. Meet all requirements before attending classes under the financial aid programs. To be eligible you must:
  - a. be a U.S. citizen or an eligible noncitizen.
  - b. have a high school diploma, its recognized equivalent, or for financial aid purposes, a recognized alternative.
  - c. have on file a valid electronic or paper institutional student information record that shows student's financial need.
  - d. enroll as a regular student in a required number of credit hours of eligible course work in a regular curriculum.
  - e. meet the satisfactory academic progress standards of Shawnee Community College.
  - f. not have already received a baccalaureate degree (for Federal Pell, FSEOG and MAP programs). Students with baccalaureate or higher degrees may qualify for loans, work-study, certain scholarships, or certain non-Title IV programs.
  - g. not be in default on any federal student loan.
  - h. not owe a repayment for any federal grants or ISAC gift aid.
  - i. be registered with Selective Service, if required.
2. Find out about application procedures and deadlines. There are deadlines that must be met for Illinois Student Assistant Commission (ISAC) Monetary Award Program (MAP) grants, most scholarships and other aid. Students are urged to REAPPLY EARLY EACH YEAR!!!
3. Provide correct information. If you purposely give false or misleading information, you will be reported for potential fraud. You will be denied further financial aid, and you could also be fined and face criminal prosecution.
4. Read all of the correspondence and information about your financial aid provided to you before asking questions about things you might not understand.
5. Progress satisfactorily towards the completion of your course of study.
6. Let Shawnee Community College know if you receive any other scholarships, grants, employer tuition benefits, public aid educational benefits, or other financial aid for educational purposes.
7. Keep your own student financial aid file, with copies of all of the

correspondence, applications and notifications you have received regarding your financial aid. It is not the school's responsibility to keep your records for you.

It is the student's RIGHT to:

1. Receive a fair and objective assessment of financial aid eligibility.
2. Expect prompt and courteous personal service from Shawnee Community College staff. We are anxious to be of help. We want to hear from you if you have comments about our service.
3. Ask Shawnee Community College staff to explain or reassess your financial aid if you feel we made a mistake or didn't have all of the facts.
4. Know where and how to get help. The Federal Student Aid Information Center (1-800-433-3243) or website <http://www.studentaid.ed.gov> can be contacted for general information about financial aid or to request a duplicate or corrected Student Aid Report (SAR). Call 1-800-899-4722 to obtain information about Illinois grants and loans. Of course, you can always call the Shawnee Community College Student Resources staff at (618) 634-3200, Option 2.
5. Know the Shawnee Community College Satisfactory Academic Progress standards, and know when and how financial aid is disbursed.
6. Know that your file may be chosen for verification. This means that you may be asked to provide proof that you gave correct information on your financial aid applications. Your application may be chosen for verification by the U.S. Department of Education, ISAC or Shawnee Community College. You must provide any additional information requested. Failure to do so in a timely manner could result in loss of your financial aid.
7. Know more about student rights and responsibilities. Additional information is provided in the free booklet "The Student Guide: Financial Aid from the U.S. Department of Education." You can obtain a copy in the Shawnee Community College Student Resources Office.

#### Financial Aid Grievance Procedure

A grievance means a complaint by a student that there has been unjust and/or injurious treatment to the student by college staff.

Before a grievance can be filed, the student must attempt to resolve the complaint through discussions with the staff member(s) concerned. If

such informal discussions do not lead to satisfactory resolution of the complaint, a formal grievance may be processed according to the following procedures:

Step 1:

1. Within ten calendar days of the termination of efforts to informally resolve the complaint, a legibly written statement of grievance shall be prepared, signed and delivered to the Director of Student Resources.
2. Within five work days after the written grievance is submitted, the Director shall convene a meeting including the student and the staff member concerned to resolve said grievance.
3. The Director will answer the grievance in writing within ten calendar days after such meeting. (Copy to staff member(s).)

Step 2:

1. If the grievance is not resolved in Step 1, the student must within seven calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy of the Director's decision (from Step 1) to the Vice-President of Student and Administrative Services.
2. Within ten work days of receipt of the documents specified in Part 1 above, the Vice-President of Student and Administrative Services shall convene the Scholarship Committee for a hearing of the grievance and the staff member(s) concerned will be required to attend.
3. The Scholarship Committee will hear the grievance, render a decision, and submit the decision in writing to the student and staff member(s) concerned within ten calendar days of said hearing.

The Scholarship Committee's decision is final and ends the financial aid grievance procedure.

#### Standards of Satisfactory Academic Progress for Financial Aid Recipients

The Standards of Satisfactory Academic Progress of Shawnee Community College are in compliance with U.S. Department of Education regulations, other relevant federal regulations, and the policies of the Illinois Student Assistance Commission. The Shawnee Community College Student Resources Office is responsible for ensuring that all students who receive federal and state student financial aid are meeting these standards. This policy will be amended whenever applicable federal or state law or regulations are changed. Other amendments to the policies will be considered through normal SCC policy revision procedures.

Each student who receives federal and/or state student financial assistance must maintain satisfactory academic progress, according to the policies outlined below, in order to continue to receive financial aid.

These policies determine satisfactory academic progress in relation to eligibility for the Federal Pell grant, Federal SEOG grant, Federal Student Loans, Federal Work-Study, Federal Veteran's Administration Benefits, SCC Institutional Work-Study, the Illinois Student Assistance Commission's Monetary Award Program, Illinois Incentive for Access grants, and the Illinois Veteran's Grant/National Guard Scholarships.

At Shawnee Community College, an academic year is defined as two semesters of 15 weeks or more (fall and spring semesters). The summer semester is considered to be part of the previous academic year. In order to assure that a student is satisfactorily progressing toward a certificate or degree, the progress of each student who has received financial aid for at least one of the prior terms in the Shawnee Community College academic year (summer, fall, spring) will be assessed annually after the spring semester to determine the progress made for the last academic year of attendance. Grade and time requirements are in effect for all attempted credit hours, whether the student received financial aid or not. Student progress will be measured in the most recent curriculum formally declared. Transfer students will be assessed for satisfactory academic progress based solely upon hours and grades earned at Shawnee Community College.

#### Grade Requirements:

Each financial aid recipient must be enrolled in an eligible certificate or degree program, and maintain at least a 2.00 cumulative grade point average (equivalent to a "C" average) on a 4.00 scale. As long as the cumulative grade point average is 2.00, regardless of the current grade point average, the student is maintaining satisfactory progress in relation to grade requirements.

Whenever a student's cumulative grade point average drops below 2.00, the student will be placed on financial aid probation for the following semester. The student may continue to receive grant or gift financial aid while on probation, but will not be eligible to receive an initial student work assignment. During the probationary semester, the student must attain a 2.00 current grade point average for Title IV eligible classes, or raise his or her cumulative grade point average to 2.00 to retain financial aid eligibility. If the student does not attain a 2.00 current or cumulative grade point average during the probationary semester, the student will no longer be eligible, and will be placed on financial aid suspension. No additional Title IV financial aid will be awarded the student until eligibility is reinstated.

If a student has attained a 2.00 current grade point average while on probation, but the cumulative grade point average is still under 2.00, the student will be allowed to continue on probation for an additional semester. Following the semester in which the cumulative grade point average reaches 2.00, the student will be taken off of probation.

Students must have a 2.00 cumulative grade point average after completing their second academic year to be eligible for further Title IV

financial aid. Two academic years are defined as any combination of semesters during which the student attempted 64 or more eligible semester hours. If the student does not have a cumulative 2.00 grade point average after attempting 64 eligible semester hours, the student will be placed on financial aid suspension. If the student subsequently does attain a cumulative grade point average of 2.00 or above, the student regains eligibility for financial aid the following semester.

**Maximum Time Frame:**

A student is expected to complete an associate degree after earning no more than 96 credit hours (150% of 64); to complete a one-year Certificate program after earning no more than 48 credit hours (150% of 34); and to complete a less-than-one-year certificate program after earning no more than 24 credit hours (150% of 16). Exceptions may be made to extend the allowable hours for certificate or degree programs which require more than 34 or 64 hours, respectively, to complete the program.

Due to required prerequisites in the LPN/ADN programs before a student will be formally accepted into the programs, a LPN student is expected to complete the certificate after earning no more than 77 credit hours (150% of 51) and an ADN student is expected to earn the associate degree after earning no more than 122 credit hours (150% of 81).

Once the allowable level of credit hours has been reached, the student will be placed on financial aid suspension until the appropriate certificate or degree has been completed.

To maintain academic progress over time, a student must, at the end of each academic year following the first full academic year of attendance (one fall and one spring semester) have successfully earned 67% of attempted hours. If 67% of attempted hours have not been successfully completed, the student will be placed on financial aid suspension until the student has earned 67% of attempted hours. Attempted hours are all hours the student is still enrolled in after the 10<sup>th</sup> day each semester.

When a student is placed on financial aid probation, suspension, or termination, a notification letter is sent to the student. However, lack of receipt of a notification letter does not nullify the probation, suspension, or termination status.

Failures, Incompletes, Withdrawals, Audits, ABE/GED, Community Education, ineligible repeats and ineligible courses (those courses which are not part of a regular curriculum) are not counted as credits successfully completed. All other credited courses, including remedial courses, will be counted. If a student's grade is changed after a designation of financial aid probation or suspension, it is the student's responsibility to notify the Student Resources Office. Changes are not final and are not considered for financial aid purposes until officially recorded on the student transcript. Withdrawal from the college will have

no effect on the student's satisfactory academic progress standing upon re-entering.

Reinstatement:

Students on probation for grade requirements retain probationary status as long as their current grade point average is 2.00 or better.

To reinstate probationary financial aid status after having eligibility suspended, the student must enroll, and utilize resources other than federal/state financial aid to pay for the costs. The student must earn a minimum of six (6) semester hours in Title IV eligible courses and attain a 2.00 current grade point average for all enrolled hours during the semester. Non-probationary reinstatement will occur when the student's cumulative grade point average is 2.00 or better.

Students who are on suspension because a certificate or degree has not been completed within 150% of the normal credit hours needed will be reinstated after they have processed an approved graduation application for the appropriate certificate or degree, and have been placed on the graduation list.

Students who are on suspension because they have not successfully earned 67% of attempted hours will be reinstated after they have successfully earned 67% of attempted hours.

Monitoring Procedures:

Semester hour enrollment is monitored by the Student Resources Office after midterm of each semester, and financial aid awards are adjusted for those students whose enrollment status has changed. (For example, a student who drops from full-time status to half-time status will have his/her Pell award adjusted accordingly.)

Grade requirements are monitored by the Student Resources Office at the end of each semester.

Satisfactory progress toward completion of a degree or certificate, and the total number of hours earned, is monitored by the Student Resources Office at the end of each academic year, after spring semester. Satisfactory attainment of the federal requirement for a 2.00 grade point average after two academic years is monitored by the Student Resources Office at the end of each academic year.

Appeals:

Students not meeting one or more of the satisfactory academic progress standards of Shawnee Community College will be ineligible for continued financial assistance, as described, unless an appeal which justifies reinstatement is submitted and approved. A student may appeal suspension or termination of financial aid by submitting, in writing, any mitigating circumstances that prevented the student from making the required progress. An appeal form, along with a letter and supporting documentation, should be sent to the Student Resources Office at

Shawnee Community College. The merit of the appeal will be determined by the Shawnee Community College Scholarship Committee, which serves as the financial aid advisory committee, at their next regularly scheduled meeting after the appeal is received. The Committee decision shall be final.

#### Reporting Potential Fraud and Abuse

Whenever, in the course of reviewing a student's information, the Shawnee Community College Student Resources Office finds that the student may have engaged in fraud or other criminal misconduct in applying for aid, it will be reported to the Inspector General's Office of the U.S. Department of Education.

The student will first be notified of the situation and asked to come in to discuss the problem. The findings will be reported, in writing, to the Inspector General's Office and a copy of the report will be sent to the student. The college will cooperate in any way with the ensuing investigation by the Inspector General's Office.

Fraudulent statements that might affect the student's eligibility for financial aid may include, but are not limited to: the use of false identities and/or social security numbers, forgery of signatures or certifications, false claims of income, citizenship, or independent student status, and false certifications relating to previous attendance at other post-secondary institutions, defaults, and repayments.

#### Professional Judgment

Federal legislation permits the Financial Aid Administrator, in certain circumstances, to review a student's file and utilize professional judgment in determining financial aid eligibility. The following policy has been adopted to implement this legislation.

Professional judgment cases will be considered only at the request of the student and at the discretion of the Director of Student Resources, if the student meets one of the outlined criteria for review, and provides proper documentation. In all such cases, eligibility decisions will be made based upon the particular circumstances of each individual student. All unusual circumstances will be documented in the student's file, as well as the decision made and the actions taken.

The Director of Student Resources is designated the Financial Aid Administrator (FAA), and, as such, shall be the individual responsible for determining financial aid eligibility, based upon current Title IV regulations, Shawnee Community College policies and procedures, and required documentation.

No Title IV financial aid disbursements (including Federal Pell and FSEOG grants, ISAC MAP grants, and Federal Work-Study wages) will be approved without a valid SAR/ISIR being on file in the Student Resources Office.

The student will initiate a formal request for review by completing a Request for Professional Judgment Consideration, or a Request for Designation as an Independent Student, or such other forms as the FAA shall deem appropriate.

#### The E-Cashier Plan

To help you meet your educational expenses, Shawnee Community College is pleased to offer E-Cashier as a convenient budget plan. E-Cashier is a tuition management plan that provides you with a low cost option for budgeting tuition and other educational expenses. It is not a loan program; therefore, you have no debt, there are no interest or finance charges assessed and there is no credit check. The only cost to budget monthly payments through E-Cashier is a \$25.00 per semester nonrefundable E-Cashier Enrollment Fee. The enrollment fee is automatically deducted within 14 days of the agreement being posted to the E-Cashier system.

#### PAYMENT PLAN

Students must make financial arrangements to secure seats in classes. Students do not have to pay in full by Thursday August 7, but all financial aid/payments must be secured by Thursday, August 7 or the student will be withdrawn (purged) from classes. All fall registration completed after Thursday, August 7 must be paid at the time of enrollment, or a pay option must be secured within 24 hours, or the student will be withdrawn (purged) from classes. Students who are withdrawn (purged) from classes may re-enroll for classes as seating allows, securing financial aid/payments within 24 hours.

- Tuition Pay Options
- Secure financial aid, such as full scholarships, grant funding, or WIA.
- Pay in full at Bursar's Office by cash, check or credit card.
- Self-pay through SCC's online E-Cashier by visiting the website at (<http://www.shawneecc.edu>)

The E-Cashier option electronically charges your credit card or bank account for tuition & fees on a payment schedule. E-Cashier costs \$2.50 to pay in full or \$25 to participate in the payment plan. Sign up at home or on campus by visiting (<http://www.shawneecc.edu>), logging on to your "Saints Online" account, and clicking the "E-Cashier" icon on the upper right corner of the page.

Students will need their PIN and SCC Student ID to use the E-Cashier. Saints Online PIN and SCC Student ID information will be distributed upon registration. Students who lose their PIN and SCC Student ID must contact the SCC Admissions office.

For more information, please contact Dr. Richard Massie, Vice-President of Student and Administrative Services or Tiffiney Ryan, Business Manager.

### GRADING/RECORDS

#### Repeat Enrollment in Courses

A course in which a student enrolls more than once is considered a repeated course. Approval will be given under the following conditions:

- A) If the student previously completed the course with less than a grade of C (or equivalent) and the course is necessary to satisfy requirements for a degree or certificate, the student may enroll and be claimed in the course one additional time.
- B) If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course and be claimed as often as approved by the Illinois Community College Board.

In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade point average. The lower of the two grades will be converted to "R" and not be computed in the grade point average nor will it be applicable to a degree or certificate.

Courses repeated because of other conditions shall be considered audited courses and enrollment for such must receive prior approval by the Vice-President of Instructional Services.

#### Pass/Fail Grade Policy

Students wanting to exercise a Pass/Fail option must apply for it at the time of registration for that course and prior to the student's first day of course attendance. An application for Pass/Fail credit must be completed and signed by the student and the advisor at the point of registration.

The maximum hours of Pass/Fail that can be taken in any one (1) semester is four (4) hours. The total maximum number of Pass/Fail credits that can count toward any degree is 12 semester hours. No courses in the general education core curriculum can be taken Pass/Fail. Exceptions may be allowed under special circumstances with the written approval of the Vice-President of Instructional Services.

Courses taken Pass/Fail can only count as elective credit for any degree. The designation of Pass/Fail cannot be changed after the beginning of the semester. Pass/Fail courses cannot be changed to a letter grade after the start of the semester. Likewise, a credit course cannot be changed

from a letter grade to Pass/Fail after the start of the semester.

Certain courses may be considered Pass/Fail. These are IND courses, COM 160-Introduction to Microcomputers, VOL 0201-Volunteer Service, degree practicum/internship course, and nursing clinicals.

#### Class Withdrawal Policy

The responsibility for withdrawing from a class rests with the student. The student must abide by the following provisions:

1. Contact a member of the advisement staff to initiate a withdrawal.
2. After the first day of instruction, the student must take the withdrawal form, obtain their instructor's signature and return the form to their advisor.
3. Students attending on- and off-campus evening classes must contact their off campus advisor
4. The date of withdrawal will be the date the form is received by the advisor.

Note: Please consult the official college calendar for the drop dates for each semester.

#### Audit Policy

An officially registered student who does not desire to complete the work required for receiving credit in a particular course, but who wishes to attend the class regularly, may register as an auditor.

An auditor may participate in all class activities, assuming that such participation does not hinder the participation of those registered for credit.

Specific requirements or responsibilities of an auditor are at the discretion of the instructor and should be made clear when the permission to audit is granted by the Vice-President of Instructional Services.

The following policies and regulations apply to audits:

1. An audited class must be approved by the Vice President of Instructional Services and by the instructor whose course the student wishes to audit.
2. Enrollment priority is given to credit students. A student intending to audit may, with the consent of the instructor, attend the first week of classes unofficially. The student will not be required to pay a late registration fee.
3. The same tuition is charged as for credit courses.
4. Audited hours do not count as credit hours for purposes of determining any financial aid eligibility.
5. An "AU" is recorded on the student's transcript when the audit is satisfactorily completed; otherwise, no entry is made.
6. An audited course may be taken later for credit.

### Maintaining Student Attendance Records

The faculty will use the attendance functions available through the course management system to check student attendance and file records with the Vice-President of Instructional Services.

### Satisfactory Academic Progress, Warning, Probation and Suspension

A student who does not maintain a cumulative grade point average of 2.00 will be given academic warning for one semester. If work is unsatisfactory the following semester, the student will be placed on probation. A student may attend a summer session to raise the grade point average to a satisfactory level.

### Graduation

General Requirements for graduation include:

1. Successful completion of the requirements of the curriculum
2. Achievement of a cumulative grade point average (GPA) of 2.0 (C) or higher.
3. Earning a minimum of one-half of the required credit hours of the curriculum at Shawnee Community College for one year certificate and 20 semester hours of credit at Shawnee Community College for all associate degrees.
4. (a) Passing an examination or (b) completing (with a passing grade) a specified course pertaining to patriotism, principles of representative government, proper use and display of the American flag, and method of voting. If such examination is clearly evidenced on an Illinois high school equivalent certificate, it may be noted on the college transcript in lieu of (a) or (b) above.
5. Making application for graduation six (6) weeks prior to the end of the graduating semester.
6. Payment of all tuition and fees.

Commencement is held each year at the completion of the spring semester. Attendance at the commencement program is voluntary. All students graduating during the fiscal year are invited to attend. Students who plan to receive degrees or one-year certificates must file an application for graduation form with the registrar early in the term prior to the semester in which they anticipate graduation, but should file the petition no later than the mid-term of that semester. Associate degrees and one-year certificates are awarded at the end of each semester.

### Release of Student Information and Access to Student Records

Shawnee Community College recognizes and adopts as policy those regulations as set forth in the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

No one outside the institution shall have access to nor will the institution

disclose any information from students' education records without the written consent of students. Exceptions include personnel within the institution, officials of other institutions in which students seek to enroll, persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of students or other persons.

Within the Shawnee Community College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Admission and Advisement Office, Student Resources Office, and academic personnel within the limitation of their need to know.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Vice-President of Student and Administrative Services in writing within two weeks after the first day of class for the fall term.

#### Student Rights Under the Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (FERPA) of 1974 students have certain rights regarding their educational records and access to them. Student educational records are maintained on the Shawnee Community College main campus, and include admission records, academic records and financial aid records.

The student has the right to:

1. Request that public directory information not be released
2. Review and inspect their own educational records
3. Seek amendment of the educational records that the student or dependent student's parent believes to be inaccurate, misleading or otherwise in violation of student privacy rights
4. If the request for an amendment is denied, the student has the right to request a hearing to challenge the contents of the education record
5. Consent, under certain conditions, to disclosure of personally identifiable information contained in student educational records
6. File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with statutory and regulatory student and family private rights

The following procedure is to be followed at Shawnee Community College in order for a student to exercise the right to inspect their educational records and for seeking to amend those records:

The student must submit a written request to the Admissions and Advisement office to view the records. The student record will be produced for examination within 45 days. Every effort will be made by the college to give reasonable requests for explanations and interpretations of the records. A student has the right to seek to amend their records. When seeking to amend the student record, the student must first request the change in writing. The student will meet with the Director of Admissions and Advisement regarding the amendment. To request that directory information not be disclosed, the student must submit the request in writing to the Admission and Advisement department.

Students should be aware that personally identifiable information from students' education record may be disclosed without students' prior consent to authorized representatives of the U.S. Department of Education (or research firms under contract by the Department), the Office of Inspector General, and state and local education authorities.

Disclosure may also be made to other agencies if the student information is needed to determine the amount of financial aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms of the conditions of the aid the student has applied for or received. Disclosure may be made to the student's parent only if the student receives more than half of his or her support from the parent (a dependent by definition of the Internal Revenue Service).

The following information may be accessed or obtained by potential or current students and their parents by contacting the office of the Vice-President of Student and Administrative Services. It may also be included, as noted, in a current Shawnee Community College publication.

1. Campus Crime and Security Report
2. Student graduation/completion rates and transfer-out rates
3. Equity in athletics and athletic program financial information
4. Financial aid information and policies on release of such information (handbook)
5. General college information (catalog and handbook)
6. Family Educational Rights and Privacy Act policies and procedures (handbook)
7. Requirements for the return and repayment of federal financial aid funds under Title IV of the Higher Education Act (catalog)
8. Shawnee Community College refund policy

#### GRIEVANCE PROCEDURE

A grievance shall mean a complaint by a student that there has been unjust and/or injurious treatment to the student by college faculty/staff. Before a grievance can be filed, the student must attempt to resolve the

complaint through discussions with the faculty/staff member(s) concerned and their immediate supervisor. If such informal discussions do not lead to satisfactory resolution of the complaint, a grievance may be processed according to the following procedures:

Step 1:

1. Within ten calendar days of the termination of efforts to informally resolve the complaint, a legibly written statement of grievance shall be prepared, signed and mailed to the Vice-President responsible for the area of concern.
2. Within five workdays after the written grievance is submitted, the Vice-President shall convene a meeting either in person or via phone conference, whichever the student prefers, that will include the student and faculty/staff member(s) concerned to resolve said grievance.
3. The Vice-President will answer the grievance in writing within ten calendar days after such meeting (Copy to faculty/staff member(s)).

Step 2:

1. If the grievance is not resolved in Step 1, the student must, within seven calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy of the Vice-President's decision (from Step 1) to the Vice President of Student and Administrative Services.
2. Within ten working days of receipt of the documents specified in Part One above, the Vice-President of Student and Administrative Services shall convene the Disciplinary Hearing Committee\* of the Student Services Committee for a hearing of the grievance and the faculty/staff member(s) concerned will be required to attend.
3. The Disciplinary Hearing Committee\* will hear the grievance, render a decision and submit the decision in writing to the student and faculty/staff member(s) concerned within ten calendar days of said hearing.

The Disciplinary Hearing Committee's\* decision ends the grievance procedure.

\*The Disciplinary Hearing Committee shall be comprised of four members of the Student Services Committee and one Student Senate member.

SAFETY AND SECURITY

Safe Environment Policy

The purpose of this policy is to encourage a safe and secure environment free from aggressive, threatening, or violent acts through the development and implementation of an effective program that helps assure a safe college environment. The college has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, it is the intent of Shawnee Community College to make reasonable efforts to provide for the safety

and security of its students, faculty, staff, public, and property. As a result, the college has developed a college Safe Environment Policy.

This policy applies to all employees of Shawnee Community College, students, guests, visitors, and contractors on the college premises.

#### Safety and Security

Campus security has the primary purpose of protecting life and property, preventing crime, and preserving peace and order. Campus security officers are present on the main campus 24 hours. The Vice-President of Student & Administrative Services receives safety and security related reports. SCC custodial/maintenance staff are also available and are responsible for the access, and maintenance of all college buildings and grounds.

In an effort to enhance safety and security, SCC has developed well-lighted parking areas, placed surveillance cameras in the facility, and maintains a key-controlled security system for all buildings and offices.

Campus security officers are present to enforce college regulations and should receive the full cooperation of each student and staff member in carrying out such responsibilities. Security officers are authorized to receive and act upon reports of possible violation, to request student information at any time, to write citations for parking violations, to remove non-students from campus when necessary, to coordinate efforts with local and state law enforcement officers, and to assist students and staff in whatever way possible. Security personnel patrol parking lots and buildings on a regular basis.

Any crime or suspected undesirable activity should be reported at once to the security officer by calling extension 3232, and/or by contacting the Information Desk. The security officer or authorized personnel will be responsible for taking any required action and for notifying off-campus emergency and law enforcement officials as necessary.

In accordance with the Student Right-to-Know and Campus Security Act of 1990, all institutions of higher education are required to report to students and employees statistics relating to specific crimes which have occurred on the property controlled by the institution.

The following statistics indicate reported crimes, and arrests, on the Shawnee Community College campus areas for the time period from January 1, 2007 to December 31, 2007.

<u>Reported Crimes</u>	<u>Main Campus</u>	<u>Extension Centers</u>
Murder	0	0
Rape	0	0

Robbery	0	0
Theft	0	0
Aggravated Assault	2	0
Burglary	1	0
Motor Vehicle Theft	0	0

<u>Arrests</u>	<u>Main Campus</u>	<u>Extension Centers</u>
Liquor Violations	0	0
Drug Abuse Violations	0	0
Weapons Possession	0	0

A large percentage of the thefts occurring on college property could be avoided if the following precautions are heeded:

1. Lock your car. Put all your valuables in your trunk, including portable electronic devices.
2. Keep your personal property (books, handbags, coats, etc.) within your view at all times.
3. Do not carry large sums of money.
4. Report all thefts to campus security immediately.

#### Accidents

All accidents that take place on campus or during college-sponsored activities must be reported to the Vice-President of Student and Administrative Services Office immediately.

#### Lost and Found

Information regarding lost articles should be directed to the security officer located in Building I, Monday through Thursday, 7:00 a.m. to 10:00 p.m. and Friday 7:00 a.m. until 4:00 p.m. Any article found on campus may be taken to the security office during the above noted hours.

Only the owner with proper identification may claim the item. Because of limited space, items are discarded after 30 days.

#### Unauthorized Personnel on Campus

The Board of Trustees of Shawnee Community College has determined, in order to ensure the security of its various campus locations and the safety of its students and employees, and in order to adopt the following policy with respect to the identity of persons permitted on campus and the procedure for access to the campus by persons not otherwise authorized to enter upon the campus:

1. Only currently enrolled students and employees, including members of the Board of Trustees and its attorney, shall be permitted on the various campus locations owned, leased, or

otherwise occupied by the college or any of its representatives.

2. All persons not specifically set forth in the preceding paragraph, including but not limited to family members of students and employees, must apply to the President or his/her duly authorized representative for a "visitor's pass" in order to enter upon any of the various campus locations. Any applicant for a visitor's pass must be able to identify himself with appropriate identification, specify the reason for his request to enter upon the campus, and specify the length of time he proposes to remain on campus. The decision to issue a visitor's pass shall rest within the sole discretion of the President or his/her duly authorized representative.
3. Any such as a visitor's pass may impose certain restrictions which may include but are not limited to the numbers of people permitted on campus at any given time, that portion of the campus to which access is permitted, and the length of time access to the campus is permitted.
4. Any unauthorized person on campus will first be asked to leave by an authorized representative of the college.
5. In the event that person refuses to leave the campus upon request, the representative of the college shall invoke the aid of law enforcement personnel to seek the removal of such unauthorized person and the prosecution of any appropriate criminal charge.

#### CONDUCT CODE

##### Harassment

Shawnee Community College is strongly committed to establishing and maintaining an environment in which students, faculty and staff can work together in an atmosphere free of all forms of harassment. Harassment, whether sexual, racial, ethnic, religious, or based on a disability, is expressly prohibited by law. Harassment in any form is contrary to the fundamental ethical standards of the academic community, and it violates the special bond of intellectual dependence and trust. It is a violation of various state and federal statutes and regulations and it is strongly opposed in all forms and manifestations at Shawnee Community College. Efforts will be made to maintain and enhance the college as an institution which serves all of our citizens in an atmosphere of mutual trust and respect.

The college expressly condemns and prohibits all forms of harassment and considers all such acts to be serious breaches of our public trust, contrary and detrimental to the mission of Shawnee Community College. The college will take whatever action it deems necessary or appropriate to prevent behavior that violates this policy. Students, faculty and staff may be disciplined, expelled or terminated in the college's discretion for violations of this policy, and in accordance with the applicable provisions

of the Student Handbook, Contract of Employment, or other provisions of these policies. Each student is encouraged and every member of the faculty and staff of the college is required to report any incident of harassment to the Vice-President of Student and Administrative Services/Affirmative Action Officer or the Personnel Officer.

### Sexual Harassment

The purpose of this policy is to establish a strong commitment to prohibit and to prevent unlawful sexual harassment of students, to define sexual harassment, to set forth the procedure for a student to file a complaint regarding sexual harassment and to establish a method for investigating and resolving those complaints of unlawful sexual harassment.

Sexual harassment of any student by any employee including an instructor, a supervisor, management employee, co-worker, other person on the premises of Shawnee Community College other than an employee (e.g. a visitor or business invitee), or any other person having contact with a student while that person is engaged in the performance of his/her employment duties will not be tolerated. Disciplinary action up to and including termination will be instituted for any behavior found to constitute sexual harassment. Any retaliation against a person for filing a sexual harassment charge or making a sexual harassment complaint is also prohibited and any person found to be retaliating against a student will also be subject to disciplinary action up to and including termination.

Definition:

- A. Definition of sexual harassment: Unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment when:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic studies
  2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.
- B. Examples: Sexual harassment includes, but is not limited to:
  1. Speech, such as derogatory comments or slurs, lewd propositioning on the basis of sex or sex-oriented comments on appearance, including the dress or physical features of another person.
  2. Physical acts, such as offensive touching, pinching, grabbing, patting, propositioning, or leering.
  3. Visual insults including derogatory posters, cartoons, or

drawings which are related to sex.

Complaint Procedure:

- A. A student who believes he or she has been sexually harassed may make a complaint orally or in writing with any of the following persons:
  1. Vice President of Student and Administrative Services/Affirmative Action Officer.
  2. Personnel Officer
  3. Any other person designated by the President of Shawnee Community College.
- B. Upon receipt of a complaint by any of the above named individuals, that individual shall immediately notify the President of Shawnee Community College.
- C. Upon receiving the complaint, the President through the Vice President of Student and Administrative Services/Affirmative Action Officer and/or the Personnel Officer shall:
  1. Authorize the investigation of the complaint, which will include an interview with the complainant, the accused harasser, and any other person believed to have any knowledge of the allegations surrounding the complaint.
  2. Gather and review factual documents, including student records.
  3. Make findings based upon the information gathered in interviews conducted, giving consideration to all factual information and the totality of the circumstances, including the nature (verbal, physical or visual) of the abuse and the context in which it occurred.
  4. Report findings to appropriate persons, including the complainant, the accused and the supervisor of the accused.
  5. If harassment is found, prompt remedial action will be imposed on the harasser commensurate with the severity of the offense.
  6. Reasonable steps will be taken to protect the complainant from further harassment and to protect the complainant from retaliation for making the complaint.

Sexual Assault Policy

Shawnee Community College prohibits all forms of sex offenses and considers all such acts to be entirely unacceptable and unwarranted. Sex offenses are violations of the Illinois Criminal Code and are prosecutable as such. The College is committed to assisting in the prevention of sex

offenses, and is determined to apprehend and discipline and/or prosecute violators. The College will provide immediate respectful support to victims of sex offenses. Any such incidents should promptly be reported to Personnel Officer or the Vice-President of Student and Administrative Services/Affirmative Action Officer.

#### Student Rights and Responsibilities

The primary concern of Shawnee Community College is the student. The college attempts to provide all students an environment that is conducive to academic endeavor and social growth. The college expects from its students the self-discipline necessary to acquire an education and will aid the student in developing such a skill.

The college community has a responsibility to provide for its members those privileges, opportunities, and protections which best 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.

In the interest of promoting the best possible educational environment for members of the college community and remaining consistent with the rights of others, students shall be free to examine and express opinions on all questions of interest to them. Students shall be guaranteed all constitutional rights, including freedom of inquiry, expression, and assembly.

The administration of Shawnee Community College is responsible for maintaining decorum and order on the campus as per chapter 144 paragraph 226 of the Illinois Public Community College Act. Accordingly, in order that normal educational processes can continue without interruption and in order that individual safety, personal freedoms, and property rights can be enjoyed without impairment, disruptive activities will not be tolerated on the campus.

Members of the campus community who participate in unlawful activities which disrupt educational functions have no right to remain members of the campus community. Students will be dealt with in accordance with established disciplinary and administrative processes.

Article 21 of the Illinois Criminal Code, dealing with damage and trespass to property, provides appropriate penalties for dealing with persons who willfully damage state property or trespass on the campus.

Criminal trespass is committed by one who enters an area with notice that entry therein is forbidden or who remains in an area after notice to depart. It is proper to prescribe reasonable regulations as to conditions and times for access to campus buildings. Entrances, halls, and exits must be kept open for normal operations, and the safety of others; buildings are to be cleared and closed at established hours. Persons who violate such reasonable regulations should be notified to depart. This advice and

notification should be given publicly and orally by an authorized representative. Thereafter, if such persons remain, law enforcement personnel should be summoned without delay.

#### Regulations Concerning Student Behavior

The primary responsibility for the supervision of student conduct at Shawnee Community College has been designated to the Vice-President of Student and Administrative Services Office. This office will establish such administrative procedures that may be necessary to fulfill the intent of the code.

#### Policy Statement on Smoking

January 1, 2008, the Smoke-free Illinois Act prohibits smoking in virtually all public places and workplaces, including offices, theaters, museums, libraries, educational institutions, schools, commercial establishments, enclosed shopping centers and retail stores, restaurants, bars, private clubs and gaming facilities. *Source: [www.idph.state.il.us](http://www.idph.state.il.us)*

Smoking, which shall include inhaling the smoke from or possessing a lighted cigarette, cigar, pipe, or any other form of tobacco or similar substance used for smoking or chewing, is expressly prohibited within 15' of all facilities owned, leased or occupied by Shawnee Community College.

#### Chronic Communicable Diseases

Shawnee Community College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. The college is committed to educating staff, students and the community about communicable diseases. Specifically, because there is currently no cure or vaccine for acquired immune deficiency syndrome (AIDS), education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. By adopting this policy, it is the intention of the College to promote the health and regular class attendance of our students so that they may attain their maximum potential for learning.

Students with identified chronic communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. Placement decisions will be made by using this standard in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with procedures implemented by the college.

The college shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

#### Drug and Alcohol Abuse Policy

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Shawnee Community College announces its policy and program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The Shawnee Community College Board of Trustees approved a drug and alcohol abuse policy on September 4, 1990 in compliance with the Anti-Drug Abuse Act of 1988 (Public Law 100-690). This policy established the position of the college regarding the abuse of drugs and alcohol. The following policy concerning the conduct of employees, students and visitors was approved by the Board.

1. Standards of Conduct Policy:

The college expressly prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol upon any property owned, leased or occupied by the college, or as part of any of the college's activities. This prohibition applies to employees, students and visitors.

2. Penalties for Violation of Standards of Conduct Policy:

- a. Employees - Any employee determined to have violated this policy is subject to disciplinary action up to and including termination.
- b. No employee will report to work while under the influence of alcohol or illegal drugs.
- c. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for alcohol or a substance use disorder or for disciplinary action up to and including termination.
- d. Students - Any student determined to have violated this policy is subject to disciplinary action up to and including expulsion. In addition, a student receiving financial aid may lose that aid.
- e. Visitors - Any visitor determined to have violated this policy is subject to eviction from the college premises and is subject to potential legal action that may be initiated by the college.

3. Legal Sanctions for Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol:

We have drug laws in this country because the vast majority of the American people have determined that the possession, use, distribution and manufacture of illegal drugs are not in the interest of our society. Whenever you are around someone involved in drugs, whether or not you are using drugs yourself, you are creating great risk. The law has several tools at its disposal with regard to how people are charged. One such tool is constructive possession which means if you are in a room where drugs are visible, you can be charged with the actual possession of those drugs even though you do not physically have them in your possession. The following legal sanctions apply to the unlawful manufacture, possession, use and distribution of illegal drugs and alcohol:

a. Controlled Substances:

(Ch. 56 1/2, Sec. 1401: Manufacture or delivery of controlled substance) - It is unlawful for any person knowingly to manufacture, possess or deliver a controlled substance. Some common types of controlled substances are heroin, cocaine, morphine, barbiturates and LSD. Conviction for any of this section is a felony ranging from a class 3 to a class X felony.

(Ch. 56 1/2, Sec. 704: Unlawful possession of cannabis) - It is unlawful for any person knowingly to possess cannabis. The penalty upon conviction ranges from a class C misdemeanor for less than 2.5 grams to a class 3 felony for possession of over 500 grams.

b. Alcohol:

(Ch. 95 1/2, Sec. 11-501: Driving while under the influence of alcohol) - A person shall not drive or be in actual physical control of any vehicle within the State of Illinois while the alcohol concentration in such person's blood or breath is .08% or more. A person convicted of this section would be guilty of a class A misdemeanor.

(Ch. 95 1/2, Sec. 11-502: Transportation or possession of alcoholic liquor in a motor vehicle) - No driver may transport, carry, possess or have alcoholic liquor within the passenger area of any motor vehicle upon a highway in the State of Illinois except in the original container with the seal unbroken. A violation of this section is a class A misdemeanor. Any person under the age of 21 years who has any alcoholic beverage in his/her possession on any street or highway or in any public place is guilty of a class B misdemeanor.

(Ch. 43, Sec. 134A: Consumption of Alcoholic Liquor) - The consumption of alcoholic liquor by any person under 21 years of age is forbidden. Violation of this is a class C misdemeanor.

4. Possible Penalties for Conviction of Offenses:

Class C Misdemeanor - 30 days in the county jail and a fine up to

\$500.

Class B Misdemeanor - Up to six months in the county jail and a \$500 fine.

Class A Misdemeanor - Up to 364 days in the county jail and a \$1,000 fine.

Class 4 Felony - Punishable by one to three years imprisonment maximum.

Class 3 Felony - Punishable by two to five years imprisonment maximum.

Class 2 Felony - Punishable by three to seven years imprisonment maximum.

Class 1 Felony - Punishable by four to fifteen years imprisonment maximum.

Class X Felony - Punishable by six to thirty years imprisonment mandatory.

5. Health Risks Associated With the Use of Illicit Drugs and the Abuse of Alcohol:

The loss of control that drug abuse brings is grave and tragic, in and of itself. Drug abuse has been identified as an underlying cause of a number of serious problems plaguing young people today, all of which have to do with "health", in the broadest definition of the term. The health hazards of substance abuse include:

1. Teenage sexual promiscuity which can result in:
  - a. teenage pregnancy
  - b. the spread of sexually transmitted diseases (AIDS, etc.)
  - c. loss of reproductive ability due to chronic infection
2. Uncontrolled violent behavior, resulting in:
  - a. car accidents
  - b. crimes such as robbery or homicide
  - c. suicide
3. Damage to body organs including:
  - a. heart
  - b. liver
  - c. lungs
  - d. brain
4. The health risks of alcohol abuse include:
  - a. decrease in white blood cell counts, causing the body to respond poorly to infection
  - b. a co-factor in the development of many forms of cancer

c. contribute to birth defects (fetal alcohol syndrome)

5. Drug and Alcohol Counseling, Treatment or Rehabilitation Programs Available:

Several programs are available for drug/alcohol counseling, treatment and rehabilitation including the program at Fellowship House, Inc. (Anna), Community Health and Emergency Services (Cairo), Charter Hospital (Paducah), the Franciscan Alcoholism and Chemical Dependency Program (Cape Girardeau), Alcohol and Drug Abuse Prevention and Treatment (Carbondale), and Adolescent Substance Abuse (Anna). Assistance and advice for students and employees may be obtained from the student services division.

Section I Offenses

Any of the offenses listed below may result in expulsion, suspension, probation or reprimand. Any observed violation of this code of conduct should be reported to the Vice-President of Student and Administrative Services.

1. Academic dishonesty, plagiarism or willful falsification of scientific educational data.
2. Forging, alteration or misuse of Shawnee Community College documents, records or identification cards.
3. Assaulting or threatening in a menacing manner, striking or wounding another person.
4. Willful indecent exposure of ones person in a place where there are other persons to be offended or damaged thereby.
5. Intentional destruction of or unauthorized use of property not ones own.
6. Theft, burglary or breaking and entering of college property.
7. Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible materials.
8. To assemble with two or more persons and participate in the violent and forceful violation of any of the offenses contained in this code.
9. Possession, use, furnishing of, on the campus or college owned or supervised property, any drugs or controlled substances which the possession, use or furnishing of is illegal by municipal, state or federal law.
10. Intentional obstruction or disruption of teaching, research, administrative disciplinary proceedings or other college activities including its public service functions or other authorized activities on the college campus.
11. Intentional and unauthorized entry into any premises owned by the college.
12. Failure to comply with directions of identified Shawnee Community College officers acting within the scope of duty or under any law enforcement officer acting in the performance of his/her duties.

### Plagiarism:

Plagiarism is a violation of academic honesty and is therefore a violation of the Student Conduct Code

### Definition of Plagiarism:

Plagiarism is stealing ideas or creations from others and taking credit for that work as if it were your creation.

### Types of Plagiarism:

- \* turning in someone else's work as your own
- \* copying words, ideas, statistics, phrases, music or artwork from someone else without giving credit through use of quotation marks or correct citation
- \* Paraphrasing someone else's ideas does not make the idea yours. The idea is still borrowed, so if you do not cite the source of the idea, then it is plagiarism.
- \* supplying false citation information for sources even if you cite sources, they cannot make up the majority of your work (Unless otherwise stated by the instructor, original work is required)
- \* turning in the same work for more than one course without the permission of both instructors

### Penalties:

**First Offense:** Require the student to rewrite the paper with a reduction of 20% in final grade for the paper. Student is reported to the Vice-President of Instruction. The student will receive a written warning that future plagiarism offenses will result in a grade of zero for the assignment.

**Second Offense:** A grade of zero for the assignment and the student is reported to the Vice-President of Instruction. The student will receive a written warning that future offenses will result in a grade of "F" for the class in which the offense occurs. The student will be required to attend a remediation session led by the college librarian.

**Third Offense:** The student will receive a grade of "F" for the class in which the offense occurs and will be required to meet with the Vice President of Instruction. The student will receive a written warning that future offenses will result in a failing grade in the class in which the offense occurs and suspension from the college.

**Fourth Offense:** The student will receive a grade of "F" for the class in which the offense occurs and be suspended from the college for the remainder of the semester.

\*\*The student will have the right each time (as they do in all disciplinary matters) to use the grievance procedure if they disagree with the decision of the instructor or administration.

## Section II Offenses

Any of the following offenses may result in probation or reprimand with or without the loss of privileges.

1. Possession of stolen goods.
2. Gambling on Shawnee Community College and/or supervised property.
3. Participation in hazing as defined by Illinois state statutes.
4. Failure to comply with Shawnee Community College board policy and/or state regulations regarding the consumption of alcohol while on the campus or at any college supervised activity.
5. Intentionally disrupting the peace and good order of the college by fighting, quarreling, wrangling or intoxication.

## Penalties and Sanctions

In order to protect its educational purposes and process, the college has the authority to penalize or impose sanctions on any student found guilty of the commission of an offense or breach of regulations and the college has provided for certain procedures in cases involving the alleged infraction of college regulations. Possible penalties and sanctions to be applied by the Vice-President of Student and Administrative Services are as follow:

Penalties and sanctions which require automatic hearings:

Expulsion:

This sanction is one of involuntary separation of the student from Shawnee Community College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed may be assigned the grade which would be appropriate if they were withdrawing voluntarily except in those cases of academic dishonesty which carry a failing grade as a part of the disciplinary action. Students dismissed under this code may be reinstated only upon the favorable action of a petition for reinstatement by the President or his/her designee.

Penalties and sanctions which do not require automatic hearings but which may be appealed to the Disciplinary Hearing Committee:

Suspension:

This sanction is one of involuntary separation of the student from Shawnee Community College for a definite period of time after which the student is eligible to return. Students suspended may be assigned a grade which would be appropriate if they were withdrawing voluntarily, except

in those cases of academic dishonesty, which carries a failing grade as a part of the disciplinary action. The Vice President of Student and Administrative Services may establish additional requirements in individual cases and these requirements must be fulfilled to the Vice President's satisfaction prior to reinstatement. In the event a student is suspended, the student shall be afforded an opportunity to request a review hearing before the Disciplinary Hearing Committee.

Probation:

This is a sanction which may preclude the individual from representing Shawnee Community College in any official capacity such as intercollegiate activities including athletics or student office and it may include loss of privileges. It is invoked for a specific period but shall not be less than three months or more than one calendar year. A student is liable for dismissal or suspension if involved in any act of misconduct including violation of the terms of probation while on this probation.

Reprimand:

This is a sanction imposed with or without loss of designated privileges for a definite period of time not to exceed one calendar year. A reprimand may include the loss of such privileges as may be consistent with the offense committed. The violation of the terms of a reprimand while under a reprimand may lead to the student being placed on probation.

#### Disciplinary Procedures

Effective date of penalties and sanctions:

All disciplinary sanctions specified in this code will begin:

1. When the appeal period has expired.
2. When the student has waived his/her right to appeal by not initiating appeal action within the time limit.
3. Upon the completion of an interim suspension by the President.
4. When specified by the final educating body.

Instructor authority to remove students from classrooms:

An instructor may temporarily remove a student from an online class if it is determined by the instructor that the student's continued presence would unduly disrupt the learning process or endanger the physical well-being of other persons willfully in the area. If feasible, a temporary removal of a student from a class should be communicated orally and in writing simultaneously to the student. The reasons for the removal action should be clearly stated. If prompt action makes it difficult to communicate orally and in writing simultaneously, then such removal should be followed by a written communication as soon as possible. All such incidents must be reported to the Vice-President of Student and Administrative Services and the Vice-President of Instructional Services in writing as soon as possible. Any student removed from a class may be readmitted to that class only by

the Vice-President of Student and Administrative Services. Under normal circumstances the Vice-President of Student and Administrative Services will render a decision within 48 hours.

Authority of the Vice-President of Student and Administrative Services to impose penalties and sanctions:

Formal disciplinary action shall be instituted against the student after it is determined that such action rather than medical or counseling referral is appropriate. The sanctions outlined below may be imposed upon a student by or in the name of Shawnee Community College as stipulated by this code.

Temporary suspension from class:

The Vice-President of Student and Administrative Services may temporarily suspend a student from a class for a period not to exceed ten consecutive school days if the student is reported by an instructor to be guilty of an offense as outlined in Section I or II-Offenses. Such temporary suspension may be a prelude to the imposition of formal penalties or sanctions as indicated below. The Vice-President of Student and Administrative Services may take this action with or without the opportunity for the student to make up missed classes, work and assignments. In the event a student is suspended, the student shall be afforded an opportunity to request a review hearing before the Disciplinary Hearing Committee.

Formal penalties and sanctions:

The College President may impose the following penalties and sanctions: expulsion, suspension, probation or reprimand.

President's authority to impose interim suspension from the college:

If the presence of any person is an immediate and serious threat to the persons or property willfully on Shawnee Community College's campus, the President of the college or his designee may impose an interim suspension from the college against any person in cases in which there is reasonable cause to believe that such person has created an act which is in violation of the offenses listed in this code of student conduct. A person so placed on interim suspension shall be given a prompt notice of charges and a hearing before the Disciplinary Hearing Committee within ten calendar days after the imposition of the interim suspension. During the period of interim suspension, persons shall not, without prior written permission of the President or his designee, enter or remain upon the campus of Shawnee Community College other than to attend his/her hearing. Violations of any conditions of the interim suspension shall be grounds for dismissal from the college.

Sanctions against student organizations:

Sanctions may be imposed by the Vice-President of Student and Administrative Services in the case of offenses by student organizations

as follow:

1. Temporary or permanent suspension of chapter recognition.
2. Loss of privileges of a recognized organization and the use of Shawnee Community College facilities.
3. All sanctions against student organizations may be appealed to the Disciplinary Hearing Committee. Organization representatives should file a written request for a hearing with the Vice-President of Student and Administrative Services.

Hearing Committee:

1. The Disciplinary Hearing Committee shall have original jurisdiction for hearing all disciplinary cases in which the sanction should be disciplinary suspension or disciplinary dismissal from Shawnee Community College. This committee will also hear all appeals involving all other sanctions except temporary class suspensions and interim suspensions from the college. The Disciplinary Hearing Committee shall be comprised of four members of the Student Services Committee and one Student Senate member.
2. The Vice-President of Student and Administrative Services shall establish such administrative procedures as will enable the committee to carry out its duties.

### Appeals

Right to Appeal:

1. Students and student organizations have the right to appeal decisions in all disciplinary cases. The appeal must be made in writing to the Vice-President of Student and Administrative Services within five college working days. A hearing must be held within ten college working days of receipt of the notice of appeal.
2. While an appeal is pending, all sanctions imposed, unless a temporary class suspension from the college has been ordered, shall be held in abeyance and the students status on campus shall in no way be affected.
3. As briefly stated, all sanctions involving expulsion or suspension are automatically heard by the Disciplinary Hearing Committee.
4. Other sanctions may be appealed to the Disciplinary Hearing Committee on written request to the Vice-President of Student and Administrative Services.
5. Final written appeal for the sanctions of expulsion or suspension may be made within five college working days to the President of the college and the Board of Trustees. The President must respond to the appeal within ten college working days. The Board of Trustees may or may not respond within thirty college working days.

### PARKING AND TRAFFIC REGULATIONS

#### Purpose and Enforcement

Section 1-101 - Purpose:

The regulations and monetary charges listed below are for the purpose of providing and maintaining a safe and uncongested means for the movement and parking of vehicular traffic on the campus of Shawnee Community College.

Section 1-102 - Effective Date:

These regulations are effective for Shawnee Community College from and after August 19, 1987.

Section 1-103 - Enforcement:

It shall be the duty and responsibility of all campus security officers employed at the college to enforce these regulations.

Coverage and Definitions

Section 2-101 - Coverage:

The regulations contained herein shall apply to all motor vehicles and users thereof, coming upon, or parking on the campus of Shawnee Community College. Any person who operates or parks a motor vehicle or owns a motor vehicle which is operated or parked on Shawnee Community College property accepts the obligations for monetary charges imposed by these regulations.

Faculty, staff and students are responsible for knowing the regulations governing the operation of vehicles at Shawnee Community College, and will be responsible for any violation thereof.

Section 2-102 - Illinois Vehicle Code:

All laws of the State of Illinois concerning vehicles and their operation, including but not limited to the Illinois Vehicle Code, are hereby incorporated in these regulations as if reproduced herein in full. Pursuant thereto, the position of signs regulating traffic and parking by the Security Office shall be deemed to have been duly done by local authority as therein defined.

Section 2-103 - Speed Limit:

The speed limit on campus roads, drives and parking lots shall be 15 miles per hour.

Section 2-104 - Obedience to Traffic Signs:

Every person shall obey the instruction of any traffic control device, sign or notice, unless otherwise directed by a traffic control officer.

Parking

Section 3-101 - Parking in General:

No person in any way affiliated with the college or any activity or organization operating on the property belonging to or under the control of the college whether as a student, or as an employee shall park any vehicle, nor shall any vehicle which he/she owns be parked on college property except in areas designated by sign.

Every vehicle parked in designated areas must display a Shawnee Community College parking permit. The parking permit should be displayed on the mirror.

#### Section 3-102 - Authorized Parking Space:

Parking in any location, other than an authorized parking lot, constitutes a violation of these regulations. No parking is permitted on any campus driveway unless otherwise directed by a traffic control officer, other appropriate college administrators, or by duly posted signs.

#### Section 3-103 - Location of Parking:

Unless otherwise provided in these regulations, the parking privileges shall be in the prescribed parking lots which are clearly designated for faculty/staff and student parking.

#### Section 3-104 - Prohibited Parking:

No person shall park a vehicle, unless directed by a traffic control officer or other authorized college administrator:

1. In a location other than an authorized parking lot or space.
2. In a location prohibited by a sign or marking.
3. In the marked loading zone for a period longer than the allotted time.
4. On or over the yellow line or outside the lines of individually marked parking spaces. The fact that one motor vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another operator to do the same.
5. On walks or grass.
6. In a driveway unless marked and posted.
7. So as to block a crosswalk.
8. So as to block cars legally parked.
9. In areas designated for faculty and staff unless so authorized.
10. Back into a perpendicular parking space.

No person shall park a vehicle:

1. So as to block a wheelchair ramp.
2. In designated handicapped parking spaces handicap license has been issued, or a temporary handicapped permit has been obtained through the college security.

#### Monetary Use Charge:

#### Section 4-101-General:

The Vice-President of Student and Administrative Services, or his designee, shall have authority to impose a monetary use charge as outlined below:

1. Five dollars for all violations except handicapped.
2. One hundred dollars (\$100.00) in all parking violations involving handicapped parking spaces.

Any student who fails, refuses, or neglects a monetary use charge as set forth in these regulations will be subject to an administrative hold being placed on that student's registration, or the withholding of grades or transcripts until such time as the amount is paid to the Bursar's Office. Repeated offenders may be expelled from college.

Section 4-102—Payment:

Payment for all violations may be made in person or by mail to the Bursar, Shawnee Community College, 8364 Shawnee College Road, Ullin, Illinois 62992, telephone number (618) 634-3200 or (618) 634-3243. Please submit a copy of your citation when making payment. Payment must be made within seven calendar days of the violation.

Make checks payable to Shawnee Community College. Your Student ID number should be placed on the lower left of the check. Cash payments sent through the mail are not acceptable.

#### TRANSPORTATION:

##### Southern Most Area Rural Transit (SMART)

A federal and state funded transportation district, which provides transportation services to anyone residing within Alexander, Johnson, Massac, Pulaski or Union Counties.

SCC students needing a ride to any campus may purchase a pass from the SCC Bookstore. These are non-transferable, and include unlimited rides to and from campus.

##### Student Housing

While the student housing is managed by the Shawnee Community College Foundation, residents are to follow all the rules and regulations of the Shawnee Community College Student Handbook.

7842 Shawnee College Road, Ullin, IL 62992.

##### Computer Usage Policy

Copies of this Shawnee Community College (SCC) Computer Usage Policy can be found online at <http://www.shawneecc.edu/policies.html>. Individuals who utilize the SCC computing facilities and information resources are bound by this policy.

General Responsibilities:

The Computer Usage Policy applies to all members of the college community using the institution's computer resources. This includes administrators, faculty, staff, students, and members of the community.

Use of computer resources includes utilizing computer equipment at any SCC facility including servers from any location, various computer labs, classrooms, offices, and library.

Computer accounts and computer access are privileges and require the individual users to act responsibly. By using the SCC accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have agreed to observe all relevant laws and institutional policies regarding information resources.

<b>Fall Semester 2008 Final Exam Schedule</b>
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Courses	Test Date	Time
All MWF 8:00 am	Tues., 12/15/08	8:00 a.m.–10:00 a.m.
All MWF 11:00 am	Tues., 12/15/08	10:15 a.m.–12:15 p.m.
All T/TH 10:00-11:00	Tues., 12/15/08	1:00 p.m.–3:00 p.m.
All MWF 9:00 am	Wed., 12/16/08	8:00 a.m.–10:00 a.m.
All MWF 12:00 noon	Wed., 12/16/08	10:15 a.m.–12:15 p.m.
All MWF 2:00-4:00 pm	Wed., 12/16/08	1:00 p.m.–3:00 p.m.
All MWF 10:00 am	Thurs., 12/17/08	8:00 a.m.–10:00 a.m.
All MWF 1:00 pm	Thurs., 12/17/08	10:15 a.m.–12:15 p.m.
All T/TH 12:00-1:00 pm	Thurs., 12/17/08	1:00 p.m.–3:00 p.m.
All T/TH 8:00 am	Fri., 12/18/08	8:00 a.m.–10:00 a.m.
All T/TH 9:00 am	Fri., 12/18/08	10:15 a.m.–12:15 p.m.
All T/TH 2:00-4:00 pm	Fri., 12/18/08	1:00 p.m.–3:00 p.m.
TELECOURSES	TBA by Instructor	TBA by Instructor

<b>EVENING CLASSES</b> Monday, December 15, 2008 - Thursday, December 18, 2008
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<b>Spring Semester 2009 Final Exam Schedule</b>
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<b>COURSES</b>	<b>TEST DATE</b>	<b>TEST TIME</b>
All MWF 8:00 am	Mon., 5/11/09	8:00 a.m.–10:00 a.m.
All MWF 11:00 am	Mon., 5/11/09	10:15 a.m.–12:15 p.m.
All T/TH 10:00-11:00	Mon., 5/11/09	1:00 p.m.–3:00 p.m.
All MWF 9:00 am	Tues., 5/12/09	8:00 a.m.–10:00 a.m.
All MWF 12:00 noon	Tues., 5/12/09	10:15 a.m.–12:15 p.m.
All MWF 2:00-4:00 pm	Tues., 5/12/09	1:00 p.m.–3:00 p.m.
All MWF 10:00 am	Wed., 5/13/09	8:00 a.m.–10:00 a.m.
All MWF 1:00 pm	Wed., 5/14/09	10:15 a.m.–12:15 p.m.
All T/TH 12:00-1:00 pm	Wed., 5/13/09	1:00 p.m.–3:00 p.m.
All T/TH 8:00 am	Thurs., 5/14/09	8:00 a.m.–10:00 a.m.
All T/TH 9:00 am	Thurs., 5/14/09	10:15 a.m.–2:15 p.m.
All T/TH 2:00-4:00 pm	Thurs., 5/14/09	1:00 p.m.–3:00 p.m.
<b>TELECOURSES</b>	<b>TBA by Instructor</b>	<b>TBA by Instructor</b>

<b>EVENING CLASS FINALS</b>
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MONDAY, May 11, 2009—Thursday, May 14, 2009
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<b>Summer Semester 2009 Final Exam Schedule</b>
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<b>COURSES</b>	<b>TEST DATE</b>	<b>TEST TIME</b>
All 7:00, 8:00, & 8:30 a.m.	Thurs., 7/30/09	8:00 - 10:00 a.m.
All 11:00, 11:15. & 11:30 a.m.	Thurs., 7/30/09	10:15 - 12:15 p.m.
All 12:00, 12:15, & 12:30 p.m.	Thurs., 7/30/09	1:00 - 3:00 p.m.
All 9:00 and 9:30 a.m.	Fri., 7/31/09	8:00 -10:00 a.m.
All 10:00 and 10:30 a.m.	Fri., 7/31/09	10:15 - 12:15 p.m.
All 1:00 and 1:30 p.m	Fri., 7/31/09	1:00 - 3:00 p.m.
All 2:00, 3:00 & 4:00 p.m.	TBA by Inst.	TBA by instructor
<b>TELECOURSES</b>	TBA by Inst.	TBA by Instructor

<b>EVENING CLASS FINALS</b>
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Monday/Wednesday - Wednesday, July 29, 2009

Tuesday/Thursday - Thursday, July 30, 2009