Table of Contents

ACADEMIC POLICIES AND PROCEDURES .......... 1

ACADEMIC HONORS ......................................... 1

ACADEMIC STANDARDS ................................... 1
  College Standards ....................................... 1
  Academic Caution ....................................... 1
  Academic Pre-Suspension ............................... 1
  Academic Suspension ................................... 1
  Readmission ............................................. 1

ASSESSMENT .................................................. 2

AUDIT OF CLASSES ......................................... 2

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) ........ 2

GENERAL EDUCATION GOALS .............................. 2

GRADES ....................................................... 3
  Grading System ......................................... 3
  Grade Exclusion Policy ................................. 4
  Grade Point Average (GPA) ............................ 4
  Grades – Online Access .................................. 4

TRANSCRIPTS ................................................ 5
  Transcript Requests ...................................... 5
  D.E.T.A.I.L.S.* Student Development Transcript .... 5

CAMPUS POLICE ............................................. 6
  Annual Campus Police Safety and Fire Report .... 6
  Authority of Campus Police Officers ............... 6
  Functions .................................................. 6

IN CASES OF EMERGENCY ................................... 6
  Rave Guardian Mobile Safety App .................... 6
  Emergency Call Locations .............................. 6
  Fire Alarm ................................................ 6
  Tornado .................................................... 7
  Sexual Violence ......................................... 7
  Emergency Response Guide ............................ 7

ALCOHOL AND DRUGS POLICY ......................... 7
  Illegal Drugs and Financial Aid ....................... 8
  Health Risks of Alcohol and Other Drugs .......... 8
  Treatment and Prevention Programs ................. 8

COLLEGE REGULATIONS POLICY ..................... 8
  College Regulations and Fines ....................... 8
  Payment Options ......................................... 9

CONCEALED CARRY POLICY AND WEAPONS ON CAMPUS ....... 9

EMERGENCY CAMPUS CLOSINGS ........................... 10

MORE CAMPUS POLICE PROCEDURES .................. 10
  Lost and Found ......................................... 10
  Missing Campus Housing Residents ................. 10
  Parking .................................................. 10
  Sex Offender Registration ............................. 10
  Smoke Free/Tobacco Free Policy ..................... 11
  Vehicle Assistance ...................................... 11

SAFETY TIPS ................................................ 11

CODE OF CONDUCT ....................................... 12

MISSION ..................................................... 12

PURPOSE .................................................... 12

AUTHORITY .................................................. 12

JURISDICTION ............................................... 12

DEFINITIONS ............................................... 12

STUDENT RIGHTS AND RESPONSIBILITIES ............. 14

PROHIBITED CONDUCT .................................... 15

VIOLATION OF FEDERAL, STATE, OR LOCAL LAWS .......... 18

STUDENT ORGANIZATION RESPONSIBILITY ............. 19

STUDENT CONDUCT AUTHORITY .......................... 19

STUDENT CONDUCT PROCEEDINGS ..................... 20

BIT - BEHAVIOR INTERVENTION TEAM .................. 24

ACADEMIC MISCONDUCT ................................... 24

RECORDS .................................................... 25

INTERPRETATION AND REVISION ....................... 26

STUDENT CONDUCT PROCESS FLOWCHART ............. 27

FINANCIAL AID AND TUITION .............................. 28

FINANCIAL ASSISTANCE ................................... 28
  Purchasing Textbooks with Financial Aid ........... 28
  Remedial Coursework .................................. 29
  Retaking Coursework .................................. 29

SCHOLARSHIPS ............................................. 29

SPECIAL ACADEMIC SERVICES ......................... 29

TUITION ..................................................... 29
Academic Policies and Procedures

ACADEMIC HONORS

Full-time students who have completed 12 credit hours and have achieved a 4.00 grade point average (GPA) in a given semester are named to the President’s List; those earning between 3.50 and 3.99 grade point averages are named to the Dean’s List.

Part-time students who have completed 12 credit hours and are enrolled in no fewer than 6 hours are eligible for the President’s List if they have achieved a 4.00 GPA and Dean’s List recognition if the earned GPA is between 3.50 and 3.99.

Effective Fall 2015* students will be accorded honors at the point of graduation as follows:

- Certificate Honors: Students who earn a GPA of 3.5 or higher in certificates with 24 or more hours
- Degree Honors: Students who earn a degree have three levels of honors
  - Highest Honors: GPA of 4.0
  - High Honors: GPA of 3.75-3.99
  - Honors: GPA of 3.5-3.74

These honors will be noted on the academic transcript and on the diploma for all students graduating who have reached this criteria. These honors may also be recognized at commencement.

Note: Since final grades are not posted to student records until after the graduation ceremony, the previous semester’s cumulative GPA may be used as the basis for special recognition at commencement.

ACADEMIC STANDARDS

COLLEGE STANDARDS

It is the purpose of Illinois Central College to provide educational opportunities to those who can benefit from continued educational experience; therefore, the following retention policies and processes are provided. Illinois Central College recognizes some students may have deficiencies in certain areas of preparation. As such, the College believes students who have been placed on academic caution, pre-suspension or suspension should be made aware of the consequences of these statuses and the resources available for the detection and possible correction of academic deficiencies. If at any time a student raises their cumulative GPA above a 2.00, they will be removed from the process and return to Academic Good Standing.

ACADEMIC CAUTION

The purpose of academic caution is to alert students that their grades do not meet minimum requirements. A second and equally important purpose is to provide students an opportunity to plan corrective actions, which will hopefully lead to a more successful academic career. Information regarding academic advisement services is available in the Advisement and Counseling Services Office, located in the Leitch Career Center. Students on Academic Caution are restricted to a maximum enrollment of 13.99 credit hours. If a student’s cumulative grade point average does not raise above a 2.000 within one semester, the student will be placed on academic pre-suspension.

ACADEMIC PRE-SUSPENSION

Students on Academic Pre-suspension are restricted to a maximum enrollment of 7.99 credit hours. If a student on Academic Pre-suspension fails to meet the grade point standards after the above measures have been completed, the student will be placed on Academic Suspension.

ACADEMIC SUSPENSION

A student that fails to meet the 2.000 grade point average after three consecutive semesters will be placed on Academic Suspension from the College for one semester. A student on suspension may re-enter after one semester, but is required to meet with an academic advisor, then with the Director of Advisement or the Dean of Students prior to registration. A suspended student re-admitted to the College must have a semester grade point average above a 2.000 to be allowed to enroll in the next semester. Students on Academic Suspension are restricted to a maximum enrollment of 6.99 credit hours.

READMISSION

- If a suspended student is re-admitted to the College and their semester grade point average fails to meet the 2.000 requirement, the student will be suspended from Illinois Central College for one academic year.
- If a student does not enroll for 5 or more years they may appeal through the Dean of Students office to
enroll in additional credit hours, regardless of their academic standing.

**ASSESSMENT**

Assessment is the process of providing feedback in order to make improvements. Assessment is part of the ICC culture. Students are assessed by faculty to determine the level of learning that is occurring in the classroom, and students assess their faculty’s teaching and learning methods near the end of each course. In the classroom, assessment is classroom research to provide useful feedback for the improvement of teaching and learning. Assessment is feedback from the student to the instructor about the student’s learning, whereas evaluation uses methods and measures to judge student learning and understanding of the material for purposes of grading and reporting. Evaluation is feedback from the instructor to the student about the student’s learning.

Students may be asked to assess their level of engagement at the College via a survey known as the Community College Survey of Student Engagement, or CCSSE. Information regarding factors related to college satisfaction and issues/priorities that are important to students is provided by another survey, the Student Satisfaction Inventory, or SSI. Both the CCSSE and the SSI are randomly sampled surveys, so the likelihood of students being asked to complete both of those surveys on an annual basis is not great.

If you are asked to participate in any type of assessment at ICC, please do so. Your feedback is extremely important to the College’s efforts to make improvements for you and future ICC students.

**AUDIT OF CLASSES**

Many courses at Illinois Central College may be audited. A student who audits a course is a non-participating listener and is not required to take tests or complete assignments. The student receives no grade or notation on a transcript relative to the audited course. Registration for audit classes will be accepted beginning the week the class is scheduled to begin, provided space is available in the class.

Tuition for auditing a class will be the in-district rate. Further information about which courses may be audited and procedures for registering may be obtained from departmental offices.

A student may not change class registration status from “audit” to “credit” or from “credit” to “audit”.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

According to the Family Education Rights and Privacy Act of 1974, students have the right to the following:

1. Inspect and review their educational records.
2. Request an amendment (revision) to the records to ensure their accuracy and are otherwise not in violation of the right to privacy.
3. Restrict disclosure of information to other individuals or entities.
4. File a complaint with The Family Educational Rights and Privacy Act Office if the College fails to comply with the requirements of the Act.

Illinois Central College considers the following directory information:

- student’s full name
- address
- ICC email address
- affirmation of student enrollment status (full- or part-time) and class level
- dates of attendance, graduation, degree(s) and/or certificate(s) earned, and honors received
- pertinent information relating to participation in officially recognized activities or sports

To restrict disclosure of this information, go to www.icc.edu/admissions/student-records for the appropriate paperwork. All paperwork must be submitted in person with a photo ID to Enrollment Services. For questions, call Enrollment Services (309) 694-5600.

**GENERAL EDUCATION GOALS**

The general education requirements of Illinois Central College prepare our graduates to become productive members of society and lifelong learners.

All associate degree graduates will be able to:

- read and think critically
- communicate effectively
- demonstrate mathematical and scientific reasoning
- demonstrate awareness of diversity of cultures, ethics, values, or aesthetics
- demonstrate the ability to be creative and innovative in solving problems
- work independently and collaboratively
- demonstrate computer literacy and information literacy

**GRADES**

**GRADING SYSTEM**

You can understand and monitor your personal grade point average (GPA) by spending a few minutes learning how it is calculated. If you are interested in reaching a particular GPA goal, you can predetermine your anticipated GPA based on the grades you expect to earn. At the conclusion of each semester, your GPA will be calculated according to the following grading system.

**Grade Points**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>FA</td>
<td>Attendance Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failing</td>
<td>0.00</td>
</tr>
<tr>
<td>FX</td>
<td>Grade Excluded</td>
<td>No grade point</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No grade point</td>
</tr>
<tr>
<td>S</td>
<td>Successful</td>
<td>No grade point</td>
</tr>
<tr>
<td>U</td>
<td>Unsuccessful</td>
<td>No grade point</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>No grade point</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>No grade point</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported</td>
<td>No grade point</td>
</tr>
<tr>
<td></td>
<td>by instructor</td>
<td></td>
</tr>
</tbody>
</table>

**FA** Attendance Failing

The student has attended through the midterm of the class then ceases to attend for the duration of the term. The FA grade factors into the grade point average as a failing grade. To avoid the FA grade, the student must officially withdraw from classes.

**WF** Withdrawal Failing

The student has withdrawn from a course without instructor approval and after 75% of the class has been completed. This grade will only be awarded when a student completed the withdrawal using the ICC online system. The WF factors into the GPA as a failing grade.

**FX** Grades Excluded

The student has met the requirements for Grade Exclusion. The grades with FX do not factor into the ICC grade point average. For complete details see the section on the “Grade Exclusion Policy.”

**I** Incomplete

The student has not completed course requirements. The student must complete all requirements for each course in which an Incomplete (I) grade has been received according to the deadline set by the faculty member, but no later than 90 days after the end of the term. Faculty may, at their discretion, set the deadline prior to or after the time allowed by College policy. Incomplete (I) grades not changed or extended by the faculty will be automatically changed to “F” in Enrollment Services. When the student completes requirements for a course within the allotted time, the incomplete grade is changed on the permanent record to the appropriate letter grade.

Incomplete grades are given by arrangement with the instructor only when fully justified by serious circumstances (illness, accident, death, or illness in the immediate family).

Incomplete grades are not given for such reasons as unjustified failure to complete the required work by the end of the semester or failure to appear for the final examination.

**S** Successful

Used only in courses numbered 001-039. Indicates attendance at a minimum of 75% of the scheduled class meetings and/or fulfilled other requirements as established for an individual course.

**U** Unsuccessful

Used only in courses numbered 001-039. Indicates attendance at fewer than 75% of the scheduled class meetings and/or did not fulfill other requirements as established for an individual course.

**NG** No Grade

A Community Education noncredit activity which does not receive a grade or earn grade points.

**NR** Not Reported

No grade reported by instructor.

Courses with grades S, U, W, NG, NR, and I are not considered part of the total hours attempted for the purposes of determining a student’s GPA, but such grades are recorded on the student’s academic record. The GPA is recalculated as soon as grades are reported or changed by faculty.

A semester GPA represents the average of grades for one semester, and cumulative GPA reflects the average of grades for all courses taken at ICC.
If courses taken at Illinois Central College are repeated at this institution according to specified repeat procedures, only the higher grade will be included in the GPA computation.*

*Please note that calculation of the GPA may include all grades earned for financial assistance eligibility and/or admission to other colleges and universities. Contact the Financial Assistance Office or the school to which you plan to transfer for their GPA policy.

GRADE EXCLUSION POLICY
The grade exclusion policy at ICC provides a second chance for academic success to students who have failed courses that otherwise may make it difficult or impossible for them to pursue a degree or certificate.

In order to qualify for grade exclusion:

- The student cannot have enrolled in graded college-level courses at ICC or any other post-secondary educational institution for four consecutive semesters prior to application for grade exclusion. (Summer terms do not apply.) A student may apply at any time for exclusion after this time requirement has been met.

- The student’s cumulative grade point average must be less than 2.00 at the time of readmission to the College.

- Following readmission, the student must complete a minimum of 15 approved consecutive semester hours in graded college-level courses (110 or above at ICC) with no grades of “D” or “F” or a GPA of at least 2.00 in each semester in which 15 hours are attempted before exclusion will be granted.

Grade exclusion will be granted only once.

A maximum of 16 hours of “F” earned in graded college-level courses at Illinois Central College will be excluded.

To qualify for grade exclusion, the student is required to meet with a designated academic advisor.

When eligibility requirements have been fulfilled and exclusion granted, the student’s cumulative grade point average will be recalculated with “F” grades removed from the calculation. However, all grades, including those excluded, will continue to appear on the ICC academic transcript. Students who plan to transfer to another institution should be aware that the receiving institution may use all of the grades that are excluded by ICC for calculation of the grade point average for admission review. (Note: excluded grades will be indicated by an “FX.”)

Application forms for grade exclusion may be obtained in Enrollment Services, Room L211, East Peoria Campus. Completed forms should be directed to Enrollment Services, Room L211, East Peoria Campus.

This policy does not preclude admission requirements in other college academic programs.

GRADE POINT AVERAGE (GPA)
Your grade point average serves as a measure of academic achievement. The number of grade points earned in a course is calculated by multiplying the number of points assigned to the specific letter grade received by the number of semester hours the course carries. Thus, a grade of B in a course carrying four hours of credit would earn 12 (3 x 4) grade points. To calculate your GPA, divide the total number of semester hours attempted into the total number of grade points earned. (Remember, an “F” counts as hours attempted, but earns “0” points.)

For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
<th>Letter Grade</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 111</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>PSY 110</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>BIOL 111</td>
<td>4</td>
<td>A</td>
<td>16</td>
</tr>
<tr>
<td>PHYED 130</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 110</td>
<td>3</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

GPA = 40 divided by 15 = 2.67

If you have any questions or need assistance, the East Peoria Campus Enrollment Services staff will assist you (Room L211).

GRADES – ONLINE ACCESS
Students have online access to their grades as soon as the grades are approved and posted by the instructor.

Sign in to eServices using your MyICC login and password. Select GRADES from the drop-down menu in the Academic section of your eServices home page. Select the TERM of the grade report you wish to print and the select “Continue”. Click the hyperlink, “Printer Friendly Page” at the bottom of the page and then use your browser print function to print a copy of your grade report.

Grades will not be mailed to students’ homes. Students without online access can contact the Enrollment Services.
Office to request grades be mailed to their student address held on file by the College.

**TRANSCRIPTS**

East Peoria: Administrative Building L211  
(309) 694-5600

Peoria: Arbor 002  
(309) 694-5600  
transcriptrequests@icc.edu

**TRANSCRIPT REQUESTS**

Official transcripts of credit earned at Illinois Central College can be requested by current and former students, and can be sent to another individual, business, or school.

Request your unofficial transcript online at icc.edu/transcripts. This link takes you to our secure ordering site to complete your transcript order. You will be required to complete an electronic signature form before your transcript will be released. There is no cost for a transcript sent electronically or by standard mail.

In situations where a transcript is necessary for immediate use, one may be provided within an hour for a $10 per copy fee. This service is available 8:30 a.m. to 3:00 p.m. Monday through Friday at Enrollment Services, Room L211, East Peoria Campus only. The College will not forward the original copy nor a copy of any transcript received by the College from another institution or agency to the student or a third party/ institution. Transcripts, test scores, etc., must be requested by the student directly from the originating institution or agency.

Unofficial copies of transcripts can be obtained through your MyICC account; however, unofficial copies are not generally accepted by other institutions. A student’s official transcript will be withheld if the student has not met all financial obligations to the College.

**D.E.T.A.I.L.S.*  
STUDENT DEVELOPMENT TRANSCRIPT  
*Development of Excellence Through Activities and Involvement in Leadership and Service**

A self-reported record, with verification by an advisor or supervisor, of a student’s co-curricular activities, service, leadership development, honors, or awards while at ICC. Designed as an official document to accompany resumes or scholarship applications and to supplement the academic transcript.

To participate in the Student Development Transcript Program, please contact Student Life, East Peoria Campus, Room 303A, (309) 694-5201.
ANNUAL CAMPUS POLICE SAFETY AND FIRE REPORT

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990) and the Higher Education Opportunity Act of 2008, the Annual Security and Fire Safety Report is accessible on the Illinois Central College website, icc.edu/clery-act-report, upon request at any Campus Police Department, and from the Dean of Students Office. This report contains detailed information covering a broad range of topics, including campus safety and security services, crime prevention policies, campus crime statistics, emergency response actions, and fire safety related information and statistics.

AUTHORITY OF CAMPUS POLICE OFFICERS

Sworn Campus Police Officers are armed and have the same authority as County and Municipal Police Officers, including the power to make arrests and issue citations.

FUNCTIONS

The Campus Police Department is available 24 hours a day, 7 days a week to provide its services, including:

- Security and patrol of campus buildings and grounds
- Operation of a communication center for the College
- Enforcement of college, local, state, and federal laws, ordinances, and regulations
- Traffic and parking control; traffic crash reporting
- Criminal and general incident reporting and investigation
- Personal safety escorts
- Emergency medical assistance
- Emergency notifications

IN CASES OF EMERGENCY

1. Get to a safe place and immediately, then notify Campus Police by calling (309) 694-5111 or by using your Rave Guardian app.

2. Identify yourself and provide as much information as you can including location and descriptions of any suspects, weapons, and vehicles.

Campus Police have the responsibility to notify proper personnel. Upon arriving at the scene, Campus Police will take charge.

RAVE GUARDIAN MOBILE SAFETY APP

Everyone at ICC is encouraged to enhance their personal safety by downloading the free Rave ICC Guardian app, a free mobile safety app for smart phones.

The Guardian app is a direct connection to the ICC Campus Police Department emergency phone line. It eliminates the need to find the emergency number when seconds count.

Guardian also give you the ability to text with Campus Police. Crime tips or other information can be submitted (anonymously, if desired) and photos can be attached to the text. A Campus Police dispatcher will respond to all incoming text messages.

Additionally, Guardian contains an ICC phone directory and ICC website links. With the directory, you can look up and call various ICC departments right from the app. The website links feature opens a browser and takes you directly to specific ICC web pages of interest.

EMERGENCY CALL LOCATIONS

Call boxes directly linked to the Campus Police Department are located in several walkway areas of the East Peoria Campus, Campus Housing, and the Peoria Campus. Many outside call boxes can be identified by a lighted blue pillar. Call boxes/phones are also located in all elevators and at various exterior doors on all campuses.

FIRE ALARM

An alert tone followed by verbal instruction and flashing strobe lights indicates a fire emergency.
1. Everyone must evacuate the building in an orderly manner. Do not use elevators unless directed to do so by emergency responders.

2. Immediately after exiting the building, East Peoria Campus students proceed directly to the main parking lots. Peoria and Pekin Campus students proceed to the nearest parking lot.

**TORNAO**

An alert tone followed by verbal instructions or a continuous steady blast of the Civil Defense Siren indicates a confirmed tornado sighting near the campus.

1. Seek shelter inside a substantial building. If there is no shelter nearby, lie flat in a ditch or low spot with hands shielding your head.
2. Listen for and follow instructions announced over public address systems.
3. Move into an interior hallway on the lowest level away from glass doors and windows as much as possible. (View the ICC Emergency Response Guide online to see a list of designated areas to seek shelter.)
4. College personnel should remain in the area with the people under their supervision until authorized personnel advise an all clear.

**SEXUAL VIOLENCE**

If a crime of sexual violence (including sexual assault, domestic violence, dating violence, and stalking) occurs on campus, Campus Police should be notified immediately. If you have experienced a crime of sexual violence, you have several rights and a variety of options available to you including:

1. To seek medical attention.
2. To utilize confidential resources.
3. To report or not report what happened to the police, and to receive assistance from ICC in doing so.
4. To report or not report what happened to ICC.
5. To request interim measures from ICC, regardless of whether you file a formal complaint.
6. To pursue a formal complaint process at ICC.
7. To seek civil and campus protective orders.
8. To be accompanied to campus meetings by a person of your choosing.

More information on Title IX/Sexual Misconduct, including options for confidential reporting, can be found at icc.edu/title-ix by contacting the Title IX/Civil Rights Equity Coordinator at title9@icc.edu or (309)694-8460.

**Important Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>(309) 694-5111</td>
</tr>
<tr>
<td>ICC Counseling Center</td>
<td>(309) 694-5281</td>
</tr>
<tr>
<td>Rape Crisis Line</td>
<td>(309) 694-4111</td>
</tr>
<tr>
<td>Peoria Police</td>
<td>(309) 673-4521</td>
</tr>
<tr>
<td>East Peoria Police</td>
<td>(309) 698-4700</td>
</tr>
<tr>
<td>Pekin Police</td>
<td>(309) 346-3132</td>
</tr>
</tbody>
</table>

**EMERGENCY RESPONSE GUIDE**

For further information regarding emergencies, evacuation procedures, and violent active shooter situations, view the ICC Emergency Response Guide online at icc.edu/emergency-guide.

**ALCOHOL AND DRUGS POLICY**

It is the policy of Illinois Central College to prohibit the possession, use, distribution, exchange, or sale of any substance containing cannabis, any substance prohibited or controlled by the Illinois Controlled Substance Act, or any item made to appear significantly similar to cannabis or any controlled substance on ICC or Foundation property. The use, possession, or distribution of alcoholic beverages on campus, including Campus Housing, is also prohibited, with the exception of College-sponsored events where it has been authorized by the College or Foundation. **Even if you are 21 or older, you cannot have alcohol on campus, including your apartment at Campus Housing.**

Failure to observe these standards of conduct will result in disciplinary actions consistent with local, state, and federal law including, but not limited to, expulsion from ICC classes, banning from ICC property, administrative action and/or regulation violation enforcement, as well as possible arrest and prosecution. The bottom line: **Don’t drink or use drugs on campus. You could get kicked out of school and be subject to local, state, and federal fines or jail time.**

*The short version of the State of Illinois laws concerning alcohol and drug use.*

Possession of a fake ID is a crime whether you use it or not and carries a minimum $500 fine as well as at least 50 hours of community service. Possession of a fake driver’s license can result in suspension of your right to drive in Illinois if you’re under 21. It’s against the law to make, sell, or give fake IDs to people who are under 21. One more thing—making a fake ID is considered forgery. That’s a Class 3 Felony with a penalty of up to five years and/or a $10,000 fine.
It’s against the law to buy or give alcoholic beverages to people who are under 21, and if you are under 21 it is illegal for you to consume it. Just the possession of alcohol in any public place is illegal if you are under 21.

These Class A misdemeanors can result in jail time of up to one year, up to two years of probation, suspension of driving privileges, and fines of at least $500.

It is illegal for you to possess, deliver, or manufacture controlled substances like cocaine, heroin, or amphetamines. The penalties and sanctions for these crimes get progressively more severe depending on the type of drug, amount you have, and if you are on or within 1,000 feet of school property.

It is illegal for you to drive under the influence of alcohol, drugs, or any combination thereof. A first conviction can result in a minimum of one-year loss of full driving privileges, imprisonment for up to a year, and a fine up to $2,500.

The short version of the federal laws concerning drug trafficking ...

Federal drug trafficking penalties vary depending on the quantity and type of controlled substance involved, but include lengthy prison sentences and possibly millions in fines. Trafficking within 1,000 feet of a university results in penalties and fines twice as high.

**ILLEGAL DRUGS AND FINANCIAL AID**

Students who have been convicted of the sale or possession of illegal drugs while receiving federal student aid can have their eligibility for federal financial student aid suspended for a period of time and might be liable for returning any financial aid you received during a period of ineligibility.

**HEALTH RISKS OF ALCOHOL AND OTHER DRUGS**

Alcohol is directly involved in many injuries, assaults, and the majority of deaths in people under age 25. For all drugs there is a risk of overdose, which can result in coma, convulsions, psychosis, or death. Continued use of substances can lead to developing a tolerance, dependence/addiction, and withdrawal. Long-term chronic use of drugs can lead to malnutrition, organic damage to the body, and psychological problems.

**TREATMENT AND PREVENTION PROGRAMS**

The College has developed a program to provide services related to drug and alcohol abuse. Students looking for more information can contact Counseling Services at (309) 694-5281, Room CC200, on the East Peoria Campus.

Further information about health risks, treatment, and prevention programs can be found on the Alcohol and Drug Abuse Policy and Prevention document on the ICC website at icc.edu/student-services

**COLLEGE REGULATIONS POLICY**

Based on the authority provided in the Illinois Public Community College Act, the College has established a College Regulations Policy, enforced by members of the ICC Campus Police Department.

A Regulation Violation Notice may be issued to persons found to be in violation of these regulations. Issuance of a Regulation Violation Notice does not preclude college officials or law enforcement officers from any additional appropriate action including a lawful arrest.

**COLLEGE REGULATIONS AND FINES**

**A. Alcohol / Illegal Drug Regulations**

1. Possession / Consumption $75
2. Party Attendance $50
3. Party Host $100
4. Under the Influence $50
5. Deliver/Intent to Deliver Cannabis or Drugs $150
6. Paraphernalia Possession $50

**B. Property Regulations**

1. Soliciting / Panhandling $25
2a. Theft ($50 or less) $50
2b. Theft (more than $50) $100
3a. Trespassing (general) $50
3b. Trespassing (secure area) $100
4. Damage to Property $100

**C. Disturbance / Conduct Regulations**

1. Disorderly Conduct $25
2. Disrupt College Operations $50
3. Loud Music / Noise $50
4. Noncompliance with Authorities $50
5. Deception $50
6. Obstructing an Officer $100
7. False Reporting a Crime or Emergency $100

**D. Weapons / Bodily Harm Regulations**

NOTE: College-sponsored events where alcoholic beverage possession, consumption, or service has been authorized by the College or Foundation are exempt from the above listed alcohol-related regulations.
1. Weapons Possession $150
2. Assault $50
3. Battery $100
4. Hazing $100

E. Miscellaneous Regulations
1. Smoking / Tobacco Usage $25
2. Littering $25
3. Usage of Banned Wheeled Devices (skates, skateboards, hover boards, & similar) $25
4. Gambling $25
5. Gang Recruitment or Representation $100
6. Public Indecency $100
7. Fireworks $25

F. Parking Regulations
1. No Parking Area $10
2. Staff Parking Area $10
3. Visitor’s Parking Area $25
4. Restricted / Unauthorized Parking Areas $20
5. Overtime Parking $10
6. Disability Parking Area $350
7. Unauthorized Parking Tag, Placard, or Plate $50
8. Abandoned Vehicle $50

To view the entire College Regulations Policy, visit the Campus Police page at icc.edu.

PAYMENT OPTIONS
Payments must be made by the end of the 15-day “Payment Due Date” listed on the notice to avoid further penalty. Payments can be made in the following ways:

- Online: Log in to MyICC at my.icc.edu
- Phone: Call the Student Service Center (309) 694-5600 during business hours VISA, MasterCard, and, Discover are accepted.
- Mail: Mail payment along with the Regulation Violation Notice to:
  Student Accounting
  Illinois Central College
  1 College Drive
  East Peoria, IL 61635-0001
- In person: At any Student Service Center
  Call (309) 694-5600 with any questions regarding payment options.

Regulation Violation Notices may be appealed by filing a College Regulations Violation Appeal Form at the East Peoria Student Service Center, L211, prior to the end of the 15-day “Payment Due Date” listed on the notice.

The College Regulations Appeals Committee, comprised of ICC students, faculty, and employees, will consider the appeals at regular meetings held during the academic year. A written notice of the Committee’s decision will be sent to the appellant. The decision of the College Regulations Appeals Committee is final.

Failure to resolve the Regulation Violation Notice through payment and/or appeal will result in the doubling of the fine amount up to a maximum of $350. The College reserves the right to take any additional legal steps within its authority to collect any unpaid fines, including placing a hold on the violator’s College account and/or ability to conduct College business—such as register for classes or receive final grades or transcripts—until the fine is paid.

CONCEALED CARRY POLICY
AND WEAPONS ON CAMPUS

ICC employees and students, persons conducting business, and visitors/guests are prohibited from possessing, using, or displaying weapons or firearms (as defined in the Weapons on Campus and Firearm Concealed Carry Policy) in or on all property owned, leased, controlled, or operated by ICC or the Educational Foundation. This includes concealed weapons or firearms and any item which replicates or has the appearance of a firearm, as well as knives with a blade length greater than three inches.

Exceptions to the policy include those authorized to be used in any weapons safety/education course, athletic or recreational sport (e.g., starter pistols, archery), or theatrical production. The prohibitions of this policy shall not apply to law enforcement officers, including off-duty and retired, who are in compliance with all applicable local, state, and federal regulations and laws as well as armed employees as defined in 225 ILCS 447/Private Detective, Private Alarm, Private Security, and Locksmith Act of 2004 during the performance of their officially assigned duties who have received prior approval from the ICC Police Chief or designee.

Qualified individuals possessing a valid license to carry a concealed firearm may transport the firearm into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. The firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. ICC, including Campus Police, will not provide storage of firearms at any time.
Any person carrying a weapon onto ICC property may be subject to disciplinary action including, but not limited to, expulsion from ICC classes, banning from ICC property, administrative action and/or regulation violation enforcement, as well as possible arrest and prosecution.

To view the entire Weapons on Campus and Firearms Concealed Carry Policy, visit the Campus Police page at icc.edu.

EMERGENCY CAMPUS CLOSINGS
Classes will meet as scheduled unless inclement weather or other emergency circumstances create conditions which necessitate closing the College. Faculty, staff, and students will be notified of the closing as soon as possible through the ICC MyAlert system; through the following radio/television stations: WMBD-TV Channel 31, WHOI-TV Channel 19, WEEK-TV Channel 25, WCBU 89.9 FM; and on ICC’s website, Facebook, and Twitter pages.

MORE CAMPUS POLICE PROCEDURES

LOST AND FOUND
The Campus Police Department maintains a “Lost and Found” on all campuses.

MISSING CAMPUS HOUSING RESIDENTS
Persons with reason to believe a student living at Campus Housing is missing should immediately contact the Campus Police Department at (309) 694-5111. Campus Police will generate a missing person report and initiate an investigation. If a student has registered a contact person, the institution will notify that person no later than 24 hours after the student has been officially determined as missing. If a student is under 18 years of age and not emancipated, the contact person as well as the custodial parent or guardian shall be contacted. The College shall notify the East Peoria Police Department within 24 hours of a determination that any student who lives at Campus Housing is missing.

Students living at Campus Housing may register one or more individuals to be a contact person strictly for missing person purposes with Campus Police Department office on the East Peoria Campus, Room 105A, between 8 a.m.-4 p.m. on regular business days. This information will be kept confidential and may be accessed only by authorized campus and law enforcement officials for the purpose of a missing student investigation.

PARKING
Violators are subject to parking-related fines in accordance with College policies and state laws. See the College Regulations Policy section for further information.

East Peoria Campus
Students may park in unregulated parking areas in Lots A, B, F, G, and near Dirksen Hall. Students are prohibited from parking in any blue-striped staff parking spaces and staff parking Lots E and CC at all times.

Students may park in Lot C, but only after 4:00 p.m. Except for the use of designated 30-minute parking spaces, students are prohibited from parking in Visitor Parking Lot V. This applies to all students taking online or in-person classes on any campus on any day. Unauthorized vehicles may be towed.

Designated 15-minute parking spaces are located in Lot E and near the loading dock for loading/unloading heavy or bulky material. Designated 30-minute parking spaces are located in College Circle and in the Visitor Lot for use by any individual.

Peoria Campus and Pekin Campus
Ample free parking is provided at the Peoria Campus and Pekin Campus. No special tags or stickers are required, except for designated “Disability” parking.

Persons with Disabilities
Designated parking is available in lots on all campuses and is reserved for qualified individuals clearly displaying authorized disability license plates and/or disability placards.

Temporary disability parking passes (for a maximum of seven days) may be obtained from Campus Police. These passes are given for walking disabilities such as temporary use of crutches, foot surgery, etc. Those requiring passes in excess of seven days are to obtain a disability license plate and/or placard from the Illinois Secretary of State.

SEX OFFENDER REGISTRATION
To be in compliance with the Illinois Sex Offender Registration Act, as amended January 1, 2012, convicted sex offenders required to register with law enforcement are also required to register in person with the ICC Campus Police Department within three days of the beginning of each semester they are enrolled at ICC. Students who fail to register are in violation of the registration act and face arrest and dismissal from the College. Further information can be found in the Annual
SMOKE FREE/TOBACCO FREE POLICY
Illinois State law required ALL college campuses to be smoke free/tobacco free starting July 1, 2015. Illinois Central College’s Smoke Free/Tobacco Free Policy prohibits the carrying, using, burning, inhaling, or exhaling of tobacco product, including but not limited to cigarettes, cigars, pipes, cigarillos, smokeless tobacco, chew, snuff, herbs, hookah-smoked products, cannabis (including medical marijuana), and all forms of e-cigarettes or personal vaporizers.

Students in violation of the law are subject to a College Regulations Violation Notice and/or other disciplinary action as deemed appropriate by the ICC administration. Visitors and members of the public in violation of the policy may be required to leave the campus.

For more information on ICC’s Smoke Free/Tobacco Free Campus and smoking cessation classes and workshops, visit icc.edu/smoke-free-tobacco-free.

VEHICLE ASSISTANCE
If your vehicle is disabled, please raise the hood if appropriate and notify the Campus Police Department for assistance. Please note the letter and number on the closest light pole or another prominent landmark when calling for assistance. Campus police may assist with battery jumps, lock outs, and related needs (no changing tires or mechanical work).

For parked vehicles, headlights left on may be turned off by an officer if the car is unlocked. If locked, efforts will be taken to locate the owner.

SAFETY TIPS
- Immediately report all crimes and/or suspicious behavior to the Campus Police Department.
- Do not leave personal items unattended, and always lock your vehicle doors, keep the windows shut, and keep valuables out of sight.
- Report lost or stolen checks, debit/credit cards, and cellphones to the appropriate companies. Keep a list of your credit card account numbers in a safe place in order to report them.
- Use the “buddy system” when leaving classes late in the evening. Call Campus Police for escorts.
- If you discover a crime scene, do not touch anything. Get to a safe place and notify Campus Police immediately.
- Constantly play the “what if” game to think about what you would do in a threatening situation. This will help prepare you to respond instinctively when a threat is encountered.

If You Are Attacked
- Go with your instincts, but be realistic about your ability to fight off someone; your instinct may be to run, scream, kick, hit, or bite.
- Your goal should be to escape safely and survive; cooperate if you think that resisting may lead to further harm. If a person with a weapon confronts you and wants your vehicle or property, don’t resist. Give up your property and save your life.
- Try to remember as many details as you can and alert Campus Police as soon as possible.
Code of Conduct

(Adopted July 2015/Revised August 2019)

MISSION
The Dean of Students Office is responsible for ensuring that students comply with and understand college policies related to student conduct by promoting student learning and development.

PURPOSE
Illinois Central College encourages the intellectual and personal growth of its students as scholars and as citizens. The College has both the authority and responsibility to maintain a campus community where the educational programs can flourish for all students and where individual rights, personal and collective safety, and College operations are appropriately protected. It is a choice to attend Illinois Central College and by doing so, students assume the obligations (including standards for behavior) imposed by the College.

Illinois Central College students and student organizations are expected to act in accordance with the policies, rules, regulations, laws, and requirements of Illinois Central College, municipalities and counties, the State of Illinois, and the United States. The policies and procedures set forth in this document are designed to be educational, fundamentally fair, and to provide students with the procedural protections that are appropriate for campus conduct proceedings. Students should be aware that they are responsible not only for the intent of their behavior, but also for the impacts of their actions. The student conduct policies and procedures are designed to provide an educational and developmental process that balances the interests of individual students with the interests of the Illinois Central College community.

AUTHORITY
The Code outlines the behavioral expectations for students and the procedures for determining and addressing violations. The Dean of Students (or designee) has the ultimate authority for interpretation of this Code, including the determination of a person’s status with the institution in a particular situation. The Dean of Students serves as the primary investigator and hearing officer for reports of student misconduct. The Dean of Students may also serve and designate additional College officials to serve the College in one or more roles in the student conduct process, including investigator, hearing officer, appeals officer, and/or advisor. No college official will serve as both an investigator and a hearing officer in the same case. In the case that a College official is not available, their designee takes on the authority described for the duration of unavailability.

JURISDICTION
Discipline may be imposed for conduct which occurs on College premises, or Campus Housing, in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College’s operational and educational programs.

Each student is responsible for their conduct from the time of application for admission to the College through the award of a degree/certificate or such other time as there is a formal termination of the student relationship. Each student is responsible for conduct occurring during the academic year and during periods between terms of enrollment of an academic year.

DEFINITIONS
1. The term “college” means Illinois Central College.
2. The term “student” includes all persons taking courses at Illinois Central College both full-time and part-time, credit or non-credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered “students.”
3. The term “faculty member” means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
4. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.
5. The term “member of college community” includes any person who is a student, faculty member, college official or any other person employed by the college.
6. The term “college premises” include all land, buildings, facilities, and other property in possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks). This includes on-campus housing, which is owned and controlled by the Educational Foundation Student Residence, LLC.

7. The term “college sponsored or supervised activities” includes, but is not limited to: field trips, off-campus social activities organized by the college, official activities of college clubs, any time a student is serving as a representative of the college, etc.

8. The term “organization” means any number of persons who have complied with the formal requirement for college recognition as a student club or organization.

9. The term “Student Conduct Committee” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.

10. The term “chair of the Student Conduct Committee” means a college official authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The dean of students may authorize a college administrator to serve simultaneously as the chair of the Student Conduct Committee, either as the sole member or one of the members of the Student Conduct Committee. The Dean may authorize the same chair of the Student Conduct Committee to impose sanctions in all cases.

11. The “Dean of Students” is the person designated by the college Vice President of Student Success to be responsible for the administration of the Student Code.

12. The term “policy” refers to the written regulations, procedures, and policies of the college as found in, but not limited to, the Student Code of Conduct, the college website and catalog.

13. The term “complainant” means any person who submits a charge alleging that a student violated the Student Code of Conduct. When a student believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under the Student Code of Conduct as are provided to the complainant, even if another member of the college community submitted the charge itself.

14. “Academic honesty” is expected of all students. Academic honesty is ethical behavior in which students produce their own work and do not represent others’ work as their own, either by plagiarism, by cheating, or by helping others to do so.

15. “Plagiarism” is the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

16. “Cheating” may include, but is not limited to:
   - The use of any unauthorized assistance in taking quizzes, tests or examinations.
   - The use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
   - The acquisition, without permission, of tests or other academic materials belonging to a member of the college faculty or staff.
   - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
   - Allowing or participating in cheating by other students.
   - Copying from someone else’s work.
   - Submitting others’ work as your own or submitting your work for others.
   - Altering graded work and falsifying data.

17. The term “respondent” is a student who is alleged of violating the Code and provided with the opportunity to respond to the complaint.

18. An “Advisor” is a person who supports a complainant or respondent as they participate in the conduct process. The advisor’s supporting role is limited to conferring with and advising the student directly. The advisor may attend, but may not actively participate in the conduct process as a representative or advocate for the student. The College also reserves the right to have an advisor present to advise the College officials during the student conduct process. Students seeking an advisor may request a list from the Dean of Students of potential advisors who have received training about the campus conduct process.
19. The term “sanction” means a consequence imposed as a result of a finding of responsibility.

20. The term “outcome” means the finding of responsible or not responsible for each alleged violation, as well as any sanction(s) imposed.

21. The term “separation” which applies to College Suspension and College Expulsion means that student is denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible.

22. The term “threat” means any expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic.

23. The term “responsibility” means that the student has been found to be responsible for the alleged action at some level based on the preponderance of the evidence standard.

24. “Preponderance of evidence” is simply defined by Black’s Law dictionary as “more probable than not.” Different standards of proof are used by various college and university tribunals. At Illinois Central College, the Code of Conduct process utilizes a preponderance of evidence. Colleges are not required to prove beyond a reasonable doubt in the same manner as criminal charges must be proven.

STUDENT RIGHTS AND RESPONSIBILITIES

While the campus conduct process is different than criminal or civil proceedings, the following rights are provided to students, along with the expectation that students fulfill their responsibilities in the process. Students or others who fail to respect the rights of others or the process may be excused from a meeting or proceeding and the process will continue in their absence.

<table>
<thead>
<tr>
<th>Student Rights</th>
<th>Student Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be treated with respect and dignity</td>
<td>To treat others with respect and dignity</td>
</tr>
<tr>
<td>To be informed of the policies and procedures in the Student Code of Conduct, published online and available in hardcopy from the Office of the Dean of Students</td>
<td>To review and abide by the Student Code of Conduct, including both policies and procedures</td>
</tr>
<tr>
<td>To be provided with notice of charges, if the student conduct process is initiated, and to be informed of the procedures for resolution</td>
<td>To review the notice and seek clarification if there are any questions about the process</td>
</tr>
<tr>
<td>To be provided with the opportunity to review materials, information, and relevant case information in a timely fashion</td>
<td>To follow the procedures (including deadlines) to request such a review</td>
</tr>
<tr>
<td>To be provided with an opportunity to be heard through the appropriate resolution process</td>
<td>To follow the process as outlined by the College, as failure to do so does not constitute grounds for an appeal</td>
</tr>
<tr>
<td>To be free from compulsory self-incrimination regarding behaviors that may also be the subject of criminal charges, and that the decision not to share information does not create a presumption of responsibility</td>
<td>To understand that, if they choose not to participate, the conduct process will still proceed and that decisions about responsibility and any sanctions will be made based on the available information</td>
</tr>
<tr>
<td>To have an advisor of choice present with him/her to support/offer advice in any student conduct hearing or meeting Students seeking an advisor can request a list of potential advisors (i.e. faculty and staff who have received training about the student conduct process) from the Dean of Students.</td>
<td>To notify the College if an advisor will be present, and to understand that if the advisor does not comply with the College’s expectations, they will be asked to leave the proceeding or meeting, which will continue without the advisor’s presence</td>
</tr>
<tr>
<td>To contact and present witnesses to the incident(s) being investigated or reviewed</td>
<td>To present only those who have relevant information to the incident/behavior in question (i.e. no character witnesses) within the guidelines presented by the College</td>
</tr>
</tbody>
</table>
**Student Rights**

To have his or her educational records related to the conduct process maintained as confidential except as otherwise required by law or permitted by College policy, to have all conduct proceedings and meetings be closed, and to inspect and review student conduct records, in accordance with FERPA.

To have the information reviewed by an unbiased, trained, hearing body/officer who will use the preponderance of the evidence standard of proof

To request appeals based on the grounds described in this Code of Conduct

**Student Responsibilities**

To understand the recordkeeping policies and that any information related to other students will be redacted from any records that are released, unless otherwise required by law.

To understand that the conduct process is designed to be educational, not adversarial, and that it is different than a court proceeding.

To submit appeals as instructed when applicable.

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**PROHIBITED CONDUCT**

Enrollment at Illinois Central College includes obligations with regard to conduct both in and out of the classroom. Students are expected to conduct themselves appropriately within the academic community.

When a student or group of students, either on or off campus fail to observe the general standards of conduct established by the College, the student(s) shall be liable to disciplinary action.

Matters which might result in disciplinary action include, but are not necessarily limited to the following:

1. Violation of published College policies, rules, regulations, guidelines, or procedures.
2. Failure to comply with the direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
3. Use, possession, or distribution of alcoholic beverages or be in a condition of public intoxication. No alcoholic beverages may be possessed, used by or distributed in any building owned by ICC. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age on College premises.
4. Use, possession, manufacturing, or distribution of any controlled substance, drug, or other chemical substance except as expressly permitted by the law, or possession of drug paraphernalia. Prescription medications other than by the person who the drug is prescribed and in accordance with the prescription is also prohibited. This includes sharing drugs such as Ritalin or Adderall. Abuse, misuse, sale, or distribution of prescription or over-the-counter medications is also prohibited.
5. Disruption or obstruction of any operation of the college, including, but not limited to, teaching, student conduct proceedings, college activities, public service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
6. Damages, defaces, or deforms the property of the College or property of a member of the College community without his or her consent, on or off campus.
7. Actions endangering life and/or property.
8. Intentionally or recklessly interfering with the educational environment and/or normal operations of the College including but not limited to studying; teaching; research; guest presentations; college administration; or fire, police or emergency services.
10. Bullying and Cyber Bullying: Bullying is defined as: Any severe or pervasive physical or verbal act or conduct, including communications made in writing, verbally, or electronically, directed towards a student or students that places the student(s) in reasonable fear of harm to them or their property; causes a substantially detrimental effect on the student’s physical or mental health; or substantially interfering with student’s academic performance or ability to participate in school activities or privileges provided by the school. Bullying, as defined, can take various forms, including but not limited to, harassment, threats, intimidation, physical violence, sexual harassment, slurs, drawings, theft, public humiliation, or destruction of property.
Bullying can be motivated by physical or clothing appearance, socioeconomic status, sexual orientation, race, religion, or marital status. Bullying is characterized by being repeated and intentional as well as having a power or size difference between victim and bully.

11. Inappropriate online behavior or behavior in online communities that negatively impacts the college community, including, but not limited to the following:
   - Use of or posting of copyright material and infringement of privacy. By way of example, it is a violation of the Student Code of Conduct to infringe on someone else’s rights of publicity, privacy, copyright, trademark, or other intellectual-property right by reproducing, sending a screen-shot, modifying or redistributing content (text or images) that does not belong to the person posting, without permission;
   - Illegal file sharing;
   - Use of ICC logos in any endorsements, without permission of the College (which does not include the sharing of ICC posts/tweets if shared without modification);
   - Using inappropriate or offensive language in comments, videos, and other postings that involve or incite threats of violence or derogatory comments in regards to age, race, religion, sex, sexual orientation, gender, ethnicity, nationality, disability, or other protected class, status, or characteristic or material that is otherwise offensive, malicious, demeaning, obscene, abusive, harassing, threatening, or intimidating;
   - Posting photos, videos and comments that are sexual in nature, including links to websites that are pornographic;
   - Posting of photos, videos, or comments when the individual posting identifies himself or herself as representing the College, purports to be representing the College or gives the appearance of representing the College in some capacity, including, by way of example and not by way of limitation a student athlete or a student employed by the College posting or commenting on a matter relevant to their representative capacity, without a disclaimer that indicates that such individual’s opinions, comments, interpretations, etc., are his or her own and not those of the College and may not represent current or accurate information; or
   - Posting videos or photos of persons using illegal drugs.

12. Acts of dishonesty, including, but not limited to:
   - Furnishing false or misleading information to any college official, faculty member or office.
   - Forgery, alteration or misuse of any college account, record, form, or instrument of identification.
   - Alteration or sabotage of another student’s work, such as tampering with laboratory experiments.
   - Tampering with the election of any college-recognized student organization or the student trustee election.
   - The misuse or unauthorized use of college funds or student organization funds.
   - Misrepresenting oneself as a college official.

13. Theft of, tampering with, and/or damage to college property or property of a college community member, or possessing stolen property.

14. Verbal abuse and/or abusive behavior, includes written, electronic, or verbal behavior, such as an epithet, slur, insult, or other expressive behavior, that is directed at a particular person or a group of persons and that creates an environment wherein the verbal behavior is inherently likely to provoke a violent reaction, whether or not it actually does so.

15. Physical abuse, includes physical contact, or which by its nature is provoking or endangers the health or safety of any person. This contact can be either through direct physical contact or through the use of any object.

16. The use, possession, or carrying of weapons, including but not limited to, pistols, rifles, shotguns, air soft guns, paint ball guns, pellet guns, dangerous knives (with fixed blades three inches or more in length), ammunition, any stun device, or other dangerous weapons. Students who have authorization for concealed carry are NOT able to concealed carry a gun on campus, in accordance with state law. A Licensee may transport a firearm into an unrestricted parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. For further information please visit: icc.edu/campus-police.

17. Sexual harassment, sexual assault, or sexual misconduct which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature including:
Deliberate touching of another’s sexual parts without consent;  
Deliberate sexual contact of another without consent;  
Deliberate constraint or incapacitation of another, without that person’s knowledge or consent, so as to put another at substantially increased risk of sexual injury;  
Any sexual act or sexual assault that occurs without the consent of the victim, or that occurs when the victim is unable to give knowing consent due to drug or alcohol intoxication or mental incapacity;  
Obscene or indecent behavior, which includes, but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would be reasonably offensive to others; or  
Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual’s academic pursuits, College employment; (III) participation in activities sponsored by the College or organizations or groups related to the College, or (IV) opportunities to benefit from other aspects of College life.

To report sexual assault, sexual harassment or sexual misconduct, contact the Title IX/Civil Rights Equity Coordinator at (309) 694-8460 or https://icc.edu/title-IX for options including confidential reporting.

For further information please contact Title IX Coordinator. All disciplinary action related to sexual misconduct violations will be processed through the Title IX office.

18. Unauthorized occupancy of the College facilities or building other than during hours of operation.

19. Gambling

20. Unauthorized or inappropriate use of college telephones, facsimile (fax) machines, copier machines, printers or any other office communication devices.

21. Gang activity, including wearing of apparel intended to indicate gang membership or to communicate gang behavior including the use of gang symbols or slogans.

22. Any conduct which constitutes a violation of the terms of any discipline imposed in accordance with the procedure.

23. Violation of federal, state, local law, or mandates whether on or off campus, when such violation has or may have an adverse impact on the college community.

24. Abuse of computer facilities, resources, technology policy including but not limited to:
   - Theft or other abuse of college computing resources
   - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
   - Unauthorized transfer of a file;
   - Installation or use of a program whose effect is to damage the media or files;
   - Use of another individual’s identification and/or password;
   - Use of computing facilities and resources to interfere with the work of another student, faculty member or, College official;
   - Use of computing system to send obscene, abusive or inappropriate messages;
   - Unauthorized use of computer time for personal or business purposes;
   - Unauthorized or inappropriate use of the computer;
   - Use of computing facilities and resources to interfere with normal operation of the College computing system;
   - Use of computing facilities and resources in violation of copyright laws;
   - Unauthorized or inappropriate use of the Internet from a computer on campus or at a designated campus facility.
   - Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually explicit, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.

25. Planning, facilitating, participating in, or supporting or encouraging an act of misconduct.

26. Unauthorized use of electronic devices:
   - Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another
person in the gym, locker room, or restroom. Taking photographs by students of individuals against their will or knowledge is strictly prohibited.

- Any recording or pictures taken while in class is in session- unless such recordings are taken with the intent to prove a crime or code violation has been or is about to be committed. Any person is in danger of receiving physical or mental abuse. Recordings or pictures are authorized by any College official. Person agrees to turn over any recordings or pictures to Campus Police or Dean of Students upon request. Or in relation to an individual’s educational accommodation documented with Access Services.
- Cellular phones and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or any other posted or deemed areas on College-owned or College-operated facilities.

27. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student organization or other student group. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

28. Abuse of the student conduct process, including but not limited to:
- Failure to comply with a request to attend a meeting with a student conduct body;
- Making false allegations, falsification, distortion, or misrepresentation of information before or during a student conduct proceeding, bringing about charges without cause or with intent to harm another;
- Disruption or interference with the orderly conduct of a student conduct proceeding;
- Kn�wingly initiating a false complaint;
- Attempting to discourage an individual’s participation in or use of the student conduct process;
- Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct proceeding;
- Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding;
- Failure to comply with the sanction(s) imposed under the Code; or
- Influencing or attempting to influence another person to commit an abuse of the student conduct process.

29. The carrying, using, burning, inhaling, or exhaling of any kind of tobacco product, including but not limited to, cigarettes, cigars, pipes, cigarillos, smokeless tobacco, chew, snuff, herbs, hookah-smoked products, cannabis (including medical marijuana) and electronic nicotine delivery systems including all forms of ‘e-cigarettes’ and personal vaporizers. (ICC Board of Trustees Smoke-Free Policy)

This list is not all-inclusive and may be modified at any time by campus administration.

VIOLATION OF FEDERAL, STATE, OR LOCAL LAWS

In keeping with ICC’s commitment to educate our students in becoming responsible community citizens, the college routinely addresses off-campus student misconduct. This includes any arrests or citations made by non-campus law enforcement agencies.

The following represents the college’s general response to alleged off-campus misconduct. The college may elect to respond differently dependent upon the circumstances and the gravity of the alleged reported misconduct.

The Dean of Students reviews each case and determines if a college judicial referral will be issued. In most cases students are also charged through the judicial process. A letter is sent from the College jurisdictions to the students informing them to schedule the date and time of an administrative hearing to resolve the matter of the Code of Conduct violation.

1. College discipline may be imposed on students charged with an off-campus violation of federal, state or local laws - but not with any other violation of the Code. This action is necessary to provide for the safety and welfare of the College community. Disciplinary action may be taken and sanctions imposed only for serious misconduct, which demonstrates flagrant disregard for the College
community. Any charges on Campus Housing property shall not be deemed to be off-campus.

2. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this Student Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. Student conduct proceedings and actions are not subject to challenge or postponement on the grounds that criminal or civil charges involving the same incident have been dismissed, reduced, or are pending in court. No individual can force charges to be dropped.

4. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Conduct Board under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

   ▶ Students arrested or cited for an alcohol or drug violation off-campus may be referred for a judicial review. This includes, but is not limited to, underage possession, underage consumption, intoxication, and possession/use of illegal drugs or paraphernalia.

   ▶ Students arrested or cited for serious acts of off-campus misconduct are routinely charged with an offense under the college’s code of conduct. Examples of such behavior include, but are not limited to, violence, drugs, sexual assault, and civil disturbance. In such cases, the college judicial referral can be issued prior to the resolution of the criminal case.

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**STUDENT ORGANIZATION RESPONSIBILITY**

Student organizations are expected to conduct themselves in a manner consistent with the College’s function as an educational institution. Student organizations must observe all federal, state and local laws and college policies, including the Code, both on and off campus. A student group will be responsible for the actions and conduct of its members when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Student organizations found in violation of the Code will be subject to student conduct procedures and sanctions in the same manner as individual students.

Any Notice of Complaint regarding alleged misconduct involving a student organization will be delivered to the Dean or other officers and to the organization’s advisor.

Student organizations are responsible for responding to all Notices of Complaint within 5 days and failure to respond may result in resolution of the matter in the absence of any representative of the organization.

A complaint filed against a student organization does not preclude the possibility of complaints being filed against any or all individual students involved in the alleged misconduct.

**STUDENT CONDUCT AUTHORITY**

1. The Dean of Students has the authority to issue sanctions for Code of Conduct violations, up to suspension, without a student conduct committee. In these cases, a student would have the option to appeal a decision to the appropriate appeal committee.

2. The Dean of Students will determine the composition of student conduct and appeal bodies and will determine which student conduct body and/or appeal body will be authorized to hear each case.

3. The Dean of Students will develop procedures for the administration of the student conduct program and rules for the conduct of hearings that are consistent with provisions of the Code.

4. Decisions made by the student conduct body will be final, unless the student initiates the appeal process.

5. A student conduct body may be designated as arbiter/mediator of disputes within the student
community in cases that do not involve a violation of the Code. All parties must agree to arbitration/mediation and to be bound by the decision with no right to appeal.

6. In certain circumstances, the Dean of Students may impose an interim suspension prior to a hearing before the Student Conduct Committee. Circumstances could include but are not limited to theft or other abuse of College property, or students posing a danger to themselves or others.

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**STUDENT CONDUCT PROCEEDINGS**

A. Charges and Hearings

1. Any member of the College community may file a complaint against any student for misconduct. Complaints will be prepared in writing and directed to the Dean, who is responsible for the administration of the college student conduct process. Any complaint should be submitted as soon as possible after the event takes place.

2. The Dean will (or appoint a student conduct body who will) determine if the charges warrant an investigation. If the complaint is not found to warrant an investigation, the complaint will be dismissed.

3. If the charges cannot be disposed of by mutual consent, a Student Conduct Committee will be formed to hear the charges. The Dean of Students may be authorized to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Committee. All charges will be presented to the accused student in written form by the Dean of Students. The hearing date will be set not less than three, nor more than 15 college class days (excluding Saturday and Sunday) after the date of notice to the student. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students.

4. Any student may seek advice about the Code, hearing procedures, and/or student rights and responsibilities from the Dean of Students Office at any time. Any student who wishes to have an advisor assigned to them may request one from the Dean reasonably in advance of any hearing. Assigned advisors may be faculty, staff, or students who are trained by Dean of Students Office. Students may not delay the regular student conduct process with failed or untimely efforts to secure an advisor.

5. Hearings are conducted by a student conduct body to provide the accused student an opportunity to respond directly to the alleged violation and to offer a response. The hearing is an educational forum designed to enable the student conduct body to determine if there has been a violation of the Code. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in the student conduct process. Hearings will be conducted according to the following guidelines:

a. hearings normally will be conducted in private;
b. admission of any person to the hearing will be at the discretion of the student conduct body. hearings are not considered open to the public;
c. in hearings involving more than one accused student, the student conduct body may permit the hearings concerning each student to be conducted separately;
d. the complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or the accused student is responsible for presenting his or her own case and, therefore, while advisors may be present, they are not permitted to speak or to participate directly in any hearing before a student conduct body;
e. the complainant, the accused, and the Student Conduct Committee may present witnesses. All witnesses are subject to cross-examination. Advisors may not, in any circumstances, question the complainant, accused student, or student conduct body;
f. pertinent records, exhibits, and written statements may be accepted as information at the discretion of the student conduct body;
g. all procedural questions are subject to the final decision of the student conduct body;
h. at the conclusion of the hearing, the student conduct body will determine (by majority vote if the body consists of more than one person) whether the student violated each section of the Code that the student was alleged to have violated;
i. the body’s determination will be made on the basis of preponderance of the evidence (whether it is more likely than not that the accused student violated the Code.)
j. for conduct hearings that involve sexual assault, rules may be modified to be in compliance with state and federal laws.

6. In each case in which a Student Conduct Committee determines that a student has violated the Student Code, the sanction(s) will be determined and imposed by the Dean of Students. In cases in which persons other than or in addition to the Dean of Students have been authorized to serve as the Student Conduct Committee, the recommendation of all members of the Student Conduct Committee will be considered by the Dean of Students in determining and imposing sanctions. The Dean of Students is not limited to sanctions recommended by members of the Student Conduct Committee. Following the hearing, the Student Conduct Committee and the Dean of Students will advise the accused in writing and/or orally of its determination and of the sanction(s) imposed, if any.

7. There will be a record of all hearings maintained by the Dean. Student Conduct Committee hearings will be audio-recorded. Access is limited to reviewing the record only on the college premises. The record will be the property of the College.

8. Except in the case of a student charged with failing to comply with a request to attend a meeting with a student conduct body, no student may be found to have violated the Code solely because the student failed to appear. In all cases, if an accused student, with notice, does not appear at a hearing, the information in support of the complaint shall be presented and considered, and the hearing will proceed in the student’s absence.

9. The student conduct body may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, video technology, telephone, or other means approved by the Dean.

Procedural Guidelines

The standard of proof used in making decisions in student conduct matters, including in all findings of responsibility, is the “preponderance of the evidence” or “more likely than not” standard. This means that when all available information is considered, the College official or hearing body determines whether it is more likely than not that a violation occurred, based on what a reasonable person would consider.

Investigators and hearing bodies do not have the authority to subpoena but may receive information without regard to the legal rules of evidence, so long as the information is related to the questions of the case. Character witnesses are not permitted since decisions about responsibility relate to behaviors, not to character. Anonymous information (such as reports or statements) may be considered by the hearing body but the unknown identity of the source will be taken into account in evaluating the credibility of such information.

The College will communicate with participants in the student conduct process mainly via email through the use of an online case management system and the student’s ICC email address. Depending on the circumstances of a given situation, communications may occur through other
means, such as through phone, U.S mail, or delivered in person.

Any participating complainant or respondent may bring an advisor to accompany him/her in student conduct meetings, including hearings and interviews, to serve as a support person to him/her. The advisor may not address the hearing body, provide information on behalf of the student, or otherwise participate in the meeting or hearing. Students may be required to provide notice that: an advisor will be attending a meeting or hearing and whether such a person is serving in the capacity of an attorney, and may also be required to sign a release granting permission for the advisor to have access to the student’s education records. Students who qualify for an accommodation under ADA/504 that require a person to provide the accommodation or who may require a language translator to effectively understand the English language may also have such a person present in addition to an advisor.

**Postponement of Resolution**

A student who files a report or who is charged with a violation of the Code may request in writing to have a resolution postponed because 1) there is pending or possible civil or criminal litigation which they feel may be jeopardized by the outcome of campus resolution process, or 2) the student is unavailable for communications due to being incarcerated or hospitalized.

The College may grant this only when both of the following circumstances have been met:

- When interim action as determined by the Student Conduct Officer or designee is imposed to prevent further or additional incidents during the resolution process. Such interim action will include (at a minimum) a hold preventing registration for classes, but may also include other measures such as, but not limited to, suspension, a ban from campus, and a designation on the academic transcript that there is a pending conduct matter.

- The College does not have any compelling reason why the resolution process should proceed. Examples of compelling reasons include but are not limited to:
  - Concerns for the safety of the campus or its members if the situation is not resolved
  - The need to provide a timely response in cases alleging sexual or gender-based misconduct
  - The quality of the investigation or ability to hear from witnesses who have critical case information may be compromised

The College reserves the right to postpone indefinitely or for a finite period of time. The College may also independently decide to postpone resolution without a request from a student when the above conditions are met. The Dean of Students will review and respond to all requests, and there is no appeal of the Dean’s decision concerning a requested postponement.

**B. Infractions**

The following infractions may be imposed upon any student found to have violated the Code.

1. The following infractions may be imposed upon any student found to have violated the Student Code. Classification of infractions from minor to intermediate or severe may be imposed. All infractions will be issued in writing. Infractions in the intermediate to severe classifications will be placed in the student’s confidential discipline file as an official part of a student’s educational record for seven years beyond the student’s departure from the college. Severe infractions classifications will become part of the student’s permanent discipline record. Acts of academic dishonesty will be made part of the permanent discipline record as determined by the faculty member, Academic Department Dean and/or Vice President of Academic Affairs:

   a. **Minor Infractions**
      
      (1) Warning – a notice that the student has violated the Code and that any repetition of the behavior will result in more severe infractions.

      (2) Probation – a written reprimand that expires automatically after a specified time but includes the probability of a more severe infraction if a student violated the code again during the probationary period.

      (3) Educational infractions – reflection, research or other written assignments, apology letters, workshops, programs, article/book review, educational poster, video review, or other assignments designed to educate a student of the potential impact of student misconduct and to prevent reoccurrence.

   b. **Intermediate Infractions**

      (1) Loss of privileges – denial of specified privileges for a designated period of time

      (2) Fines – Previously established and published fines from Campus Police may be imposed. Citations and fines may also be
issued for violations of certain College policies.

(3) Restitution – compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

(4) Discretionary infractions – work assignments, service to the college or neighboring communities, or other related discretionary assignments.

(5) Limited access – administrative restriction to selected parts/locations of campus sites or computer usage.

(6) No contact order – student is prohibited from having any contact with specified member(s) of the college community due to a conflict or perceived threat. Means of contact include face-to-face, email, social media, and telephone. Friends, relatives, and other acquaintances are also prohibited from contact on behalf of either party. This is not the same as a legal no contact order.

(7) Withdrawal from class – administrative withdrawal with consequent loss of tuition and fees from a class or classes.

(8) Hold – a block on a student’s privileges, such as registering for classes or obtaining transcripts.

(9) Referral – an order to access or utilize a campus resource or service, such as Counseling, Academic Advising, Access Services.

(10) Parental notification – a letter or phone call notifying a parent or guardian of a student who is under 21 years old (at time the letter is sent) that they has committed a violation of law or college policy pertaining to drugs or alcohol.

(11) Deferred suspension – a suspension that is delayed pending specified behavioral performance. A definite period of observation and review occurs during deferred suspension. If a student is again found responsible for violating the Code, the suspension will take place immediately without appeal.

c. Severe Infractions

(1) College suspension – separation of the student, with consequent loss of tuition and fees, from the college for a definite period of time, after which the student may be eligible to return. Students will be denied access to the campus (including classes), to college activities or privileges for which the student might otherwise be eligible. Conditions for readmission may be specified.

(2) College expulsion – permanent separation with consequent loss of tuition and fees, of the student from the college. Students will be denied access to the campus (including classes), to college activities or privileges

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Infractions will not be made part of the student’s permanent record, but will become part of the student’s conduct record.

4. The following sanctions may be imposed upon clubs, groups or organizations:

   a. those sanctions listed in Section A1 through 3 and B1 through 6

   b. Deactivation – loss of privileges, including college recognition, for specified period of time.

Students that have four or more intermediate disciplinary infractions within an academic year will be suspended from the college one to two years depending on the infractions committed. Students that have eight minor infractions will meet with the Dean of Students to discuss all the infractions and will be warned one final time. If the student commits another infraction on campus, the student will be suspended from the college for one to two years. The duration of the suspension will be recommended to the Vice President of Student Success by the Behavior Intervention Team and Dean of Students.

C. Interim Suspension

In certain circumstances, the Dean may impose an infraction prior to the hearing before a Student Conduct Committee, including but not limited to no contact orders, loss of privileges, limited access, or suspension.

1. Interim infractions may be imposed only:

   a. to ensure the safety and well-being of members of the college community or preservation of college property;

   b. to ensure the student’s own physical or emotional safety and wellbeing; or

   c. to avoid a threat of disruption of or interference with the normal operations of the college.
2. During an interim suspension, students will be denied access to the campus (including classes), to college activities or privileges for which the student might otherwise be eligible, as the Dean determines appropriate.

3. The interim suspension does not replace the regular student conduct process, which will proceed on the normal schedule.

D. Appeals

1. A decision reached or a sanction imposed by the Student Conduct Committee may be appealed by accused students to an appeals body within five college days of receipt of the decision. Failure to respond within the five college days after the receipt of the decision will result in the implementation of the recommended sanction(s).

2. Except when explaining the basis of new evidence, an appeal will be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the original hearing:
      (1) was conducted fairly in light of the charges and evidence presented;
      (2) conformed with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated;
      (3) gave the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
   b. To determine whether the decision reached regarding the accused student was based on the preponderance of the evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
   d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.

3. In cases involving appeals by students accused of violating the Student Code, review of the sanctions by a hearing board may result in more severe sanctions for the accused students. An appeal to the Dean of Students may not result in more severe sanctions for the accused students.

4. A decision reached by a hearing board is final and no appeals can be made. The Dean of Students may, upon review of the case, reduce or increase, the sanctions imposed by either the Dean of Students and/or a hearing board.

5. The Dean will notify the student of the appeals body’s decision in writing. This notification will include final charges, sanctions, and/or instructions for a new hearing.

6. The decision of the Dean of Students shall be final.

BIT - BEHAVIOR INTERVENTION TEAM

The Behavior Intervention Team is an interdisciplinary alliance that flags and reviews students deemed to be at risk to themselves or others, socially, mentally, and/or physically. The primary role of the team is to make recommendations for intervention or action for the referred student. The team members are the Chair of the Team / Dean of Students, Campus Police, Counseling Coordinator, Faculty, Counselor/Advisor, Academic Deans, and Athletics.

Any member of the campus community can refer a student to the BIT team by completing a referral form available from the Dean of Students’ Office. Once a completed referral is received, the team reviews the referral and determines if the referral is warranted. If so, the appropriate team member will contact the student for an in-person meeting to discuss the concern. If warranted, the student will receive recommendations for intervention.

In an incident in which immediate action is required, you should contact ICC Campus Police.

ACADEMIC MISCONDUCT

Matters relating to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for the assignment, test, or course.

Based on the severity of the offense, the instructor may recommend failure for an assignment or failure for the course. Multiple instances of academic misconduct could include sanctions up to dismissal from the college.

A common form of academic dishonesty is plagiarism. This is the use (whether deliberate or unintentional) of an idea or phrase from another source without proper
acknowledgment of that source. The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any other major or unique idea which the student could not or did not arrive at independently. These precise indications of sources must be given regardless of whether the material is quoted directly or paraphrased. Direct quotations, however brief, must be enclosed in quotation marks as well as properly documented.

Another form of plagiarism is copying or obtaining information from another student. Submission of written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent, is plagiarism. Obtaining an examination prior to its administration or use of unauthorized aids during the examination are clear acts of academic dishonesty. It is also academically dishonest to knowingly aid another student in performing an act of academic dishonesty.

Thus, in cases of inappropriate collusion on academic work, the provider of inappropriately used material is guilty of academic dishonesty, as well as the actual perpetrator.

Listed below are examples which may be confusing to students, especially freshmen who are accustomed to working on projects in laboratories with fellow students in high school.

1. Sharing information in the preparation of a report or paper, unless approved by instructor.
2. Turning in the same paper for two different courses with slight modification.
3. The illegitimate uses of written material such as laboratory reports and computer programs or the obtaining of information from other students while an examination is in progress.

In brief, any act which represents work not one’s own as one’s own is an academically dishonest act.

If a student is ever in doubt about an issue of academic dishonesty, or has any hesitation about a contemplated course of action, the student should consult his or her instructors. The penalties for academic dishonesty can be very painful and can affect the entire educational experience at Illinois Central College.

**Procedures**

1. Student notified by instructor of academic honor code violation.
2. Instructor notifies the Dean of Academic Department and Dean of Students.
3. Notice is sent via ICC email from the Dean of Students to student and Code of Conduct proceedings are initiated if needed (see Student Code of Conduct).

*First Offense* – if found in violation, the violation is noted in the conduct database and the student is referred to an educational sanction process.

*Second Offense* - If found in violation, the violation is noted in the conduct database and the student is referred to the Code of Conduct sanction process.

*Subsequent Offense(s)* – Failure to complete educational sanction will initiate Code of Conduct.

4. Upon receipt of the letter, student will have a right to appeal as defined in the letter.

**Sanctions**

All sanctions imposed will be determined by judicial hearing and will be developmental in nature.

**RECORDS**

1. Documents that are created and maintained as part of the student conduct process are subject to the protections of the Family Education Rights and Privacy Act. Student conduct records will be maintained by the Dean for a minimum of seven years in accordance with the records retention guidelines of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

2. Records of students who have been suspended, expelled, or who have unresolved cases or outstanding sanctions shall be retained indefinitely.

3. A student may request that the Dean eliminate an incident or incidents from his/ her student conduct record. This request must be in writing and must include the specific basis for the request. The request may not be submitted earlier than one year from the time of the original incident(s). The decision to eliminate a record will be based on the violation(s), the individual's student conduct history, and evidence of appropriate behavior since the violation occurred. The decision of the Dean will be final.
INTERPRETATION AND REVISION

1. Any question of interpretation regarding the Code will be referred to the Dean or a designee for final determination.

2. The Code may be periodically reviewed and amended as necessary under the direction of the Dean of Students.

Acknowledgments

Illinois Central College would like acknowledge the following resources for the revision of this document:

- Edward N. Stoner II, Model Code of Conduct
- Student Codes of Conduct and related procedures from: Harper College, Joliet Junior College, and Waubonsee Community College
Financial Aid and Tuition

FINANCIAL ASSISTANCE

East Peoria: Administrative Building L211
(309) 694-5600

Peoria: Arbor 002
(309) 694-5600

Major types of financial assistance offered at Illinois Central College include the Federal Pell Grant, State of Illinois Monetary Award Program (MAP), Federal Direct Loan Program, Federal Work Study Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), scholarships. To apply and to be considered for financial assistance you must:

- Complete the ICC Admissions form. The application can be completed by visiting icc.edu/admissions and select, “Apply Online Now.”

- Submit the Free Application for Federal Student Aid (FAFSA). You must enter ICC’s school code #006753 for your information to be processed by ICC. The FAFSA can be submitted electronically with the government at www.fafsa.ed.gov. The ICC Financial Assistance staff is able to provide assistance with completing the FAFSA.

- Have enrolled or have been accepted to enroll in a program of study requiring 24 credit hours or more.

- Be in compliance with the Satisfactory Academic Progress Standards (SAP) prior to and following receipt of financial assistance. All students applying for assistance must meet GPA (cumulative 2.0) and completion rate (cumulative 67%) requirements. In addition, the student must not have attempted the maximum hours allowed for the program. In general, this requirement is 1.5 times the number of hours required to complete the program. Students not meeting SAP standards will be notified in writing through their student email account. Students may be reinstated for financial assistance once they meet SAP requirements. Students may appeal their loss of assistance eligibility if extenuating circumstances exist. For a detailed explanation of SAP, please visit icc.edu/student/financial-aid/eligibility.

- If additional information is requested by ICC, you will receive the request through your ICC student email account. All requested documentation must be received as soon as possible. Your FAFSA will not be processed until all documentation is received.

- If you are requesting student loans, you must submit all paperwork required. For more information, visit icc.edu/admissions/financial-aid/types-of-financial-aid-available

Students are encouraged to complete the FAFSA form as soon as possible after October 1 of each year. Applications are accepted throughout the year. However, completed applications received by June 1 of each year are given priority status when determining eligibility for limited funded grants such as FSEOG and Federal Work Study.

Please go online to icc.edu/admissions/financial-aid for further information on many aspects of financial aid and tuition, including the following topics:

- Return of Financial Aid Funds
- Financial Aid Overpayment
- Pell Grant Lifetime Eligibility Limits
- Student Loan Information
- Student Loan Default
- Direct PLUS Loans
- Subsidized Loan Limit

Refer to the College Catalog or the website icc.edu/admissions/financial-aid for further information on financial aid.

PURCHASING TEXTBOOKS WITH FINANCIAL AID

Eligible enrolled students, whose grant, loan and/or scholarship funds exceed the outstanding charges on their student account, may be eligible to use a bookstore charge to purchase books and supplies against their pending financial aid. These charges are automatically set up for Pell-eligible and loan student to use at the bookstore two weeks prior to the start of the semester for fall and spring semesters.

Bookstore charges close the third Wednesday of the fall and spring semester. All charges made by the student will be posted to their ICC student account and will remain as an outstanding balance owed until the financial aid funds determine.
are received by ICC. Books and supplies required for classes must be purchased before any other bookstore items such as electronics and clothing can be purchased.

It is important that you have finalized your enrollment and have submitted all requested financial aid documents to ensure an accurate bookstore charge is set up in a timely manner for your use in the bookstore. If you do not have all requested items submitted to the financial aid office, you will not be eligible for a bookstore charge.

**REMEDIAL COURSEWORK**

By law, federal student aid funds can be used to pay for up to 30 credit hours of remedial coursework. If the student has reached the maximum hours allowed, the student is notified prior to disbursement for the semester. Once the maximum number of remedial hours have been taken, the financial aid award is determined by subtracting the remedial hours from the total hours attempted for the current semester. The award is then calculated based on the remaining hours on the student class schedule.

**RETAKING COURSEWORK**

By law, federal student aid funds can be used for one repeat enrollment of a previously passed course. This applies when the original attempt at the course was paid for by financial aid. Federal student aid regulations state a passing grade for purposes of this law is any grade higher than an “F”, regardless of any school or program policy requiring a higher qualitative grade for determination of passing the course. If a student withdraws before completing the course that they are being paid financial aid for retaking, then that is not counted as their one allowed retake for that course.

**SCHOLARSHIPS**

**East Peoria:** Educational Foundation L425
(309) 694-5530
Financial Assistance L211
(309) 694-5324

Information about Foundation scholarships is available through the Financial Assistance Office, L211, or on the web at icc.edu/admissions/scholarships. Students can apply for scholarships via the website from January 15 through April 1 for the upcoming fall semester.

Scholarships are offered through the Illinois Central College Educational Foundation, a nonprofit, tax-exempt organization established to support the College. The mission of the Illinois Central College Educational Foundation is two-fold:

- To assure access to higher education for our community – the Educational Foundation Scholarship Program seeks to ensure cost is not a barrier for individuals who seek a college education.
- To enhance the quality of education offered by ICC – the Educational Foundation enhances the quality of instruction at ICC by funding faculty/staff development, technology and equipment, and special projects of the college.

The Foundation accomplishes its mission by securing charitable contributions, forming partnerships with business and industry, and pursuing grant funding.

**SPECIAL ACADEMIC SERVICES**

**Peoria:** Arbor Hall Room 102
(309) 690-6881

Financial assistance to purchase required books and supplies is available to qualified applied science and certificate students (students must meet financial need eligibility requirements.) Special Academic Services also provides financial support to students enrolled in applied science programs leading to a nontraditional career. Nontraditional careers are defined as occupations in which individuals from one gender comprise less than 25% of all the individuals employed in that occupation. Academic support services include study skills assistance, schedule planning, and tutoring for select programs at ICC.

**TUITION**

Financial arrangements must be made by the due date to ensure you remain registered for your classes. District chargebacks, inter-district cooperative agreements or agency authorizations must be received by the tuition due date to ensure your account balance is adjusted or you will be responsible for the full tuition amount due by the due date. These authorizations may be submitted to Enrollment Services, Room L211, on the East Peoria campus. Illinois Central College reserves the right to change tuition without notice and to assess additional charges associated with administration, collection fees and any other charges incurred by the College in resolving unpaid balances. Any and all means necessary to collect on unpaid balances will be used by ICC.

Refer to the College Catalog or the website icc.edu/admissions/paying-for-college for further information on tuition.
ANIMAL/PET POLICY

No pets or animals of any kind are permitted in any ICC building, satellite building or campus function. Exceptions to this policy are:

- Service Animals with written permission given by the Dean of Students or Access Services.

A Service Animal Shall Be Defined As

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not services animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler’s disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition. (Title III/ADAAA)

Miniature Horse Exception

The college shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to work or perform tasks for the benefit of the individual with a disability.

Assessment Factors: In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the college shall consider:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Requirements which apply to service animals shall also apply to miniature horses.

Service Animal Use on Campus

Visitors to campus with service animals may access all public facilities, with the exception of areas where service animals are specifically prohibited due to safety or health restrictions or where the service animal may be in danger.

Students with a disability who wish to utilize a service animal in the classroom are strongly encouraged to register with the Access Services Office.

Service animals on campus must comply with all state and local licensure and vaccination requirements.

The care and supervision of a service animal is the responsibility of the individual who uses the animal’s service. The individual must maintain control of the animal at all times. The animal should always be on a leash, harness or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control.

The individual using the animal’s service is responsible for ensuring the cleanup of all animal waste. All service animals must be housebroken. College may designate animal toileting areas.

Removal of Service Animal

A service animal may be removed from College grounds or facilities if it is disruptive (e.g., barking, wandering, displaying aggressive behavior) and the behavior is outside the duties of the service animal. Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus areas. The individual responsible for such an animal may be required to remove the animal.
Restricted Area
The College may prohibit the use of service animals in certain locations due to health or safety restrictions or where service animals may be in danger.

Interacting With Service Animals by General Public
Service animals work and perform tasks and are not pets. The general public should not:
- touch or feed a service animal;
- deliberately distract or startle a service animal;
- separate or attempt to separate a service animal from the individual using the animal’s service.

Policy Exceptions
Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the Affirmative Action Compliance Officer.

Dispute Resolution
Disputes or disagreements about a disability determination, appropriateness of an accommodation, service quality, or an animal restriction should first be raised with the Access Services Office. If the matter cannot be resolved, a written complaint can be filed with the College’s ADA Compliance Officer.

CHILDREN ON CAMPUS
The College will not permit children left unattended in learning and support areas. If children are found to be unattended in these areas, the ICC Police Department will be notified immediately. Additionally, children will not be allowed in classrooms or other similar settings when the sole purpose is to provide child care during the scheduled class or activity. If a student has extenuating circumstances regarding child care arrangements, the student needs to contact the instructor or other appropriate College personnel in advance of the class/learning activity to discuss the situation and determine what options may be available to the student. The student will need to talk to their instructor for possible make-up options.

CHRONIC COMMUNICABLE DISEASES
Illinois Central College places a high priority on the need to prevent the spread of dangerous chronic communicable diseases on its campus. The policy is designed to promote the health and regular attendance of both students and employees. The College is committed to protecting the civil rights of individuals while preserving the health and safety of all employees and students; therefore, strict confidentiality must be maintained.

Students with Chronic Communicable Diseases
Students with identified chronic communicable diseases may not be excluded from the College as long as, 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 the College. Whenever possible, the College will attempt to assist students in continuing their pursuit of educational goals. Placement decisions will be made by using these objectives in conjunction with current, available public health guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be 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 to 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” would be provided with appropriate information; however, these persons shall not further disclose such information.

Procedure for Handling an Identifiable Case of a Chronic Communicable Disease
The Manager of Risk, Safety and Benefits shall investigate, as the situation warrants, the health status of any student or employee know to have a chronic communicable disease. In addition, the health status of any student or employee identified to the Manager of Risk, Safety and Benefits by public health officials as being strongly suspected of having a chronic communicable disease will be investigated under proper guidelines identified by the public health officials. The Manager of Risk, Safety and Benefits shall investigate and then refer the case to the Vice President for Administration and Finance. As the situation warrants, a task force shall be formed, and may include the following individuals: the Vice President for Administration and Finance, the Manager of Risk, Safety and Benefits, the Dean of Students, and the
Vice President of Marketing and Institutional Advancement.

After reviewing the case and guidelines set forth by public health officials, the task force shall determine the appropriate action to be taken for the particular case based upon the following criteria:

- The nature of risk
- The duration of risk
- The potential harm to other parties
- Possibility of transmission of the disease

The recommendation will include a summary of the findings relative to each of the above criteria, a description of the recommended attendance or employment accommodations and a specific description of the notifications suggested.

After a recommendation is made by the task force and action set forth, the Vice President for Administration and Finance will inform appropriate College officials of that recommendation and action. During the notification procedure, all efforts shall be made to keep confidential the name of the person/persons involved.

Whenever a decision is made that might have an adverse effect on the employment or educational placement or a person and that person disagrees with the decision, an appeal may be made to the President of the College for a review of that decision. The decision of the President shall be final.

**COURSE WITHDRAWAL AND CHANGES**

When necessary to withdraw from a course or courses, you may do so at any time until 75% of the class has elapsed.

Withdrawals are accepted online, by mail, by fax, or in person at the East Peoria Campus (L211) or the Peoria Campus, Arbor Hall.

If you experience problems when trying to withdraw online, you must contact the ICC Help Desk within 24 hours of your attempt so that we may research the problem. Call the ICC Help Desk at (309) 694-5457 or email enroll@icc.edu. If you do not make this contact, your situation will be handled in accordance with the current ICC enrollment policies.

Students may withdraw from a class until the withdrawal date listed on their class schedule. If a student withdraws after the withdrawal date, they will receive a grade of “WF” (withdraw failing). This grade factors into the student’s GPA as a grade of “F.” All students are financially responsible for tuition and fees for classes that they enroll into during a semester. However, if the withdrawal occurs on or before the refund date listed on the class schedule, the student may be entitled to a refund of tuition.

**Mailed or Faxed Withdrawals**

The envelope or fax must bear a postmark prior to or on the withdrawal (or refund) date printed for the course on your class schedule.

Mailed or faxed withdrawals received during the weekend that bear the appropriate date on the envelope or fax receipt will be processed the following business day. If you have any questions, please contact Enrollment Services for verification.

**WITHDRAWAL FOR NON-ACTIVITY**

Students who are identified as a non-active or no longer participating in class by their instructor may be withdrawn from the class at midterm. Students recorded for non-activity will be notified by mail that they have been administratively withdrawn from the class without refund of tuition.

Instructors have individual and often varying policies regarding non-activity withdrawals. Do not assume you will be withdrawn if you never attend or stop participating in a class.

If space is available, students may re-enroll in a class from which they have been withdrawn with instructor approval (see “Late Enrollment”).

Non-activity without an official withdrawal constitutes a failing or unsatisfactory grade.

Students are financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date.

**DISCRIMINATION AND/OR HARASSMENT**

It is the policy of this College that no person, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran’s status, shall be discriminated against in employment, in educational programs and activities, or in admission. Inquiries and complaints may be addressed to the Title IX/Civil Rights Equity Coordinator, Illinois Central College, 1 College Drive, East Peoria, Illinois 61635-0001, (309) 694-8460 or email Title9@icc.edu.
**DISCRIMINATION COMPLAINT PROCEDURE**

The complete description of the Discrimination Complaint Procedure can be found at https://icc.edu/civil-rights/. Students may contact the Title IX/Civil Rights Equity Coordinator at (309) 694-8460 or email Title9@icc.edu.

**Sexual Harassment Definition**

For purposes of this policy, sexual harassment is defined, as in the Equal Opportunity Commission Guidelines, as any unwelcome, unsolicited sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational status,
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

- Unwanted sexual advances
- Subtle or overt pressure for sexual favors
- Unwelcome sexual jokes, comments, innuendos, advances, propositions, or abusive personal remarks
- Verbal abuse of a sexual nature
- Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area
- Offering or implying a reward or threat concerning academic assignments, grades, discipline, or other terms or conditions of the academic situation in exchange for sexual favors
- Demeaning behavior including but not limited to staring, leering, pinching, obscene gestures, touching and other physical conduct or blocking the movements of another person
- Obscene, pornographic, discriminatory, or sexually explicit phone calls, emails, or other communications.

**Harassment Definition**

(Excluding sexual harassment or discrimination as defined above.)

Enrollment at Illinois Central College includes obligations with regard to conduct both in and out of the classroom. Employees and students are expected to conduct themselves appropriately within the academic community.

When employees or students fail to observe the general standards of conduct established by the College, they shall be liable to disciplinary action. Behaviors (excluding discrimination and sexual harassment as outlined above) that create a hostile environment for other individuals and disrupt the educational or work environment may be classified as harassment. Disruption of the educational process and violation of the rights of others constitutes irresponsible behavior and is subject to disciplinary action.

Some actions may include, but are not limited to, actions or threats endangering life and property; flagrant disruptiveness in the classroom, or on or about College property, or at College-sponsored functions; explicit use of profanity or obscenity; threatening others with bodily injury; bullying; or stalking.

**SEXUAL & OTHER HARASSMENT COMPLAINT PROCEDURE**

The complete description of the Title IX/Sexual Misconduct Complaint Procedure can be found at https://icc.edu/title-IX and the Harassment Complaint Procedure can be found at icc.edu/civil-rights. Students may contact the Title IX/Civil Rights Equity Coordinator at (309) 694-8460 for assistance with the procedures.

**Privacy**

At each step, these procedures seek to protect, insofar as practical and appropriate under the circumstances, the privacy of individuals involved in the complaint. Both in fact finding and in the final disposition of the complaint, reasonable efforts will be made to carry out the procedures confidentially.

**Protection Against Retaliation**

Retaliation against an individual for reporting sexual harassment or other forms of harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated. Constructive criticism and supervisory actions regarding performance or other workplace issues are not retaliation.
Records
The College will maintain a written record of each formal complaint and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. Written records will normally be maintained for at least the same period as other personnel records are maintained.

False and Malicious Accusations
False and malicious complaints of sexual or other forms of harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to appropriate disciplinary action.

Timeliness in Reporting Harassment
The College encourages the prompt reporting of complaints or concerns so that rapid, constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual or other forms of harassment.

The complaint procedures described above are the only internal procedures available for complaints of discrimination, sexual harassment or other types of harassment. Other available resources for information include:

The Illinois Department of Human Rights
Chicago: (312) 814-6200
Springfield: (217) 785-5100

Equal Employment Opportunity
Chicago: 1-800-669-4000

EDUCATIONAL RIGHTS AND RESPONSIBILITIES
Students have the same rights accorded all citizens, including the right to free, open, and responsible discussion and inquiry, and the right to a quality education in a program of study provided by competent instructors. It is the right of each student at Illinois Central College to:

- Study any controversial issue with political, economic, or social significance and concern
- Have free access to all relevant information, including materials which circulate freely in the community
- Study under competent instructors in a healthy, responsive atmosphere free of bias and prejudice
- Form and express personal opinions on controversial issues without jeopardizing their relationship with instructors or the College
- Be treated fairly and with full respect
- Be accorded the best efforts of instructors, including access through regular office hours.

In return, students are expected to conduct themselves as responsible members of the academic community. Disruption of the educational process and violation of the rights of others constitutes irresponsible behavior. Faculty members reserve the right to establish a classroom environment that is conducive to learning and equitable to all. Specific responsibilities of Illinois Central College students include:

- Attending classes regularly and explaining reasons for absences to instructors
- Intelligent care of equipment and facilities used
- Abiding by the expectations established in the course syllabus
- Actions characterized by honesty
- Refraining from:
  - giving false or misleading information to any College official or tampering with any College record
  - possessing or taking any narcotic, stimulant, or drug except as prescribed by a physician
  - giving, exchanging, or selling any drug to another person
  - possessing or consuming any alcoholic beverage on campus
  - giving, exchanging, or selling such beverages to another
  - using the College name or emblem in an unauthorized or unseemly manner.

Contrary actions such as plagiarism or giving unauthorized help on examinations may result in disciplinary action ranging from a failing grade for the assignment or exam to dismissal from the College.

Students are responsible for knowing and abiding by all College regulations, together with federal, state, and local laws. These are enforced by appropriate civil, state, or College authorities. If students are in doubt about any particular matter, they should consult the Dean of Students, East Peoria Campus, Room L221.

Also see “Code of Conduct” in this publication.
ENROLLMENT

Students are encouraged to plan their educational programs early with their advisors in order to take advantage of early enrollment and schedule classes convenient to individual study and work requirements. Students who find it necessary to change classes after enrollment, add and/or drop a class, or withdraw from the College should consult with their assigned advisor.

Enrollment changes must be completed prior to the published withdrawal date for individual classes through your MyICC account or may be completed in the Enrollment Services office on any of ICC's three campuses. Changes prior to the published withdrawal date may also be made by mail or fax (withdrawals only).

Students who have not met all financial obligations to the College are not allowed to enroll for subsequent semesters.

LATE ENROLLMENT

It is expected that students should enroll for classes prior to the start of the semester. To enroll during the first week of full semester classes:

1. student may enroll into a class through the business day prior to the first class meeting,
2. if the class is meeting for the first time that day or has already met, then students must go to the class and get the instructor's signature on the enrollment card. The signed enrollment card must then be submitted to Enrollment Services.

Students considering enrolling after the first week of classes are encouraged to pursue 12 and 8-week classes for the semester.

For 12-week, 8-week, and summer session classes, students can enroll with the instructor's signature prior to the second meeting of the class.

REQUEST FOR LATE WITHDRAWAL

Withdrawal from courses after the end of semester will be allowed only when justified by serious and extenuating circumstances outside the student’s control. These may include documented severe illness or accident to the individual or a member of their immediate family. The following issues are not considered justifiable:

- The desire to improve grade point average
- Unawareness of withdrawal procedures
- Personal choices that prohibit course completion

Requests for late withdrawal from classes that occurred more than three years ago will not be accepted.

For more information, or to request a “W” grade, contact Enrollment Services, (309) 694-5600.

RETAKING CLASSES

Students may retake a class attempted at this institution for which they received a grade.

Retaking of program specific courses may require department approval prior to student continuing in program of study. If a student retakes a class, all grades will remain on the transcript, but only the highest grade will be calculated in the Illinois Central College cumulative grade point average. Students receiving financial assistance should refer to the “Retaking Coursework” section in this publication to determine how repeats will affect their eligibility. Questions regarding repeating classes should be directed to Enrollment Services, (309) 694-5600.

Note: Students planning to transfer to another college are cautioned that many colleges include all grades earned to compute the transfer cumulative grade point average.

HEALTH CAREERS READMISSION

A student who has been admitted to a Health Careers program and who has (a) received a grade lower than “C”, or (b) received an unsatisfactory grade in a health program course, or who has (c) withdrawn, may seek readmission by initiating a written request to the program director. A student may be readmitted to the program only once and may repeat such a course only one time.

A student who seeks readmission may be asked to demonstrate retention of previously learned skills or may be required to repeat the entire program vocational sequence. Space availability is a consideration in evaluating the readmission request.

Questions regarding repeat of Health Careers classes may be directed to Health Careers, 309-690-7530.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Illinois Central College is accredited by the Higher Learning Commission. It is the policy of this College that no person, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran’s status, shall be discriminated against in
employment, in educational programs and activities, or in admission. Inquiries and complaints may be addressed to the Title IX/Civil Rights Equity Coordinator, Illinois Central College, 1 College Drive, East Peoria, Illinois 61635-0001, (309) 694-8460 or email Title9@icc.edu.

Section 504 of the Rehabilitation Act of 1973 – Illinois Central College shall provide that no otherwise qualified individual with a disability, shall solely by reason of disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity engaged in by the College as required by Section 504 of the Rehabilitation Act of 1973. Inquiries and complaints may be addressed to the Title IX/Civil Rights Equity Coordinator, Illinois Central College, 1 College Drive, East Peoria, Illinois 61635-0001, (309) 694-8460 or email Title9@icc.edu.

FREE SPEECH AND EXPRESSION

Procedures Related to Free Speech and Expression for Students and the Public

These procedures apply to the College’s campuses and sites, but can be adopted for use at other facilities operated by the College. These Procedures address the expressive activity rights and responsibilities of students, student clubs and organizations, and visitors to the College. These Procedures are not intended to discriminate against any expressive activity on the basis of content; rather, the Procedures set forth the College’s practices to regulate the time, place and manner under which ideas may be expressed, without disrupting the College’s educational mission or the rights of its students. The College reserves all rights to prohibit or take action against such unprotected forms of expression.

For more information please refer to https://icc.edu/students/student-services/.

GRADE APPEAL PROCESS

The Grade Appeal Process is designed to provide students and faculty with a fair and structured process to review a grade issue or discrepancy. Only final course grades may be appealed through this process.

The process, in brief, is explained in these steps:

INFORMAL APPEAL

1. Student must identify a grade issue/ discrepancy and contact the instructor (in person or by email) to discuss the issue and a possible resolution. The contact must be within 15 business days from the scheduled course final exam date.

2. If the student does not receive a response from the faculty member within 10 business days, the student should contact the Department Dean/Associate Dean. The Dean/Associate Dean will notify the instructor of the grade issue.

3. The student and instructor may schedule a time to meet to discuss the grade issue or correspond by email or phone to determine if the issue can be resolved informally.

If the issue is not resolved through this process, the student can request a formal review. A student must complete the informal appeal process before moving to the formal process. If an extenuating circumstance exists that prevents this informal process, the student must contact the Department Dean/Associate Dean or the Vice President of Student Success.

FORMAL APPEAL

A student must complete the informal appeal process before moving to the formal process.

4. The student must request a Grade Appeal form from the Vice President of Student Success (VPSS) office (East Peoria Campus – Room L434.) The student must submit the Grade Appeal form, along with supplemental evidence to support the appeal. The form and supporting documents must be submitted to the Academic Department Office within five business days (except in extraordinary circumstances) of the completion of the informal process.

   ▶ Upon receipt of the completed Grade appeal form and supporting evidence, the academic department will schedule a meeting between the student, the course instructor and the Department Dean. The Dean will serve as the mediator for the meeting.

   ▶ In situations involving an objection to a face-to-face meeting, the student or instructor can request to meet separately with the Department Dean.

   ▶ The Department Dean will provide written notice of the resolution to both the student and instructor, via ICC email, within three business days of the meeting.

5. If the issue is not resolved through step 4, the student may request a formal review by the Grade Appeal committee.
a. Within five business days of receipt of the emailed resolution from department dean/associate dean, the request for the grade appeal review must be made through the Vice President of Student Success.

b. The Vice President of Student Success will notify the co-chairs of the Academic Standards Committee to convene the formal review by the Grade Appeal committee.

c. The student and the faculty member are encouraged to provide a written summary and documented evidence supporting his or her position to the contact person above a minimum of two business days in advance of the scheduled date of the Grade Appeal Committee. Only written materials submitted in advance will be considered by the Appeal Committee.

6. The Grade Appeal committee is comprised of a subset of members from the Academic Standards committee. The Grade Appeal committee will include a minimum of one administrator and two faculty members, with at least one faculty from the academic department from which the appeal originated. In the event an available academic department representative is not available, a designee from the Faculty Senate can be appointed.

7. The Grade Appeal Committee will review the documentation and make a determination regarding the appeal. The Grade Appeal Committee may request additional information as needed. The decision of this committee is final.

icc.edu/student-feedback/formal-grievance/grade-appeals

MINIMUM AGE POLICY

Underage Student Enrollment
Students under the age of 16 who wish to enroll in any courses (including dual credit courses) must petition the Dean of Students. Students will be asked to complete the appeal form, have completed the Compass tests, provide a transcript including all completed course work from the current school, and provide additional information as indicated on the form. Once the documentation is provided, an appointment can be made by calling the Dean of Students at (309) 694-5573.

Process
The paperwork and initial meeting with the Dean of Students will serve as an evaluation of the proposed course work, as well as the academic and emotional preparedness of the student for college-level course work. The Dean will confer with the appropriate faculty member and dean prior to the face-to-face meeting with the student to determine the academic preparedness needed and any potential challenges or exceptional characteristics of the course that may be relevant to the decision. The faculty member and dean have the ability to deny entrance into a class. If the faculty staffing for a class changes, the course enrollment will be reviewed with the new faculty member.

Students will not be permitted to enroll in developmental course work unless there are extenuating circumstances that require this enrollment. The Dean will use the feedback and recommendation of the faculty member and dean in determining student eligibility for an individual course in conjunction with the face-to-face meeting.

The face-to-face meeting will discuss issues including course content, course modality, academic rigor, FERPA, safety and legal issues, and other important aspects regarding underage enrollment. Students must also provide a letter from the school principal or other designated official that indicates their recommendation or support of the student for college-level course work. If the enrollment is approved by all parties involved, the student will be allowed to enroll in the course.

ROMANTIC RELATIONSHIPS

Romantic Relationships
Between Employees and Students
Employees of Illinois Central College shall not be romantically or sexually involved with a student whom he or she teaches, advises, coaches, mentors, or supervises in any way.

This policy will be supported by guidance regarding employee-student relationships such as appropriate language, suggested behaviors to avoid, and steps for modifying a present or potential situation, i.e., reporting the conflict, changing advisors, instructors, etc. Adopted by the Board of Trustees on October 16, 2014.
Student Life and Organizations

Requests for scheduling student events or activities are initiated with Student Life staff, East Peoria Campus, Room 303A, who will assist registered student organizations in arranging services and facilities as necessary. Requests, which must be sponsored by an officially recognized student organization, must be submitted at least 15 business days prior to the week of the scheduled activity or event. In addition to films, concerts, social gatherings, membership drives, and fundraising activities, this procedure applies to campus appearances by guest speakers and political candidates.

Posting of Notifications
Posters, notices, flyers, etc., are approved and posted by each department on unrestricted or general use bulletin boards located throughout campuses. Notices may not be nailed, tacked, or stapled to any wooden surface on campus; placed in or on any vehicle on campus; or taped to/ painted on glass surfaces inside or outside buildings.

Items shall be displayed for a period not to exceed 30 days prior to the event. Classified ads are posted and approved by Student Life and placed on the community bulletin boards for a maximum of four weeks. Unapproved posters and materials placed in unauthorized locations will be removed. For a complete copy of ICC’s posting policy, contact Student Life, East Peoria Campus, Room 303A, (309) 694-5201.

Fundraising/Raffles
The College permits controlled sales and solicitations. Recognized student organizations are encouraged to raise funds to support their activities; however, such fundraising efforts are prohibited unless prior authorization has been obtained from the Manager of the Education Foundation.

The designate raffle applications must be completed, reviewed, and approved by the Manager of the Education Foundation. The cost of the application must be paid for by the organization.

Sales campaigns and collections are restricted to specific locations and times designated by the Manager of Student Life. Fundraising campaigns related to off-campus charities and benefits are prohibited unless sponsored by a campus organization and cleared through the Manager of Student Life, East Peoria Campus, Room 303A.

STUDENT LIFE
East Peoria: Academic Building Room 303A
(309) 694-5201
studentlife@icc.edu

Campus-wide services provided by Student Life include New Student Orientation (NSO), bulletin board posting, scheduling of organization facilities, assisting organizations with event planning, and providing resources for students to become involved. Students have many opportunities for interaction and campus involvement outside of the classroom through a broad range of social, recreational, cultural, and intellectual programs and activities that extend academic learning into real life applications and experiences. These opportunities include concerts, travel, intramural sports, performing groups, lectures, theater, leadership development, community service, and student organizations.

STUDENT ORGANIZATIONS
Over 30 different student-run organizations operate on campus and provide membership opportunities for students to share common interests, expand educational experiences, and enhance career and leadership development.

All organizations are faculty or staff advised, and enjoy full freedom to recruit members from the student body on the basis of scholarship, skills, interest, or other criteria consistent with the purposes and ideals of individual organizations.

Additional organizations are formed according to student interest. Aims, objectives, and activities of the proposed organization must be in compliance with the policies and regulations of Illinois Central College. Please contact Student Life for more information about starting a new organization.

CO-CURRICULAR ORGANIZATIONS
Generally open to students in these majors:
- Agri-Business Club
- American Institute of Architecture Students (AIAS)
- Association of Math, Engineering and Science Students (AMESS)
Diesel Powered Equipment Technology (DPET)
Emergency Medical Services Club (EMS)
Horticulture Club
Mechanical Engineering Technology Club
National Technical Honor Society
Pre-Health Club
Radiography Club
Respiratory Therapist Club
Sign Language Interpreters/Growth and Networking (SIGN)
SkillsUSA
Student American Dental Hygienists Association
Student Nurses of ICC (SNICC)
Student Occupational Therapists Association
Surgical Technologists Student Association
Think Big Power Club

EXTRACURRICULAR ORGANIZATIONS
Open to all interested students:
Bass Fishing Club
Campus Activities Board (CAB)
Campus Crusade (CRU)
Chi Alpha Christian Fellowship
International Club
Phi Beta Lambda (PBL)
Student Association for the Environment (SAFE)
Student Government Association (SGA)
Understanding Individuality Through Education (UNITE)
Vagabond Art Club

HONORARY ORGANIZATIONS

Alpha Delta Nu
Honor society for nursing students who have maintained a 3.0 average or above in nursing courses, and a cumulative GPA of 3.0 or above after the first two semesters of the nursing program. Students cannot have failed any previous nursing courses.

Eligible students will be invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership will be granted after reviewing grades after completion of the third semester of study during the second year of core curriculum. Eligible students must have demonstrated conduct on campus and in the clinical areas that reflects integrity and professionalism.

Phi Rho Pi
National two-year college forensic honorary society. Membership is open to all two-year college forensic competitors in good academic standing with their member institution. Students in good standing with the local chapter (Zeta) can be recommended for induction into the national organization.

Phi Theta Kappa, Upsilon Mu Chapter
The only international honor society for two-year college students, Phi Theta Kappa, recognizes academic excellence and provides scholarships totaling $32 million, career placement resources, leadership development, and service opportunities.

Each spring and fall semester, Upsilon Mu invites students who have completed 12 semester hours (courses numbered 110 and above) and earned a 3.5 cumulative grade point average to join.

Sigma Kappa Delta
National two-year college English honor society. Membership is open to students who complete one college transfer-level English course with a “B” or better. Students must have a minimum grade point average of 3.3 (on a 4.0 scale) in all transfer-level courses after completing one semester of college. Eligible students will be mailed letters of invitation at the beginning of each semester. After students accept membership, leadership positions within the honor society are available. Students are not required to be English majors to be members of SKD.

ATHLETICS AND RECREATION

Intercollegiate Athletics
East Peoria: CougarPlex 124
(309) 694-5494

Illinois Central College is a member of the National Junior College Athletic Association for men and women. Students who meet eligibility requirements established by the College and by the NJCAA are encouraged to inquire about participating with the head coach of the appropriate sport. Competition for men includes golf, soccer, basketball, and baseball. Women’s sports include soccer, volleyball, basketball, and softball.
Individual athletes and teams have successfully represented Illinois Central College in state, regional, and national tournaments. Visit athletics.icc.edu for more information.

To provide your information as a potential recruit, go to athletics.icc.edu, click on the sport of choice, the “Recruit Me” button, and the information boxes. Your submitted profile is then submitted directly to the appropriate coach.

Intramural Athletics

**East Peoria:** CougarPlex 133
(309) 694-5494

A comprehensive intramural sports program provides students an opportunity to compete in a sport or recreational activity suited to their varied interests and abilities. Information on eligibility, schedules, and guidelines is available.

Recreation

A variety of recreational activities are available for students and the College community when not in use for class instruction. Lighted tennis courts, the gymnasium, nature trails, and the disc golf course are available for your enjoyment. Contact (309) 694-5427 for information and scheduling for the tennis courts and gym. The nature trails and disc course have open availability until dusk.

**ARTS AND SPEECH**

Music Groups

**East Peoria:** Arts and Behavioral Sciences
Room 124A
(309) 694-5113

The Chamber Singers and Vocal Jazz Ensemble are select vocal groups that perform on campus and in the community each year. Membership is based on auditions at the beginning of each fall semester. Concert Band and Concert Choir are groups open to students with previous band or choral experience. Jazz Band conducts auditions at the beginning of each semester for experienced musicians of brass, woodwind, guitar, piano, and percussion instruments. This performance group performs both published and original music throughout the community. Students earn transfer credit (see College Catalog).

Performing Arts Center

Current programming includes a Guest Artists Series of major-talent acts, student theatrical performances, concerts by student performing groups, concerts by community-related performing groups, and art exhibits. Contact the Box Office at (309) 694-5136 or visit ArtsatICC.com for more information.

Forensics

Forensics is a comprehensive program of speech activities open to all members of the student body on a non-audition basis and includes competitive College tournaments throughout Illinois and one national tournament each year in a different U.S. city. Individual events include oral interpretation, prose reading, poetry, drama, informative speaking, persuasive speaking, rhetorical criticism, speech to entertain, impromptu, extemporaneous speaking, and IPDA style debate. Group competition includes duo, parliamentary debate, and readers’ theatre. Previous experience in speaking is not necessary for these extracurricular activities. Additional information is available in the Arts and Behavioral Sciences Department, East Peoria Campus, Room 124A.

Speech and Debate

**East Peoria:** Arts and Behavioral Sciences
Room 124A
(309) 694-5113

The ICC Speech and Debate teams are student who travel across the state and country competing in collegiate-level competitive forensics. The students prepare a wide range of speeches in a range of categories including individual and paired debate, public address, limited preparation, and interpretive events. The team is available to anyone on campus who is committed to improving communication skills, particularly those with an interest in social justice. There are a limited number of tuition waivers which are awarded at the start of the fall semester. Students earn transfer credit (see College Catalog.)

Theatre Productions

**East Peoria:** Arts and Behavioral Sciences
Room 124A
(309) 694-5113

Theatre buffs can put their talents to work on stage or behind the scenes. On-stage experience in acting, as well as backstage involvement in scenic design, set construction, lighting, publicity, costuming, properties, and
makeup is made available to students. This heightens students’ awareness and appreciation for the art of theatre and further enriches their cultural background.

Auditions for shows are advertised on campus and all students are welcome. All beginning theatre classes in acting and technical theatre are open to all students regardless of major.

HARBINGER STUDENT MEDIA
East Peoria: Room 315B
(309) 694-5325
iccharbinger@gmail.com
iccharbinger.com

Harbinger Student Media is a student run media group that provides news stories geared toward the Illinois Central College and surrounding communities. The media group produces weekly content for the Harbinger website as well as a weekly podcast and weekly videocast. In addition, a print edition of the Harbinger is distributed once per semester. Students interested in assisting in news or sports writing, photography, video production, layout and design or podcasting should contact Harbinger Student Media. Work with Harbinger Student Media may be undertaken as an extracurricular activity or may be arranged for academic credit through the Arts & Behavioral Sciences Department, East Peoria Campus, Room 124A.

STUDENT/FACULTY COMMITTEES
ICC believes its students, as members of a democratic community, should be provided with opportunities for active and effective participation in College affairs. Student Government Association members and students at-large are appointed to serve on campus-wide student/faculty committees. These committees include, but are not limited to:

- Academic Outcomes Assessment Committee – facilitates, supports, explores, and develops the skill, art, and procedure of assessment of student academic achievement. Also designs, oversees, and reviews the ICC Assessment Plan.
- Academic Standards Committee – reviews and develops academic policies such as grading procedures, late withdrawals, etc.
- Calendar Committee – develops College academic calendar, making recommendations for beginning and ending dates of semesters, breaks, final exam periods, etc.
- Curriculum Committee – reviews proposals for new academic programs and courses and makes recommendations for approval or denial.
- Diversity Committee – develops and promotes a more multicultural campus through events, workshops, and partnering with the community.
- Gallion Award Committee – reviews student nominations of full-time faculty and selects recipients for this annual award for outstanding teaching.
- General Education Committee – reviews the College’s general education requirements and how students are meeting them. Also recommends improvements.
- Harbinger Advisory Board – Along with professional journalists and members of the College community, offers advice and support for the campus newspaper.
- Outstanding Graduate Selection Committee – reviews nominations for outstanding graduate and selects award recipient.
- Student of the Year Selection Committee – reviews faculty nominations for Student of the Year Awards and selects recipient(s). Meets once, usually in April. Two student representatives.
- Traffic Committee – reviews traffic fine appeals, campus traffic safety, parking.

STUDENT GOVERNMENT ASSOCIATION
East Peoria: Academic Building Room 303A
(309) 694-5201
studentlife@icc.edu

The Student Government Association (SGA) is the official organization through which students make recommendations regarding student concerns to the administration. Representatives are elected for one-year terms by the entire student body. Elections for Student Government are held at the beginning of the fall and spring semesters. To qualify as a candidate for SGA, students must be enrolled for six or more hours of academic study, be in good standing with the institution, and maintain a 2.00 cumulative grade point average at the time of election and throughout their tenure of office. Incoming freshmen are not subject to academic standards until the end of their first semester. Students may also serve in non-elected positions as members of various SGA teams. Further information is available from Student Life.
Students who want to enroll in 17 semester hours or more must have advisor approval.

**Part-time students are strongly encouraged to seek advisement before enrolling each semester.**

Academic Advisement can help you plan your schedule and register for classes; choose classes that will transfer to four-year colleges or universities; develop a program of study that lists all the classes you need to meet Illinois Central College’s certificate and/or degree requirements; find a departmental advisor after you decide on a major; discover other support services available on campus; and explore curriculums that match your interests and abilities.

You may be assigned to a faculty/department advisor or to the Advisement and Counseling Services office for advisement. The name of your advisor can be obtained from grade reports, departmental offices, or the Advisement and Counseling Services office, Room CC200. Contact your advisor during scheduled office hours.

**ACADEMIC RECORDS**

**East Peoria:** Administrative Building, Room L211  
(309) 694-5600

Student academic records are permanently maintained by Enrollment Services. Class and earned grade records (transcripts) are used for future educational and employment reference.

It is your responsibility, as a student, to read and understand College policies regarding enrollment, withdrawal from courses, and your academic record at the College. Our staff is willing to answer any questions or concerns you may have.

**ACADEMIC SUPPORT CENTER**

**East Peoria:** Library Balcony  
(309) 694-5768

The Academic Support Center offers free academic assistance to ICC students. Services include tutoring, computer-assisted learning, supplemental materials, Internet research, Blackboard (ICC’s online course management system), and study tips.

Hours and tutoring schedules are found at icc.edu/academic-support.

**ACCESS SERVICES**

**East Peoria:** Administrative Building, Room L220  
(309) 694-5749

**Peoria**  
Arbor Hall, Room A2D  
(309) 690-6945

In accordance with the revised Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, the Office for Access Services assists students with disabilities in obtaining reasonable accommodations to access their classes and the campus. ICC offers support services to students with varying disabilities including health, physical, psychological, sensory, learning, and temporary disabilities.

Accommodative services and adaptive equipment are available based on individual student needs. Services include interpreting, peer note-taking assistance, adaptive equipment, assistance with contacting publishers for textbooks in alternate format, enlargements, tactile graphing of papers, Braille equipment and translation software, and special testing accommodations for classes. The office provides advisement and consultation to students. Tutoring is available for students in the Learning Labs. Students with disabilities seeking academic accommodations must provide written documentation of their disability from appropriate professionals with recommendations for the types of accommodations needed.

Further information regarding specific documentation requirements and procedures may be found on the ICC website under Access Services – icc.edu/around.
campus/access-services. Students needing information on accessible parking should contact Campus Police.

Power four-wheel scooters are available for general use at the Peoria Campus and East Peoria Campus. Individuals having mobility needs may check out a scooter from the information desk on a first-come, first-served basis. A photo ID is needed for checkout.

**APPLYING TO GRADUATE**

**East Peoria:** Administrative Building, Room L211  
(309) 694-5612

Whether or not you plan to participate in ICC’s commencement ceremony, YOU MUST APPLY to be officially awarded your degree or certificate.

Participating in the commencement ceremony DOES NOT GUARANTEE a Degree/Certificate will be Officially Awarded.

Applying is easy and free from your MyICC account. Once logged into MyICC, select “My Academics” and then select “Apply for Graduation.”

<table>
<thead>
<tr>
<th>When You Expect to Complete Your Program of Study:</th>
<th>Deadline to Apply for Degree/Certificate:</th>
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<tbody>
<tr>
<td>Fall Semester (December)</td>
<td>October 1</td>
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<tr>
<td>Spring Semester (May)</td>
<td>March 1</td>
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<tr>
<td>Summer Semester (July)</td>
<td>June 1</td>
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You are only eligible to apply to graduate from the program/s of study in which you are enrolled. If you need to add a program of study or change your program of study, please complete a Degree/Certificate of Study Change Request Form. You can obtain the form from your academic advisor or any Enrollment Services Office (East Peoria, Peoria or Pekin.)

*You are only allowed to apply for graduation one time per term. If you do not meet the requirements for the term you applied for, you will need to reapply for the next term.*

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**BOOKSTORE**

**East Peoria:** Administrative Building, Room L201  
(309) 694-5207

**Peoria:** Elm Student Center  
(309) 690-6804

bookstore.icc.edu  
bookstore@icc.edu

The Illinois Central College Bookstore carries a variety of textbooks, study aids, school supplies, and art supplies. The Bookstore will special order any book not in stock. A wide selection of college apparel, book bags, and gifts are also available. ICC gift cards are available for purchase in any denomination. Please check bookstore.icc.edu for hours and additional information.

Prior to the start of each semester, students have the opportunity to purchase textbooks online through the Bookstore’s website. Orders must be prepaid using VISA, MasterCard or Discover. Financial aid, scholarships and grants can also be used as a method of payment to prepay for online orders. Check the Bookstore’s website for specific dates and more information on online ordering.

All students paying by check, renting a textbook, or using a bookstore charge account will be required to show their ICC student ID. Students can obtain an ID at the Customer Service Desk inside the Bookstore. The first ID is free, and any ID that is lost or stolen will be replaced for a $10 fee.

The Bookstore offers a growing list of textbook rentals that can provide a savings of up to 50%. Textbooks are pulled by the bookstore staff to ensure every student has the correct books needed for their classes. A copy of your class schedule is required to get your books. Drop off your schedule at the textbook counter, located at the front of the store, and your books will be pulled in a timely manner. You can obtain a copy of your schedule at the kiosk next to the textbook counter.

Full refunds on textbooks are allowed when the textbook meets the return guidelines. The books must be in the same condition as when purchased. Returns require the original cash register receipt. Refer to the back of the receipt or the Bookstore’s website for exact refund dates. Book Buyback takes place during final exam week. Only books in good condition and those that will be used the following semester at Illinois Central College will be considered for “buyback”. The Bookstore can only buy a limited number of each book. The number is set based on
the course enrollment for the next semester the course is offered. Books can be sold to wholesale book companies year-round, either through an online or an in-store database. Buyback, of any kind, is never a guarantee! For more information on buyback, please refer to the bookstore’s website.

**Gift Cards and “Gift of Class”**

ICC Bookstore gift cards can be used for any purchase in the Bookstore or at our website. Add an ICC “Gift of Class” to your wish list, or surprise friends or loved ones with a unique and different birthday, anniversary, graduation, or holiday present . . . a college class! Choose a specific class related to their interest or let them choose one to fit their needs. We’ll prepare a gift certificate for an amount chosen by the giver. The certificate can be applied toward a credit class or workshop. You may purchase “Gifts of Class” from the Bookstore.

**CAMPUS DINING**

For the most up-to-date information on campus dining, please visit https://icc.edu/around-campus/campus-dining/.

**CAMPUS HOUSING**

ICC students have an apartment-style living option on the East Peoria Campus. Campus Housing provides a residential living experience for 330 students. The complex features efficiency, two- and four-bedroom units, social and educational events, and numerous amenities.

Rates include basic cable, local telephone, water, gas, high speed Internet, and an electricity allowance. Most units are fully furnished in both the common area and bedroom. All charges for Campus Housing will be posted to the student’s account.

For more information, contact Campus Housing at (309) 698-2088 or visit icconcampushousing.com.

**CAREER SERVICES**

East Peoria: Leitch Career Center, CC206 (309) 694-5272

Peoria: Student Center S221 (309) 690-6972
careerservices@icc.edu

Career Services has great resources to help you make wise career and educational choices. Stop by the open lab in East Peoria and sign up for a workshop or an 8-week class. Check out the website for career services and resume information, current labor market information, and dates for upcoming programs and workshops. Students and graduates seeking full- or part- time employment off campus are welcome to utilize a full range of services. Register for College Central Network, an online job system for employers, students, and alumni, by going to www.collegecentral.com/icc. Free resume and interview workshops are also offered.

**CASHIERING/CHECK CASHING SERVICES/Bus Pass**

The East Peoria Campus Enrollment Services Office and the Peoria Campus provide cashiering services for students and will cash student checks up to $10. The Bookstore will cash checks up to $5 over the amount of purchase.

CityLink bus passes are also available at these locations. ICC students receive discounted CityLink passes when purchased at ICC. Students have the ability to charge a semester pass to financial aid, when funds are available. More information can be found at icc.edu/citylink.
**CHILDREN’S CENTER**

*East Peoria: Academic Building 128A, 128B and 129B  
(309) 694-5116  
childcare@icc.edu*

icc.edu/around-campus/child-care/

The Children’s Center, located on the East Peoria Campus, provides care and education for students’ children (ages 2-5 years and potty-trained) on a full-time, full-day, or part-day basis. Open Monday through Friday, we have standard and reduced rates and also work with students on billing to Child Care Connection, if applicable. Many students also pay for child care through financial aid. The Center has a planned curriculum guided by our experienced and educated teachers, nutritious lunch, snacks, and a daily rest period. We are nationally accredited (NAEYC) and have a Gold Circle of Quality with the State of Illinois.

If you are interested in enrolling your child in the Center, obtain an application from the Children’s Center Manager. The number of children we can accommodate is limited, and parents sign up for the semester. You may also see paperwork online.

ICC offers a Child Care Voucher Assistance Program to support low-income students by supplementing the cost of childcare so students can attend class and focus on their coursework. Students with childcare needs can apply for the voucher to assist with the cost of services at a local, licensed childcare facility or CCAP eligible provides while attending ICC, including the on-site ICC Children’s Center. Additionally, ICC has a partnership with SAL Child Care Connection for an Enhance Referral Program to assist in finding childcare, navigate the Child Care Assistance Program (CCAP), and choosing quality childcare in the community. A Referral Specialist is available and ready to guide you in making this important decision. Child Care Connection referrals include a short intake to tailor the referral to meet family needs such as location, siblings together in care, costs, and transportation. *Referrals are not recommendations.

Summer Explorer Camp is available for children 6-12 years of age for 10 weeks each summer. Registration packets will be available each April. Activities include a provided lunch and snacks, gym time, field trips, exciting art and science, computer time, water play and much more!

For information on any of the Children’s Center’s activities, go online to https://icc.edu/around-campus/child-care/.

**COMPUTERS**

Computers are available for student use. Phone (309) 694-5457 for more information on computer labs.

**COUNSELING**

*East Peoria: Leitch Career Center Room CC200  
(309) 694-5281  
counseling@icc.edu*

If, in the pursuit of your education, you encounter problems and experience personal doubts and frustrations that interfere with your ability to function as well as you’d like, help is available.

Personal counseling is available free of charge to current ICC students. Services are completely confidential, and you will be meeting with a professionally trained counselor. Counseling is available on the East Peoria Campus and Peoria Campus. Service hours can be found at icc.edu/students/student-services/counseling/.

**DENTAL HYGIENE CLINIC**

*Peoria: Arbor Hall South, AS113  
(309) 690-6999*

Dental hygiene care is provided for students and the public for a nominal fee. Services include dental x-rays, dental prophylaxis (cleaning), fluoride treatments, and instruction in dental hygiene care. Upon request, x-rays will be forwarded to your dentist. Call to schedule an appointment.
The Enrollment Services staff is committed to assisting students (current, new, and returning) in achieving their academic goals. Staff will assist students regarding academic records and offer other services including:

- Processing ICC admission form
- Assist with registration (enrollment)
- Accept transcripts from high schools and colleges
- Print and mail requests for official transcripts
- Evaluate college transcripts and other academic records
- Accept tuition payments
- Assist with establishing a payment plan
- Issue ID cards
- Cashiering/check cashing services
- CityLink bus pass sales
- Graduation evaluation/coordination
- Process changes of personal information including name, address, and phone number
- Process change of Program of Study

HONORS PROGRAM

Illinois Central College has an Honors Program for academically talented students. Consisting of enriched forms of existing courses, Honors sections are based on active student participation through research assignments, in-depth class discussion and study, group projects, and independent study.

Honors students receive a waiver of tuition for all College credit courses in which they enroll. The waiver, however, does not include activity fees, books, or out-of-district costs. Applications for fall semester are due April 1; deadline for spring applicants is November 1.

Minimum qualifications include:

- A composite ACT score of 27 (26 if test taken prior to October 28, 1989), or a minimum SAT score of 1060.
- Current college students must also have a cumulative GPA of 3.35 or better on a 4.0 scale.

To remain in the program, the Honors student must maintain a cumulative GPA of 3.35 or better and must enroll in two Honors sections of classes offered each semester. Honors students must also complete Social Science 115 during one of the first two semesters in the program. Honors students may also participate in an Honors option involving Honors credit for enrichment activities or projects within the context of regular college course offerings. Service to the community and social activities are also a part of the Honors Program.

Visit https://icc.edu/academics/honors-program/ for more information. Inquiries may be addressed to:

Honors Program Coordinator
Illinois Central College, Room 316C
East Peoria IL 61635
(309) 694-5487

ID CARDS

ICC provides photo student identification cards to all registered students. Students may also obtain an ID card throughout the year at the East Peoria and Peoria Campus Libraries, East Peoria Bookstore, as well as the Enrollment Services office in Arbor Hall at the Peoria Campus.

You can get your student ID at these ICC Locations:

- East Peoria Campus – Bookstore, Library
- Peoria Campus – Arbor Hall Registration

You will use your ID card to:

- Register for classes in person at any ICC campus
- Check out material from any of the ICC library locations
- Claim items in the lost and found at the Campus Police Department
- Use as a reference when you take Scantron tests. (You need to know your student ID number to take Scantron tests. If you haven’t committed the number to memory, you’ll need the ID card for your ID number.)
- Write a check in the Bookstore
- Check into any of the Academic Support Centers
- Charge out books in the Bookstore if you’re receiving financial aid, scholarships, grants, etc.
Sell back your books at buyback. Receive discounts for ICC athletic events.

Get information from your student records.

ICC student ID cards are required for any process within the Enrollment Services, Financial Assistance, Academic Advisement, Bookstore, Library, Academic Support Center, and also Café Cash.

The initial ID card is free, but there is a fee of $10 for replacement of a card that is lost or stolen. Replacement cards may be obtained in the East Peoria Campus Bookstore or Enrollment Services at the East Peoria or Peoria Campuses.

**INFORMATION CENTER**

East Peoria: Student Services Lobby
(309) 694-5422

Peoria: Arbor Hall
(309) 690-6801

Questions? Find out more about College events and events held on campus at the Information Center. Get directions to your dean/associate dean’s office, a copy of the class schedule, or information on the bus schedule.

**LIBRARY**

East Peoria: L312
(309) 694-5355

Peoria: Student Center, Banwart Library
(309) 690-6837

icc.edu/library

Many types of learning materials are available. Students are encouraged to make full use of the library’s facilities for study, research, leisure reading, class preparation, and browsing. Students may check out most items for off-campus use; a student ID is required to check out these materials.

Professional library assistance is accessible through a variety of ways (in person, via the phone, or online). Detailed information explaining library services, procedures, and guidelines for behavior is available on the webpage. Library services are also available from off-campus locations via the library webpage at icc.edu/library.

All ICC libraries have networked computer stations (with printing capabilities) for student completion of classroom assignments.

**Media Materials**

Media materials are available at both campus library locations. Students may check out video recordings, audio recordings, and other audiovisual programs. A student ID is required to check out and use all materials.

**LOCKERS**

Lockers are available for student use at the East Peoria Campus. The College Bookstore, Room L201, assigns lockers and issues locks. During fall, spring, and summer semesters, a $5 refundable deposit is required for the locker. Lock rental fee is $5 for fall and spring semesters and $3 for summer semester.

**MAILBOXES**

(On-Campus and Off-Campus Mail)
Mailboxes are located in the Atrium at the East Peoria Campus location, Peoria Campus Arbor Hall reception desk, and ICC Pekin reception desk.

**MyICC**

ICC provides all students with user accounts for accessing the ICC computer network, student email, Blackboard e-learning, and online student services systems.

This access includes storage of personal data, access to student email, Internet when on campus, Blackboard access from on or off campus, and access to enrollment/class schedules/transcripts via the Internet. Details on obtaining and using student accounts are available on the Students page of the ICC website at my.icc.edu.

**ORIENTATION**

All new students should attend the New Student Orientation (NSO). The orientation program includes information about College policies and provides a change to meet ICC faculty and staff and get information about available services and assistance programs on campus. Currently, the program is available in an online format at icc.edu/NSO.
PRINTING
With ICC’s “Smart Printing” policy, each ICC student is given 300 pages or $15.00 credit for printing fall and spring semesters; 200 pages or $10.00 for summer semester and 150 pages or $7.50 for a minimester. Additional pages can be purchased through Enrollment Services at $.05 per page in increments of 50 pages. Printing accounts are reset each semester; balances will NOT roll over to the next semester. Color printing is available in the library on the East Peoria Campus. Smart printing limits print requests to:

- 10 pages in libraries
- 20 pages in support labs
- 24 pages in computer classrooms

Photocopies
Copy machines are located in the East Peoria Campus library (L312) and in Arbor Hall, Room 012F, on the Peoria Campus. Copies are 10¢ each.

STUDENT EMPLOYMENT
On-campus employment opportunities are available for qualifying students. To be eligible to work as a student employee, students must establish they are not actively seeking full-time employment and must be enrolled at Illinois Central College for a minimum of six semester hours for each semester of employment by the College and three semester hours during summer semester.

To qualify for or remain in the student employment program, students must maintain good academic standing as defined by the College’s Academic Standards Policy.

International Students holding a Student Visa are eligible for on-campus employment. Student employees are protected under State and Federal laws in regard to Equal Employment Opportunities and Sexual Harassment.

To learn more about the available student employee positions, visit icc.edu/faculty-staff/employment-opportunities.

STUDENT LOUNGES AND STUDY AREAS
Between classes and during times devoted to study and research, you can relax and meet fellow students in several lounge areas of the College. Enjoy the East Peoria Campus Student Center area, which houses a large student lounge, art gallery, study area, special meeting rooms, and offices for student organizations. In addition, study areas are located throughout the East Peoria Campus Academic Building and on the third-floor bridge. Lounge areas are also available at the Peoria Campus in Arbor and Birch Halls, and at ICC Pekin.

TESTING CENTER
East Peoria: Administrative Building Room L220
(309) 694-5234
testing@icc.edu

Peoria: Arbor Hall Room A103
(309) 690-6990
peoriatesting@icc.edu

To help students succeed, the College gives math and reading placement tests to learn which classes are most appropriate. Advisors will evaluate transfer and part-time students on an individual basis to determine testing needs. Study resources are available at the Testing Center or online at icc.edu/around-campus/testing-center/academic-placement

Academic placement testing is available at the two campuses listed. Other placement tests are available at the East Peoria and Peoria Campus Testing Office for individuals with limited background knowledge in biology, Spanish, music theory, and engineering.

In addition, an instructor may have their exam proctored at a Testing Center in the case of special needs, make-up exams, and online classes. Some certification exams are administered through the Testing Center. Credit by examination information is available at the East Peoria and Peoria Testing Centers. You must have an application on file in order to test. All testing requires an ID and is by appointment.
Transfer Center

**East Peoria:** Leitch Career Center CC204
(309) 694-5322
transfercenter@icc.edu

The Transfer Center prepares students for a successful transfer to a four-year institution. The Center has a variety of resources available to provide students with pertinent transfer information. In addition, the Center hosts visits by representatives from four-year institutions. Each fall semester, the Transfer Center sponsors Transfer Day, which brings representatives from a variety of public and private four-year colleges and universities to the campus. Please visit the Transfer Center website for more information at icc.edu/students/transfer-planning/.

TRIO STUDENT SUPPORT SERVICES

**East Peoria:** Academic Building Room 308B
(309) 694-8944
trioss@icc.edu

Trio which stands for “Turning Roadblocks Into Opportunities” is a federally funded program by the Department of Education that is designed for students at Illinois Central College to help increase college retention and success. Trio a free academic support program improves academic skills while enhancing personal and professional development of students. Trio takes great pride in assisting students with completing a degree, earning a certificate or transfer to a four-year college or university. Members of Trio are provided with a wide range of services to help them reach their academic goals and dreams. Services range from:

* Academic Advising
* Career Guidance
* Tutoring Services/Study Groups
* Financial Aid/Transfer Assistance
* Cultural/Educational Activities
* Scholarships to 4 Year Colleges & Universities
* Workshops/Leadership Conferences

If you would like to become a member of Trio, you can stop by our office at the ICC East Peoria Campus Room 308B or call us at (309) 694-8944. You can also complete our application online at https://icc.edu/students/student-life/trio.

**VETERANS AFFAIRS**

**East Peoria:** Administrative Building L208
(309) 694-5562
veterans@icc.edu

Illinois Central College will assist veterans and eligible dependents of veterans navigate the college enrollment process and complete the proper forms required for monthly education benefits and will serve as a liaison between the student and the U.S. Department of Veterans Affairs. Certification requests must be submitted by the veteran or their eligible dependent(s) each semester to the ICC Veterans Affairs office to ensure timely and proper enrollment certification through the U.S. Department of Veterans Affairs.

Requirements for Chapters 30, 31, 33, 35,1606 and 1607 are as follows:

- Copy of DD-214 member 4 or DD-2384 (Notice of Basic Eligibility)
- Transcript of any previous college course work from each institution previously attended (if applicable)
- Certificate of Eligibility from the Department of Veterans Affairs for the eligible education benefit

The ICC Veterans Affairs Coordinator is available to answer questions about Veteran benefits and to monitor student degree plans and academic progress.

ICC also accepts the Illinois National Guard, Illinois Veterans, and Illinois MIA/POW grants. For eligibility questions, please contact the ICC Veterans Affairs office at the phone number listed above.

The law requires that educational assistance benefits to veterans and eligible dependents be discontinued when the student ceases to maintain the Satisfactory Academic Progress standards set forth by the educational institution. At ICC, students receiving veteran education benefits must maintain a 2.0 cumulative GPA and must maintain a 67% cumulative course completion rate to maintain eligibility for education benefits. The exact rules for satisfactory academic progress may be obtained at icc.edu/financialaid/eligibility.

To have military education credits evaluated and posted to Illinois Central College records, official transcripts from The Community College of the Air Force or the Army (AARTS) must be sent directly to the College from the appropriate institution. It is the student’s responsibility to request the transcript be sent directly to Illinois Central
College. Any other military education for which students wish to receive consideration for credit must be listed on the DD-214 or DD-295. To ensure maximum veteran education benefits, please contact the ICC Veterans Affairs Office.

WEBSITE

The ICC website is a vast resource of valuable information to the ICC student. It contains information such as the course catalog, class schedules, registration information, and the various student services available to ICC students. Do you want to find out about an event on campus? Access information that your instructor has put on the web in addition to what is provided in class? Find an online course that suits your schedule? It’s all available at icc.edu.

Students are automatically provided a free email account, access to online courses, and a student login to ICC’s network.
Who’s Who

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ICC MISSION

Through learning, minds change.
We believe by changing minds, we can change the world.