# *5.0 Student Affairs*


5.1 Enrollment Management
Eliminated 10/27/2021
5.2 Auditing Courses
5.3 Financial Aid Return of Funds
5.4 Student Rights
5.5 Academic Renewal
5.6 Credit for Military Training
5.7 Repeating a Course
5.8 Grades Given Upon Withdrawal
5.9 Standards of Progress – Financial Aid
5.10 Classification of Students for Academic Standing
5.11 Admission of Students
5.12 Course Prerequisites and Corequisites/Evaluation of Student Skills
5.13 Student Records
5.14 Tuition and Fee Rates/Payment
5.15 Tuition Rates for Students Attending other Education Institutions within the District
5.16 Residency
5.17 Tuition Rate Chargebacks
5.18 Tuition and Fee Refund
5.19 Student Financial Obligations
5.20 Transcripts
5.21 Special Program Admissions
5.22 Senior Citizens' Courses Policy
5.23 Selective Admission
5.24 Student Financial Assistance
5.25 Student Financial Aid Eligibility
5.26 Ability to Benefit
5.27 Academic Advising
5.28 Accessibility Services
5.29 Career Planning and Employment Services
5.30 Student Employment
5.31 Student Co-curricular Activities
5.32 Student Groups
5.33 Student Group Advisement
5.34 Student Group Travel
5.35 Student Athletics
5.36 Student Conduct
5.37 Disciplinary Suspension or Expulsion
5.38 Student Publications
5.39 Campus Disorders
5.40 Student Grievances and Appeals
5.41 Suspension From Class
5.42 Schedule Changes
5.43 Standards of Progress – Academic
5.44 Religious Observances
5.45 Children on Campus
5.46 Student Optional Disclosure of Private Mental Health Information
5.47 Volunteer Emergency Worker Higher Education Protection

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| **Subject** | **Enrollment Management** |
| **Policy Number** | **5.1** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Eliminated 10/27/2021

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| **Subject** | **Auditing Courses** |
| **Policy Number** | **5.2** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

A student shall have the opportunity to participate in a course or courses on an audit basis with permission from the instructor.

**Procedure:**

Students seeking to audit a course must adhere to all other existing enrollment and registration policies, procedures, timelines, and deadlines. A student may request to audit a course by obtaining and completing an audit form, including instructor approval, and submitting the form to the Records Office prior to the last day of the 100% refund period. Once the form is submitted to Records, the student record will be marked as an audit for that course. This action cannot be reversed. Courses approved for Audit cannot be used for determining enrollment status, academic progress, cost of attendance, etc. for federal financial aid purposes.

No credits and/or grades are earned for audited courses and audited courses cannot be used to fulfill degree requirements. Tuition and fees are the same as for a regular enrollment and regular attendance and participation are expected. A designation of “audit” will appear on the student’s transcript.

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| **Subject** | **Financial Aid Return of Funds** |
| **Policy Number** | **5.3** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

A return of funds for all federal and state funding programs will be calculated based on appropriate state and federal statutes and regulations.

**Procedure:**

*Process Overview and Applicability*
Financial aid students who have withdrawn from, ceased attending all classes, or who do not complete the entire period they were scheduled to attend are subject to the return of Title IV funds.

Situations that would not require a return of Title IV funds calculation:

- A student who was awarded only federal work-study
- A student who did not have federal aid
- A student who is enrolled only in classes that are not eligible for federal financial aid

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| **Subject** | **Student Rights** |
| **Policy Number** | **5.4** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students shall have all the rights and privileges provided by federal, state, and local statute or rule, including but not limited to freedom of expression, freedom of association and freedom of assembly.

**Procedure:**

Students who feel that their rights and privileges have been compromised by LLCC or its employees should review the respective Board Policy and the appropriate complaint procedures:

Complaints of discrimination at LLCC on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, sexual orientation or any other protected status in its programs and activities can be reported to the Compliance and Prevention Coordinator or by going to www.llcc.edu/equal-opportunity/

Complaints of Sexual Violence, Dating Violence, Domestic Violence, and Stalking can be reported to the Compliance and Prevention Coordinator or by going to www.llcc.edu/sexual-violence-resources

Any student who feels that a final grade has been unfairly or inappropriately assigned may request a grade review. Instructions for that process can be found in Board Policy 4.14.

Anyone who believes a student has violated LLCC's Student Code of Conduct shall report information to the Assistant Vice President, Student Success.

The College further recognizes each student's due process rights, which include:

1. Notice which specifies the alleged violations(s) of the Code of Conduct
2. Opportunity to respond to the allegations
3. An appeal process appropriate to the nature and potential consequences of the violation.

Students who believe their rights and privileges have been compromised can address their concerns and/or questions to the Compliance and Prevention Coordinator who will connect them with the appropriate college process.

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| **Subject** | **Academic Renewal** |
| **Policy Number** | **5.5** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students who have significantly improved their academic performance may request that all course work taken within select consecutive semesters at least three years prior to the date of request be excluded from the student's cumulative grade point average or total credit earned. Academic renewal will be granted only once. The forgiven course work does not count towards a degree or certificate.

**Procedure:**

Students meeting the above criteria who wish to take advantage of the policy must complete an application for academic renewal. Applications may be obtained from the Records Office. The Registrar, or designee shall review the applications to determine eligibility.

The eligible student must earn a minimum of 15 credit hours at Lincoln Land Community College and maintain a grade point average of at least 2.5 in all course work earned following the semesters the course work to be forgiven was earned. Applicants who fail to meet this requirement shall not receive academic renewal.

Academic renewal shall result in the following:

- All course work taken during the period in which academic renewal is granted will not be counted in determining the student's cumulative grade point average or overall earned credit.
- Forgiven course work shall not be removed from the student's official transcript; however, a notation shall be made to indicate that these grades were not used in the grade point average calculation and the credits were not part of the cumulative totals.
- Forgiven course work shall not be used toward degrees or certificates.
- No units that have been excluded by academic renewal can be reinstated.

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| **Subject** | **Credit for Military Training** |
| **Policy Number** | **5.6** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall, upon request, grant credit for military service school training in accordance with college and generally accepted national guidelines.

**Procedure:**

The College will grant credit for military service school training in accordance with the guidelines established by the American Council on Education.

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| **Subject** | **Repeating a Course** |
| **Policy Number** | **5.7** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Consistent with ICCB administrative rules and the Illinois Articulation Initiative, the College determines how courses are treated when they are repeated. Courses can either be "repeatable for credit" resulting in graded attempts being calculated in GPA (with exceptions by student request) up to the maximum number of repeats approved for the course or "not repeatable for credit" resulting in the highest grade earned being calculated in GPA.

**Procedure:**

A student may elect to repeat a course at LLCC that was originally taken at LLCC. For "not-repeatable for credit" courses, the attempt with the highest grade earned will be recorded with the grade and credit on the student's record. All other attempts will be recorded with zero credit and an "R" for the grade with the original grade struck through.

Students do not need to request to have a course grade updated after a repeat for courses that are not Repeatable for credit. The college system determines that the original course and the repeat were taken at LLCC and adjusts the student record to record the higher graded course as the course for credit and any other attempts as zero credit, replacing the grade with "R".

When a student repeats a course that is Repeatable for Credit, the student has the option to take the course for credit or to take the course as a repeat for the original. The system automatically treats the attempt as if the student intent is to receive credit and grades for all attempts. If the student would like for the attempt to replace the credit and grade of an earlier attempt, the student must request that the original grade be replaced unless the original grade is failing. Since a failing grade does not earn credit, the system will automatically treat a subsequent attempt as a replacement of the original attempt. If the student does not request a replacement of the original grade and credit, the system will accept the number of attempts up to the maximum times that the course can be repeated.

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| **Subject** | **Grades Given Upon Withdrawal** |
| **Policy Number** | **5.8** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

A student may withdraw from any class by completing and filing the appropriate forms within the time requirements listed. An instructor may unilaterally withdraw a student at times of enrollment verification (in compliance with ICCB rules regarding attendance and progress).

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| **Subject** | **Standards of Progress – Financial Aid** |
| **Policy Number** | **5.9** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

A student must make satisfactory progress toward the completion of a degree or certificate per federal and state guidelines to receive financial assistance.

**Procedure:**

*Scope*
This policy applies to all federal Title IV grant and loan programs and the Federal Work Study program, as well as state need-based programs including the Monetary Award Program.

The Financial Aid office will maintain detailed procedures compliant with federal and state laws and will publish these in the college's catalog.

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| **Subject** | **Classifications of Students for Academic Standing** |
| **Policy Number** | **5.10** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students shall be classified as follows:

*Freshman:* Students who have earned fewer than 30 semester credit hours.

*Sophomore:* Students who have earned 30 or more semester credit hours.

*Full-time:* Students who are enrolled in courses totaling 12 or more semester credit hours during a semester or 6 hours or more during a summer term.

*Part-time:* Students who are enrolled in courses totaling fewer than 12 semester credit hours during a semester or fewer than 6 hours during a summer term.

**Procedure:**

College developmental courses of less than 100 level (including EGL 100, which is developmental) will be included in the calculations determining student classifications of full/part-time status. College developmental courses of less than 100 level and EGL 100 will not be included in the calculations determining freshman or sophomore status and the completion of degree requirements.

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| **Subject** | **Admission of Students** |
| **Policy Number** | **5.11** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

In accordance with Section 805/3-17 of the Illinois Public Community College Act the College shall admit any student qualified to complete a program offered by the College. Upon acceptance, entry level competence must be demonstrated in advance of enrollment in transfer programs and selective admissions programs designated by the College, which competence may be achieved through preparedness programs conducted by the College. Information about admission requirements, procedures and options is published in the College catalog and other appropriate media. Admission to the College does not guarantee entrance into a particular course or program of study.

In special circumstances, the Vice President, Student Services (or the Vice President's designee) in conjunction with the Vice President for Academic Services, (or the Vice President's designee) may, with mutual agreement of affected faculty, authorize admission to the College and registration into college level course work by students who do not meet all admissions criteria. The Vice President, Student Services (or the Vice President's designee) may deny admission to a person due to their prior conduct or post-secondary institution.

Persons who have been suspended or expelled from any other post-secondary institution for disciplinary or behavioral issues may be denied admission to Lincoln Land Community College by the Vice President, Student Services, or the Vice President's designee if their presence is deemed a threat to the college or its personnel.

**Procedure:**

Admissions worksheets are available online or by calling, writing, faxing, or e-mailing the Admissions and Records Office of Lincoln Land Community College or by contacting a local high school counselor. Worksheets are also available at LLCC's regional education centers. Completed worksheets should be submitted to the Admissions and Records Office. There is no application fee.

Prospective students must submit an admissions worksheet either prior to or at the time of their first registration.

Official transcripts should be sent directly to Lincoln Land Community College's Admissions office from the student's high school. Transcripts from previously attended colleges and universities should be sent if the credit will be applied toward LLCC graduation requirements. Once a transcript is evaluated and applied to the official student record, it cannot be removed.

*International Students*: Admission of international students is done on an individual basis. It is highly recommended that all prospective students from countries other than the United States

contact the Admissions and Records Office at Lincoln Land Community College one year in advance of the date they hope to begin studies so that credentials can be received and evaluated, financial arrangements can be made, visas and passports arranged, and any other documentation can be prepared. For further information, prospective students should contact the Executive Director, Admissions and Records.

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| **Subject** | **Course Prerequisites and Corequisites/Evaluation of Student Skills** |
| **Policy Number** | **5.12** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students shall be responsible for meeting prerequisites and corequisites. At any time prior to the tuition-refund deadline each term, students may be dropped from a class for failure to meet prerequisites or corequisites. Prerequisites and corequisites are stated with course descriptions in the College catalog and schedules.

In order to promote student success, the College shall, where appropriate, evaluate the academic preparation of enrolling students. A multiple measures approach, which can include high school GPA, GED scores, ACT/SAT scores, and placement testing, will be used to advise students and place students in appropriate courses.

**Procedure:**

Lincoln Land Community College uses a multiple measures approach to place students in the correct entry level college courses. Cumulative high school GPA is the primary measure, along with college coursework and degrees. Students can also be placed into entry level college courses with scores from SAT, Act, GED or Lincoln Land Community College placement testing. The highest achieved will be used when a student submits more than one placement document. A student who does not submit high school transcript, GED scores, or SAT/ACT scores will be required to take Lincoln Land Community College placement testing prior to registering in any course that requires placement scores.

A student who has earned a degree at a bachelor's level or above is considered to place into entry level college courses. An official transcript must be provided to the Records Office as proof of degree.

Workforce Development and Community Education programs may have different skills/placement testing procedures. Please refer to the specific program for additional information regarding this and other policies.

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| **Subject** | **Student Records** |
| **Policy Number** | **5.13** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall maintain a permanent scholastic record for every student. The College shall take all reasonable precautions to ensure the confidentiality of such records and shall release such records only in accordance with applicable state or federal statute or rule.

**Procedure:**

Student enrollment and transcript records shall be retained permanently in an electronic format. Hard copy, or paper, admissions and enrollment worksheets, and/or electronic admission and enrollment documentation shall be retained for three years and then destroyed. Any student wishing to challenge the accuracy of personal admissions and/or enrollment records must do so within one calendar year of the term in question.

The student records policy of LLCC is governed by the Family Educational Rights and Privacy Act ("the Act") *. No unauthorized person will have access to any non-directory information from the student's educational record without written consent from the student. The College will not disclose any information from a student's educational record without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation function, to authorized representatives of the federal and state governments for audit and evaluation of federal and state supported programs, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All of the exceptions are permitted under the Act.

In accordance with the Act, LLCC may disclose directory information about students, such as name, address, telephone number, hometown, date of birth, major field of study, class (freshman or sophomore), dates of attendance, degrees earned and dates, honors and awards, educational institutions previously attended, participation in sports, and height and weight of student athletes.

Under the provisions of the Act, students may withhold directory information by completing a "Request to Prevent Disclosure of Directory Information," available from the Records Office or Outreach centers. If, after withholding directory information, a student subsequently decides to release it, he or she must notify the Records Office of this decision.

The Act also provides students the right to review and challenge certain information in their educational records. The Records Office coordinates the review of such records in compliance with the Act.

*Legal Citation:*

* USC.S.1232g

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| **Subject** | **Tuition and Fee Rates/Payment** |
| **Policy Number** | **5.14** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The in-district tuition rate shall be adjusted at the beginning of each academic year (fall term) to reflect the previous year's state average, adjusted for cost of living. The state average will be the average as determined by the Illinois Community College Board. The cost-of-living adjustment to be used shall be that which is the most recently available Higher Ed Price Index. The adjusted tuition shall be rounded to the nearest one-half dollar. Rates for out-of-district and out-of-state students shall be established in accordance with the Act* and the Rules of the State Board. Courses which consist primarily of travel outside the community college district shall be charged at in-district rates regardless of student residency status.

The Board shall establish from time to time the fees to be assessed for specific courses, special services or student activities.

Unless otherwise authorized by the chief financial officer, all tuition and fees shall be paid in full prior to the beginning of classes. If installment payments have been authorized, then the failure to make any payment when due may subject the student to immediate dismissal or such other penalty as may be deemed appropriate.

*Legal Citation:*
110 ILCS 805/3-45 and 110 ILCS 805/6-4

**Procedure:**

Student tuition and fees shall be assessed as follows:

Tuition

All District 526 residents under age 65 ..... $140.00 per credit hour
All District 526 residents age 65 and over who verify
their age with Admission and Registration ..... Tuition free
Out-of-district residents with chargeback authorization ..... $140.00 per credit hour
Out-of-district residents within Illinois without chargeback authorization. $280.00 per credit hour
Out-of-state and foreign residents ..... $420.00 per credit hour
LLCC's Truck Driver Training program has specific tuition rates:
(fee-based cost)..... $4,500.00

Fees

Rates

Activity fee ..... $2.00 per credit hour
In-district residents, age 65 or older .....No activity fee charge

Classroom support/technology fee ..... $10.50 per credit hour
Infrastructure Fee ..... $3.50 per credit hour

The activity fee is collected by the college and distributed by the Student Government Association. The activity fee provides opportunities for participation in many cultural events, special events, campus activities, intramural athletics, *The Lamp*, and student clubs.

Other Course Fees

Special course fees related to contractual obligations, off-campus facilities, and other circumstances also may be charged.

Service Charges (non-refundable)

Commencement participation (cap, gown, and tassel included) ..... $30.00
External licensing certification..... $50 per course
Fitness Center usage fee (FCU)..... $50.00
General admission ..... No charge
Graduation application ..... No charge
Placement and Testing Exam Fee ..... $20.00
Proficiency credit ..... $50 per course
Proficiency test ..... $20 per exam
Transcripts ..... No charge

Penalties

Late registration fee (after session begins)..... $20
Returned check service fee..... $15
Library overdue charge ..... $10

Variable Tuition Rates

Variable tuition rates for the specific programs and courses listed below will be applied per credit hour, in addition to the standard in-district tuition rate.

All ABM (Agri-Business Management). .....$35.00 per credit hour
All ADN (Associate Degree Nursing) ……..……. $140.00 per credit hour
All AFO (Agri-Fertilizer Operations) ……..… ..... …… $35.00 per credit hour
All AGR (Agriculture) …… .....……..$35.00 per credit hour
All ARH (Heating, Ventilation & Air Conditioning) except 210 and 220....$70.00 per credit hour
All ART sections (Art) except 101, 110, 204, 205, 208, and 290……..… $70.00 per credit hour
All AUT (Automotive Technology) except 210 …….. ..... $70.00 per credit hour
All AVI (Aviation) ..... ..... $210.00 per credit hour
All BDM (Building Maintenance) except 208.....$70.00 per credit hour
All CAD (Computer Aided Drafting)…….$35.00 per credit hour
All CLA (Culinary Arts) except 100 and 260 .....$70.00 per credit hour
All CVS (Cardiovascular Sonography)…….……$140.00 per credit hour

All DET (Diesel Technologies) except 204 and 207 ..... $70.00 per credit hour
All DMS (Diagnostic Medical Sonography)..... $140.00 per credit hour
All HRT (Horticulture, Landscape Design, Turf Management) ….. ..... $35.00 per credit hour
All IMD (Integrated Media Design) ….. ..... $70.00 per credit hour
All NDT (Neurodiagnostic Technology) ..……. ..... .$140.00 per credit hour
All OTA (Occupational Therapy Assistant) ……..... .$140.00 per credit hour
All PCN (Practical Nursing) …….……..... $140.00 per credit hour
All RAD (Associate Degree Radiography)..... ..... $140.00 per credit hour
All RCP (Respiratory Care)..... ..... $140.00 per credit hour
All SGT (Surgical Technology)..... ..... $140.00 per credit hour
All WEL (Welding) except 102 and 135 …… …$70.00 per credit hour
All sections OL (On-Line) and OE (Open Entry) ..... …$20.00 per credit hour

Chargebacks

A "chargeback" is a payment that allows a student who is not a resident of District 526 to attend LLCC at the in-district tuition rate. The student's home-district community college pays the difference between the out-of-district and in-district rate to LLCC.

Students who reside in another community college district may qualify for a chargeback by entering an LLCC program not offered by their home community college and should inquire at their home community college for more information.

LLCC will pay another Illinois public community college to permit a student to attend that college at that college's in-district tuition rate pursuant to Board Policy 5.17.

Billing and Due Dates For Tuition and Fees

All tuition and applicable fees for on-campus and off-campus courses will be billed through the Finance Department on the main campus. Tuition due date periods for each semester are published in the semester *Class Schedule*. Students who do not pay their tuition and fees by the assigned due date may be dropped from their classes. Students who register after the first meeting of a class will be assessed the late registration fee of $20.

Checks

If three or more checks are returned from or on behalf of a student, LLCC will not accept checks toward that student's account or from that student for a period of three years.

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| **Subject** | **Tuition Rates for Students Attending Other Education Institutions Within the District** |
| **Policy Number** | **5.15** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Policy Statement: In accordance with the Act*, individuals who are considered out of district or out of state residents shall qualify for in-district tuition if they are enrolled full time at a residential secondary or regionally accredited post-secondary educational institution located within the college district.

Legal Citations:
*Public Community College Act 110 ILCS 805/6-4
*Administrative Rules of the Illinois Community College Board 1501.505

**Procedure:**

LLCC will grant in-district tuition for each term (fall or spring) that an individual who is not classified as a resident of the LLCC district provided the student meets one of the following criteria:

- The student is enrolled at a regionally accredited post-secondary institution within the LLCC district for at least 12 semester hours for the term.
- The student is enrolled at a full-time residential secondary institution within the LLCC district.

Students must provide official documentation indicating enrollment conditions as noted in the procedure.

*Legal Citations:*
*Public Community College Act 110 ILCS 805/6-4
*Administrative Rules of the Illinois Community College Board 1501.505

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| **Subject** | **Residency** |
| **Policy Number** | **5.16** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Student residency classification (in-district, in-state out-of-district, out-of-state, or out-of-country) and verification will be in accordance with the provisions of the *Illinois Public Community College Act,* 110 ILCS 805/1 *et seq.*, and the administrative rules of the Illinois Community College Board (ICCB). In accordance with the ICCB, the College will maintain procedures for the classification and verification of student residency status.

Legal Citation
110 ILCS 805

**Procedure:**

When appropriate, based on a student's change of address, the student will be asked to complete a residency questionnaire form. Based on information provided by the student to verify residency, a residency classification will be determined by the Registrar following Illinois Community College Board guidelines. The student will be notified of his/her residency classification by email.

Any student who changes residence during the academic semester shall immediately report such change to the College. If such change shall result in a change in the applicable tuition rate, then the new tuition rate shall take effect at the beginning of the next academic semester.

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| **Subject** | **Tuition Rate Chargebacks** |
| **Policy Number** | **5.17** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall process chargeback requests in accordance with the Act* and State Board Rules.

*Legal Citation:*
* 110 ILCS 805/6-2

**Procedure:**

The Illinois Public Community College Act of 1965, as amended, provides that if a student wishes to take a curriculum of study not offered in the home community college district, but offered in another public Illinois community college district, the home community college district will pay the non-resident portion of the tuition while he/she is enrolled in such a program.

1. Application Deadline
Application for Authorization of Partial Support, also known as a "chargeback", must be made 30 days prior to the first day of the semester at Lincoln Land Community College and must be renewed each year.

2. Definition of Curriculum
A curriculum is interpreted as an organized pattern of instruction within a discipline leading to a *certificate or associate degree* which is publicized in the official catalog of an Illinois public community college and approved by the Illinois Community College Board and the Illinois Board of Higher Education. Both full-time and part-time attendance is allowable. Individual courses, as in adult continuing education programs, are not considered programs for approval purposes, nor are programs that are generally considered to be baccalaureate oriented, e.g., architecture, since the majority of the courses normally taken during the first two years of such programs are readily available at Lincoln Land Community College.

3. Determination of Whether or not a Curriculum is Offered by Lincoln Land Community College
A chargeback is not authorized if the desired curriculum is offered by LLCC or is offered by another Illinois community college through a cooperative agreement between such other college and LLCC. LLCC shall determine whether or not the desired program is offered by comparing the relevant LLCC program or the cooperative college program and its component courses to the official catalog of the college the applicant wishes to attend. If LLCC or the cooperative college has a comparable curriculum, no chargeback will be authorized.

4. Residency Qualification
To qualify for a chargeback, the student must be a permanent resident of District 526. The residence of unemancipated persons is that of their parents. If the applicant is of foreign citizenship, proof of permanent residence (green card or its equivalent) is required.

5. Change in Residency
Residents of District 526 are eligible for chargebacks after they have resided in the LLCC district 30 days and verify their residency based on applicable LLCC procedure. Students who have Lincoln Land Community College chargebacks but establish permanent residence out of the district will have their chargebacks terminated at the end of the term in which they moved.

6. Distance and Inconvenience
Distance and inconvenience are not considered as the basis for approving chargebacks. If a program is offered anywhere within District 526 or elsewhere in the state through an established cooperative agreement, it is judged to be available. The time of day, the day of the week, or the particular semester or term of offering of the program or its component parts are not considered as factors affecting approval.

7. Enrollment Limitation
The fact that a Lincoln Land Community College curriculum may have limited enrollment, is temporarily closed to enrollment, or is regularly over-subscribed is not considered as a factor affecting approval.

8. Failure to Meet Entrance Requirements
The fact that an applicant for a chargeback was refused admission to a Lincoln Land Community College curriculum because of failure to meet entrance requirements is not considered grounds for authorizing a chargeback for a comparable program at another institution. Lincoln Land Community College will not authorize a chargeback to someone attempting to meet the entrance requirements or prerequisites for a particular program at another college.

9. Continuity of Authorization
If Lincoln Land Community College authorizes a chargeback, and subsequently develops a comparable curriculum, the student is not required to transfer back to Lincoln Land Community College for the balance of the program.

10. Limit on Number of Programs per Applicant
A student may not have more than one chargeback at the same time.

11. Repeated Courses, e.g., Incompletes, Failures, Drops, or Withdrawals
The College will not pay for repeated courses students take to either raise their grade point average or in which they received incompletes, failures, drops or withdrawals.

12. Compliance Guideline
The Lincoln Land Community College Admissions, Records, and Registration Office will audit each billing of chargebacks received. Courses taken which are not part of the approved program will not be honored for chargeback; in this case, the entire out-of-

district tuition for such courses must be paid by the student. Any required development education courses will be included as part of the “approved program”.

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| **Subject** | **Tuition and Fee Refund** |
| **Policy Number** | **5.18** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students who officially drop a course(s) during the first week of any term will receive a refund of 100% of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g., modules, summer session, etc**.** and for semesters that have an irregular start (e.g., have a holiday within the first week) shall be made on a pro rata basis.

In the event a course is canceled, all paid tuition and fees will be refunded.

No refund will be made to students who are withdrawn from any course for disciplinary reasons or absenteeism. Refunds for special fees (e.g., fees connected to travel-study or fees for required background checks) will be considered on a situational basis regardless of drop date.

Workforce Development and Community Education programs may have different refund policies. Please refer to the individual program for additional information regarding this and other polices.

**Procedure:**

To be eligible for a tuition refund for a course withdrawal the student must officially complete the withdrawal process within the tuition refund dates as posted in the current catalog (in accordance with Board Policy 5.42). A student with extenuating circumstances related to the withdrawal may appeal for a tuition and fee refund for a course withdrawal made after the posted refund deadline. The appeal must be filed with the Admissions and Registration Office. The appeal must be supported by relevant documentation that demonstrates the extenuating circumstances. The student's written appeal is reviewed by a committee comprised of College staff from various units for consideration of special circumstances for refund eligibility

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| **Subject** | **Student Financial Obligations** |
| **Policy Number** | **5.19** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, bookstore charges, and childcare center fees.

**Procedure:**

Appropriate financial restrictions can be applied to a student's record by a designated representative of Registration Services, Financial Aid Office, Records Office, Bookstore, Child Care Center, and the circulation desk of the Learning Resource Center. These systems-viewable restrictions will list the amount owed, the office and reason for the restriction, the date applied and, when appropriate, the date closed. LLCC will honor the Consortium of Academic and Research Libraries in Illinois (CARLI) financial restrictions imposed on dual-enrolled students. All LLCC offices will honor the financial restrictions imposed upon a student by withholding the following services:

- Registration of any LLCC course or workshop, credit, or non-credit offering.
- Adding or dropping any course or workshop, credit, or non-credit offering.
- Checkout of any materials from the Learning Resource Center.

Students may discharge all financial restrictions from their record by contacting the Registration Services and paying the amount due. Financial obligations to the CARLI Libraries must be paid to the originating library.

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| **Subject** | **Transcripts** |
| **Policy Number** | **5.20** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall, upon request, provide students with official transcripts of all credit coursework attempted with attendant grades.

**Procedure:**

An academic transcript will be kept of every college credit course taken and degree earned at Lincoln Land Community College for each student. The transcript will list all courses attempted, grade earned, and cumulative grade point average. Students who have transferred credit from another college will have those courses added to their LLCC transcript. Academic indicators other than grades (including "W" withdrawn, "PR" proficiency, "RP" repeat, "I" incomplete, and others) will be identified and explained through narrative on the reverse of the transcript.

Requests for official transcripts are made via the College website and provided via the Parchment service. An unofficial transcript will be made available only upon request by the student or by a governmental agency with appropriate legal authority. Proof of identity may be requested before a transcript is issued.

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| **Subject** | **Special Program Admissions** |
| **Policy Number** | **5.21** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Eliminated 01/27/16

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| **Subject** | **Senior Citizens' Courses Policy** |
| **Policy Number** | **5.22** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Citizens of the district who are 65 years of age or older shall be eligible to attend classes with no payment of tuition or activity fees, subject to classroom space. (They are required to pay other fees where applicable.) The College reserves the right to require proof of age whenever such proof may be deemed necessary. The prospective student must be 65 years of age before the beginning of the applicable school term to qualify for a senior citizen's tuition waiver. *

*Legal Citation:*
* 110 ILCS 990/2

**Procedure:**

The age of senior citizens choosing to attend under this policy shall be verified at the time of application and registration, and the prospective student shall be coded into the Colleague system as "senior". The Colleague system then automatically sets the appropriate tuition and fee rate. Non-paying senior citizens shall not be included when calculating minimum enrollment required to run a course.

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| **Subject** | **Selective Admission** |
| **Policy Number** | **5.23** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Eliminated May 2022

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| **Subject** | **Student Financial Assistance** |
| **Policy Number** | **5.24** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall establish a comprehensive program of financial assistance for students demonstrating financial need, special talents, or special circumstances. It shall include scholarships, grants, loans, tuition waivers, or employment.

**Procedure:**

Students may apply for government aid via the Free Application for Federal Student Aid or other current method prescribed by the U.S. Department of Education.

Students may apply for scholarships and waivers through the LLCC Foundation Office.

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| **Subject** | **Student Financial Aid Eligibility** |
| **Policy Number** | **5.25** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Eligibility for student financial aid shall be determined in accordance with applicable federal and state statute.

**Procedure:**

In accordance with College policy, the Financial Aid Office will maintain procedures compliant with federal and state laws and regulations to determine Financial Aid eligibility.

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| **Subject** | **Ability to Benefit** |
| **Policy Number** | **5.26** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The Financial Aid Office will maintain procedures compliant with federal statutes and regulations to determine a student's eligibility to benefit for students who do not possess a high school diploma or its recognized equivalent.

**Procedure:**

All students who do not possess a high school diploma or GED are encouraged to pursue one of these credentials. For students who do not have either a diploma or GED and want to receive financial aid, the Financial Aid office will maintain procedures compliant with federal statutes and regulations to determine their eligibility to benefit.

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| **Subject** | **Student Success Coaching** |
| **Policy Number** | **5.27** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students shall be assigned a Student Success Coach to assist them in co-creating an educational plan in order to achieve their goals. Through this supportive relationship, students are offered information, resources and guidance to help them make meaningful decisions about their educational goals.

**Procedure:**

Student Success Coaches assist students by developing supportive relationships with students in which they take ownership of their education and learn the tools needed to make informed and meaningful decisions about their educational goals. Student Success Coaches assist students in developing an educational plan and serve as the main point of contact throughout a student's time at Lincoln Land. Student Success Coaches are to be knowledgeable about campus resources and provide appropriate referrals; clarify College policies, program information and procedures; offer feedback to students on chosen courses; and help students assume responsibility for their decisions and actions.

Students are assigned a Student Success Coach based on the location in which they will take classes, their program of study, or by membership of a special population.

Students that are not in good academic standing shall meet with their Student Success Coach prior to registering for each semester.

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| **Subject** | **Accessibility Services** |
| **Policy Number** | **5.28** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Support services shall be provided to individuals with a disability. To establish as an individual with a disability, documentation may include, but is not limited to, a) documentation of an Individualized Education Plan (IEP) b) documentation that the individual has received services or accommodations under Section 504 plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 c) documentation of a plan or record of service from a private school, local education agency, a state educational agency, or an institution of higher education, d) a record of evaluation from a relevant, licensed professional, e) a plan or record of disability from another institution of higher education, or f) documentation of a disability due to military service in the uniformed services.

**Procedure:**

Lincoln Land Community College shall comply with The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. A Guidelines and Procedures resource for students with disabilities shall be available. Students with documented disabilities who desire services should contact the College's Accessibility Services office.

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| **Subject** | **Career Planning and Employment Services** |
| **Policy Number** | **5.29** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Currently enrolled students and prospective students shall be offered services and information to assist them with plans for training and employment.

**Procedure:**

*Career Planning – Career Development Services Office*
The Career Development Services Office provides career counseling, career interest inventory interpretation, and information about occupational trends and careers. This free service to students offers the following:

- Maintenance of educational materials describing various careers.
- Coordination of a current collection of career information for each academic major.
- Distribution and interpretation of the O*net Interest Inventory.
- Access to career instruments that provide a guide to educational career planning.
- A variety of career workshops focusing on choosing a major and/or career.
- Career counselors to assist students in all areas of career planning.

The Career Development Services Office is located in the Student Services Area of Menard Hall.

*Job Search – Career Development Services*
The Career Development Services Office provides a variety of job search services to residents of the Lincoln Land Community College District. These services include:

- Publication of a monthly Job Opportunities Newsletter that lists part-and full-time employment opportunities from entry level to advanced positions. The Job Opportunities Newsletter can be accessed via the Internet at www.llcc.edu/cds. Individuals can request that a copy be mailed and can be put on a mailing list.
- A list of current job openings is maintained in the Career Development Services Office, on a job board on campus and on the Lincoln Land Community College website.
- Applications and brochures from various businesses and government agencies are available in the office.
- Information on internships or cooperative work education opportunities.
- Job search brochures and flyers on such topics as cover letter and resume writing techniques, interviewing skills, job-search techniques, and professional business dress/etiquette.
- A career computer lab for resume writing assistance and electronic job search with links to a variety of employment websites.
- Individual assistance with mock interviews, resume development and cover letters.
- Access to web-based employment databases.

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| **Subject** | **Student Employment** |
| **Policy Number** | **5.30** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Student employment practices shall be in accordance with Policy 8.2.

**Procedure:**

*Procedures for Student employment:*

Item 1 applies only to Federal Work Study Students; items 2-7 apply to all student workers regardless of funding.

1. All FWS employment shall be governed by federal and other regulations currently in effect. The Financial Aid Office will maintain detailed procedures for the FWS program.

2. Student workers are considered to be students first. Under no circumstances is a student worker, institutionally funded or FWS, to work more than 20 hours per week.

3. Student workers must maintain satisfactory academic progress. No student who is on academic suspension or probation may work as a student worker.

4. Under no circumstances is a student allowed to work during scheduled class hours, regardless of early release or class cancellation.

5. Student workers must be enrolled at least half-time during the semester of employment, with the exception of summer term. Students enrolled half-time during a MOD or multiple MODs are eligible to work the entire semester.

6. Summer Employment:

    - FWS – Students may work in FWS student positions during the summer term without being enrolled in summer courses if they are enrolled and eligible for employment during the following fall semester.

    - Institutionally Funded - Students may work in institutionally funded student positions during the summer term without being enrolled in summer courses if they were enrolled and eligible for employment during the preceding spring semester or are enrolled and eligible for employment during the following fall semester.

7. Student workers are responsible for compliance with the Family Education Rights and Privacy Act* and other regulations with regard to confidentiality of and access to student and other institutional records. It is the responsibility of the student worker's supervisor to provide training regarding relevant regulations.

*Legal Citations*:
* USC.S.123g

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| **Subject** | **Student Co-Curricular Activities** |
| **Policy Number** | **5.31** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall provide for and encourage co-curricular activities designed to reinforce classroom instruction and supplement academic learning. Co-curricular activities providing a means of developing students' cultural, social, intellectual, physical, spiritual, leadership and educational capabilities beyond the classroom shall be developed in conjunction with students, faculty, and staff. Participation shall be open to LLCC students. Employees and other individuals may participate by invitation of the sponsoring recognized group or department. When possible, events shall be arranged so that students may participate without being absent from scheduled classes. However, when such a conflict is unavoidable, the student who chooses to attend scheduled classes rather than take part in the supplementary class activity will not be penalized.

**Procedure:**

Any student, faculty, staff, or recognized student group may participate in the development of co-curricular activities. All activities will be developed via one of the following partnerships:

- Student Engagement Office
- Recognized student group members and advisor
- Academic Departments
- Students and/or employees in conjunction with the Student Engagement Coordinator, or their designee.

Funding for co-curricular activities may be provided through student activity fees for recognized student group sponsored activities and through departmental funding for class sponsored activities. Student activity fees are distributed upon recommendation of the Student Activity Fee Allocation Committee (SAFAC) and approved by the Student Government Association each spring semester for the following fiscal year.

Student activity fee allocations for recognized student groups, Student Life Office, and the Outreach Centers are distributed at the beginning of each fiscal year pending the availability of funds.

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| **Subject** | **Student Groups** |
| **Policy Number** | **5.32** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall have a single student government organization for the entire institution. That organization shall establish by-laws for its operation, such by-laws to be approved by the College. The student government organization shall establish guidelines for recognition and approval of all student groups. Membership in recognized student groups shall be open to all College students, and to employees, and other individuals by invitation of such groups. All recognized student groups shall operate in accordance with Policy 1.2, 1.4, 1.5, 1.6, and all other applicable College, local, state, and federal laws and regulations. The student government organization shall prepare a proposed student activity fee budget annually.

**Procedure:**

Any group wanting the rights and privileges of a Lincoln Land Community College recognized group must complete the recognition process as outlined below and be granted recognition by the Student Government Association.

Statement of Recognition
The purpose of the recognition process is to provide the Student Life Office staff and potential members with vital information about the recognized groups on campus. Recognition takes effect once the Student Life Office determines the recognition information and constitution comply with the stated requirements and are approved by the LLCC Student Government Association. Under normal circumstances, the recognition process takes approximately two weeks for approval. Delays may occur if all requirements are not completed by the group seeking recognition.

*Group Types*
Organizations - A student organization is a group that serves an institution wide significant function to the college community (Student Government Association, *The Lamp*, Campus Activities Board, etc.)

Teams - A student team is a group that participates in academic competitions on an intercollegiate level.

Clubs - A student club is a group that is formed around a common interest.

Conditions for Recognition
1. The group should fill an apparent need for students not currently being met by an existing group on campus.

2. The group must have sufficient membership to sustain its existence. A minimum of ten active members is required to assure the chance of success. Exemptions from this requirement can be requested through the Director of Student Life.
3. All members of a recognized student group must be registered LLCC students in good standing with the College, College employees, or must be extended membership by the group advisor.
4. The group must have all advisors approved by the College. The purpose of the advisor is to guide the student leadership on matters related to group dynamics, finances, activities, and programs.
5. The group seeking recognition status must submit the following materials to the Student Life Office: a) a completed recognition form and b) a copy of the group's current constitution.
6. The purpose and activities of the group must not be in violation of civil law or college regulations.
7. Groups that are athletic in nature will not be recognized as clubs due to the need for appropriate supervision and risk management. Such groups may pursue incorporation into intramurals or intercollegiate athletics program.

Benefits of Recognition

Recognition of a student group permits the group to:

- the use of the College's name in conjunction with that of the group for official purposes;
- the privilege of using College facilities under College policies governing that usage, as administered by the Facilities Reservation Technician;
- the receipt of relevant publications and inclusion in mailings by the Student Life Office;
- the opportunity to apply for student activity fee funds.

*Student Group Website Policy*

Lincoln Land Community College does not provide server space for student group websites. Student groups may create websites utilizing an outside web space provider. The group may submit this web address to the Student Life Office to provide a link to the site from the Student Life Office website. The Lincoln Land Community College web page disclaimer and non-discrimination policy will appear when the link is activated by an individual before connecting to the site. Student group websites should contain the website author's name and contact information.

Student groups classified as student organizations are exempt from this procedure.

Registration of Groups

In the fall of each year, it is necessary to register student groups. This process begins with an application form that must be completed by the group current officers and advisor. The forms should then be returned to the Student Life Office.

Forms and information pertaining to registration will be mailed to incumbent advisors and officers during the registration period. Additional forms may be obtained in the Student Life Office. Failure to register an existing group by the designated deadline may result in the expiration of that group registration status.

Groups Compliance with College Policies

1. Any student group failing to comply with College policies shall be brought to the attention of the Director of Student Life. Recognized student groups and their individual members may be held responsible for violations of College policies.
2. Upon being notified of such charges, the College will investigate the accuracy of the charges.
3. An effort will be made to resolve the charges by mutual agreement between the parties, if appropriate, and appropriate disciplinary action, if any, will be determined. Students may be subject to administrative action or disciplinary penalty as defined in Disciplinary Suspension or Expulsion Procedure (Policy 5.37) in addition to any civil action that may be appropriate.
4. The student group (through its advisor and officers) will be informed in writing of any disciplinary action to be taken.

The student group may appeal the decision through the Student Grievances and Appeals Procedure (Policy 5.40).

*Dissolution of Student Group*

A Student group or The Student Life Office may dissolve a group for any of the following reasons:

1. The Student group has had a majority vote to do so.
    a. The majority vote determines that the group is no longer needed/wanted on campus.
    b. Written notification should be given to the Student Life Office within 30 days of the vote.
2. The Student group has been Inactive for Three Years.
    a. A group will be deemed inactive after one year of not receiving a Recognition Form.
    b. A group will be deemed dormant during the second year of not receiving a Recognition Form
    c. A group will be considered dissolved after the third year of not receiving a Recognition Form
3. The Student Life Office has withdrawn the group recognition due to non-compliance with College policies.

Before a group is dissolved completely, a flyer notifying the student population will be posted for 2 weeks on the Student Life Office bulletin boards and outside the Student Life Office.

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| **Subject** | **Student Groups Advisement** |
| **Policy Number** | **5.33** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

All recognized student groups shall have an advisor approved by the College. Such advisor is responsible for ensuring that the group is operating in accordance with all policies, rules, and regulations as stated in Policy 5.32.

**Procedure:**

Any College employee may volunteer to serve as an advisor to a group. Prior to appointment as an advisor, the employee must obtain approval from their supervisor as well as the Student Engagement Coordinator. The term of office for an advisor shall be one year, renewable annually at the invitation of the group and accepted at the discretion of the advisor.

The advisor shall uphold the educational mission of the College and shall monitor the activities and policies of the group to ensure that they are in compliance with College policy and applicable local, state, and federal laws.

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| **Subject** | **Student Group Travel** |
| **Policy Number** | **5.34** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College may permit travel by members of any recognized student group club and organization in accordance with Policy 6.13.

**Procedure:**

When a group of students are to travel at the College's expense, such as athletic teams, student groups, or class field trips, it is possible to receive an advance to help the students defray their traveling expenses. This advance will be made from either a student group or field trip account. The advance can only be made to the coach, advisor, or instructor for the group, and a complete accounting for the funds after the travel is completed must be presented. The steps to follow are:

1. Prepare a Professional Activity/Travel Request form in the coach's, advisor's, or Instructor's name showing the type of trip and estimate of expenses to be incurred by the students and coach, advisor, or instructor on a per-person basis. A complete list of students planning to participate must be attached. A Professional Activity/Travel Request form must be prepared indicating the name of each student if airfare is required. Any expected travel reimbursement to any person traveling at College expense must be approved in advance. The coach's, advisor's, or instructor's Professional Activity/Travel Request form will show the balance of expenses. If more than one coach, advisor, or instructor is attending the trip, a separate Professional Activity/Travel Request form must be prepared for each coach, advisor, or instructor attending in addition to the one submitting the student's expenses.

2. If traveling out of state, Board approval is required. Prior to travel, published deadlines for submitting board agenda items must be met. Two weeks prior to departure, a Professional Activity/Travel Request Expense form must be submitted for the amount of funds to be advanced for students. If convention registration fees or a deposit on hotel or equipment rooms must be paid in advance, a Professional Activity/Travel Request form should be prepared payable to the sponsoring organization and/or the hotel indicating the date this advance payment is due. The coach, advisor, or instructor will be sent the check. A second Professional Activity/Travel Request form should be prepared for the remainder of the advance and a check will be issued for this amount.

3. Have the Professional Activity/Travel Request form approved by the proper authorities and forward to the Purchasing Office.

4. Reserve College van or other transportation. If a College vehicle is to be used, call Facility services to reserve the vehicle.

5. Have students complete and sign a release form.

6. A Finance Technician will have check(s) prepared and sent to the coach, advisor, or instructor.

7. The coach, advisor, or instructor will have the check(s) cashed and
   a. Pay for all meals and lodging, if applicable, for the students, and obtain paid receipts for each expenditure. (Paid receipts must show the itemized cost of each item, item name, and name and address of the vendor.) OR
   b. Give the predetermined meal allowance to each student and have each sign the receipt or meal allowance form, if applicable.

8. When travel is completed, all advance funds not expended must be deposited to the organizational unit from which the advance was made, on the first working day after the trip. The business office will need the name and social security number of the individual who received the advance.

9. The coach, advisor, or instructor will prepare the Post-Travel section of the Professional Activity/Travel Request for the actual expenditures incurred (or actual per diem rates allowed), attach the itemized receipts for funds returned (if applicable), obtain the proper approval signature, and forward it and all receipts to the Purchasing Office. The Purchasing Office will audit the travel reimbursement request and forward to either accounts payable or the revolving fund technician in order to issue a reimbursement check. College employees in attendance must also complete the Post-Travel section of the Professional Activity/Travel Request.

10. When a field trip is planned, the advisor or instructor has the responsibility to accurately forecast the cost of all necessary expenditures for the trip. This total cost should be computed on a per student basis and that amount collected from each student. It is permissible for the advisor's or instructor's actual expenditures (room, travel cost, tickets, food, etc.) to be paid by the students on a pro rata basis. In these cases, the advisor or instructor will not receive a travel reimbursement (per diem, actual expenses) from the College's account.

11. In the event a student is unable to go on the trip after the fee is paid, then these funds will be held and may be distributed back to the student when the reconciliation from the field trip is completed. Any obligations incurred by the registration may be deducted from these funds.
    a. All funds collected must be substantiated with a College receipt which will include the account number of the club and the deposit should be made by the employee who is responsible for the collection of funds for the trip.
    b. The advisor or instructor will maintain a field trip reconciliation form.
    c. A check for the total amount forecasted may be drawn prior to the trip and made payable to the advisor or instructor after being requested on a Professional Activity/Travel Request form. The advance must be charged to the correct organizational unit and correct general ledger code.
    d. The advisor or instructor is responsible for keeping accurate records for all expenditures by receiving official original paid receipts for all monies paid. (Only purchases for supplies and consumable items are allowed. There is no provision for

the purchase of equipment. Information on the receipt must show the itemized cost of each item, what the item is, and the name and address of the vendor. Sales tax is considered as part of the expense.)

e. A completed field trip reconciliation form with all proper attachments must be submitted to Accounts Payable within ten working days from the end of the trip. Accounts Payable will audit the form for completeness, accuracy, proper receipting, and expenditures. The advisor or instructor is responsible for accounting for all funds advanced. Any monies not used are to be re-deposited into the account from which the advance was made.

12. If a college vehicle is used for travel, or if transportation services are contracted with an outside vendor, only members of the student group/athletic team/class and official group advisors/coaching staff/class instructors may travel in the college vehicle or college-hired vehicle. Spouses or partners of official group advisors/coaching staff/class instructors and dependent children of official group advisors/coaching staff/class instructors may travel in the college vehicle or college-hired vehicle with advance written approval of the appropriate LLCC vice president. Any additional costs created by the travel of these family members shall be paid by the individuals. If any other personnel are required (e.g., statisticians, additional chaperones), these persons must be approved in advance by the appropriate vice president (Student Services in the case of athletics and student groups, Academic Services in the case of class field trips). Only those individuals with a bona fide function related to the activity shall be authorized for travel.

13. If traveling overnight, only members of the student group /athletic team/class and official group advisors/coaching staff/class instructors or other personnel approved in advance by the appropriate vice president (Student Services in the case of athletics and student groups, Academic Services in the case of class field trips) are allowed to occupy the designated accommodations overnight. Spouses or partners of advisors/coaches/instructors and dependent children of advisors/coaches/instructors may occupy the designated accommodations also; however, any additional costs incurred by their occupancy shall be paid by the individuals. Furthermore, the official group advisors/coaching staff/class instructors will appropriately assign all trip participants to their specific accommodations and participants are obligated to follow these assignments at all times.

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| **Subject** | **Student Athletics** |
| **Policy Number** | **5.35** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College shall provide a program of competitive athletics for its students. The program shall include both intercollegiate and intramural activities. The program shall operate within general institutional philosophy and state, federal, and governing body guidelines.

**Procedure:**

To ensure that the receipt and expenditure of external contributions for the athletic programs operate within institutional guidelines the following shall apply:

- Any cash or in-kind contributions exceeding $2,500 must be approved by the Vice President, Student Services and deposited into a restricted account held by the Business Office or the LLCC Foundation for such purposes.
- Athletic tuition waivers shall be overseen by the Vice President, Student Services.
- A reasonable proportion of any contributions shall apply to the entire athletic program as opposed to any individual sport or sports.
- Should a booster club be formed, the director of athletics shall be responsible for educating boosters regarding applicable NJCAA and District rules and for monitoring compliance therewith.
- Any cash or in-kind donation exceeding $5,000 shall have prior Board approval.
- In all instances, the College shall retain the right of refusal of any gift or of association with any individual, product, company or other entity.
- In no instance shall any contribution apply toward the salary or other compensation of any coach participating in or associated with the intercollegiate athletic program.
- The intramural program will be directed by the Student Life Office.

The Vice President, Student Services shall be responsible for ensuring that all fund-raising efforts of the athletic department do not conflict with those of the LLCC Foundation.

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| **Subject** | **Student Conduct** |
| **Policy Number** | **5.36** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students at Lincoln Land Community College assume an obligation to conduct themselves in a manner compatible with the mission of the College as an educational institution. Student conduct at the College, or at any college-sponsored activity, shall be governed by federal, state, and local statutes and Board policy. Students are responsible for familiarizing themselves with the student conduct provisions of Board policy, the College catalog, and the student handbook. Any and all conduct which adversely affects the student's responsible membership in the college community shall result in the appropriate disciplinary action.

Complaints of intimidation against students by students on the basis of race, sex, age, sexual orientation, handicap, creed, religion, marital status, or national origin should be reported to the Vice President, Student Services.

**Procedure:**

The Student Code of Conduct has been established to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at the college.

Each student is responsible for knowledge of and compliance with the Student Code of Conduct:

1. Students shall exhibit integrity and honesty. They shall refrain from cheating, plagiarism, and other forms of academic dishonesty and shall be truthful in the information they provide to the College and their representation of College documents, records, or identification to others.

2. Students shall abide by federal, state, and local statutes and LLCC Board policy.

3. Students shall exhibit respect for themselves, others, and the property of others. They shall also respect the rights of others to hold and express differing viewpoints from their own. They shall contribute to an educational environment free of harassment, intimidation, and other behaviors that threaten the well-being of themselves or others.

4. Students shall comply with the directions of College officials acting in the performance of their duties.

5. Students shall maintain an environment free from illegal drugs and unauthorized alcohol.

The College, in its discretion, may at any point in the complaint or appeal process take such administrative or disciplinary measures as it shall deem appropriate to assure the safety and security of students and staff.

The College further recognizes each student's due process rights, which include:

1. Notice which specifies the alleged violations(s) of the Code of Conduct

2. Opportunity to respond to the allegations

3. An appeal process appropriate to the nature and potential consequences of the violation

Procedures for dealing with alleged violations of the Student Code of Conduct other than academic dishonesty: (NOTE: charges of academic dishonesty should be reported using the procedures outlined in Board Policy 4.13 Academic Integrity)

1. All charges of alleged violations of the Student Code of Conduct shall be submitted in writing to the Assistant Vice President, Student Success.

2. The accused student shall receive notice in writing of the charges and the deadline to meet with the Assistant Vice President, Student Success (or designee). The deadline shall be set so as to allow the student reasonable time to respond.

3. During the meeting, the Assistant Vice President, Student Success (or designee) will advise the student of their rights, review the alleged violation and summarize the information received, and explain the college disciplinary procedure and any possible consequences.

Note: If a student does not meet with the Assistant Vice President, Student Success (or designee) prior to the deadline, the Assistant Vice President, Student Success (or designee) will determine the appropriate disciplinary action and shall notify the student of such in writing. The student forfeits any right to appeal the disciplinary action if they do not meet with the Assistant Vice President, Student Success (or designee) prior to the deadline.

4. The student has an opportunity to respond to the allegations, and present any relevant material related to this incident for consideration in determining whether these violations occurred and what disciplinary action, if any, applies.

5. An effort will be made to resolve the charges by mutual agreement between the parties, if appropriate.

6. After the meeting, the Assistant Vice President, Student Success (or designee) shall inform the student in writing of the disciplinary action to be taken, if any.

7. A student has the right to appeal the decision of the Assistant Vice President, Student Success (or designee) decision, unless the student failed to meet by the deadline previously provided. An appeal must be made in writing and delivered to the Vice President- Student Services Office within five business days of receipt of the notice of resolution/ disciplinary decision.

The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

1. If the appeal alleges the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each and every alleged factual error and/or details of each and every relevant fact that was omitted from the investigation;

2. If the appeal alleges substantive procedural errors, the person appealing shall identify each and every instance of substantive procedural error;

3. If the appeal alleges relevant and substantive issues or questions concerning interpretation of College policy, the person appealing shall state, in detail, the issues/questions supporting this allegation;

4. If the appeal alleges new information or evidence, the person appealing shall specify the reasons why the information or evidence was not available or provided to the investigator during the investigation;

The Vice President, Student Services shall promptly review the appeal and conduct such further investigation, if any, as the Vice President, Student Services shall deem necessary and appropriate to render a final decision.

Upon completion of such review, the Vice President, Student Services may affirm or amend the complaint resolution or disciplinary decision and shall notify the student and appropriate College officials. The Vice President, Student Services decision is final.

If the Vice President, Student Services determines that they have a conflict of interest or cannot conduct a timely review of the matter, the Vice President, Student Services may designate another College official (not previously involved in complaint or investigation) to process the appeal.

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| **Subject** | **Disciplinary Suspension or Community Expulsion** |
| **Policy Number** | **5.37** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

A student may be suspended from the College (leave the College for a specified time) if the student's conduct is judged to be detrimental to the general welfare of the College as defined in Policy 5.36 or interferes with the orderly and proper operation of the College. Prior to suspension a student shall be given oral or written notice of the cause(s) for suspension and shall be offered the opportunity to discuss the situation with the appropriate College officer.

The President or Vice Presidents may suspend a student and recommend to the Board expulsion (permanent banishment from the College) if, in their judgment, the student's conduct is detrimental to the general welfare of the College and its students or employees or interferes with the orderly and proper operation of the College. The student will be given written notice of the cause(s) for the suspension and recommended expulsion and will be given the opportunity to appeal such action at the next regular meeting of the Board of Trustees. The suspension will remain in effect until the Board of Trustees takes action regarding the recommendation for expulsion.

**Procedure:**

Suspension
Charges of inappropriate conduct worthy of suspension will be brought to the attention of the Vice President for Student Services via written and detailed notice. Such inappropriate conduct shall include, but is not limited to, academic dishonesty, falsification of any student record, possession or use of alcoholic beverages or illegal substances, and any form of disruptive behavior. Upon being notified of such charges, the Vice President for Student Services will investigate the accuracy of the charges. If the Vice President determines, based upon all available information, that suspension is warranted, the Vice President will give the student written notice of the cause(s) for suspension and the dates of suspension. Length of suspension shall be at the discretion of the Vice President and shall be based upon the nature of the offense and the point in the academic term at which the suspension takes place. The student shall be offered the opportunity to discuss the situation with the Vice President in a timely fashion and to appeal the Vice President's decision per the Student Grievance and Appeal Procedure (5.40).

Expulsion
Expulsion of a student may be recommended to the Board of Trustees by the President or any of the Vice Presidents in cases where inappropriate conduct is particularly egregious or hazardous or where a student has previously been subject to lesser disciplinary actions but has continued to exhibit inappropriate conduct. In such an event, the President or designee will notify the student in writing of the cause(s) for expulsion and will offer the student a hearing before the Board of Trustees. The student must make any request for such a hearing within 10 College business days of receiving notice of expulsion.

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| **Subject** | **Student Publications** |
| **Policy Number** | **5.38** |
| **Officer Responsible** | **VP, Academic Services** |

**Policy Statement:**

The College shall publish student publications in furtherance of educational goals in accordance with the rights guaranteed by the First Amendment to the United States Constitution.

**Procedure:**

All official student publications are bound by all policies and procedures including Student Organizations (Policy 5.32), Student Organization Advisement (Policy 5.33), and Student Organization Travel (Policy 5.34).

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| **Subject** | **Campus Disorders** |
| **Policy Number** | **5.39** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Any action by a student or group of students which disrupts the normal and orderly functioning of the College, or which violates any law, is prohibited, and may subject such person or persons to disciplinary action under Policy 5.37.

**Procedure:**

Disruptive actions, or actions which violate any law, shall be brought to the attention of the Vice President, Student Services, and the College's Police Department. If disciplinary action is warranted, students will be subject to Procedure 5.37 in addition to any legal consequences.

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| **Subject** | **Student Grievances & Appeals** |
| **Policy Number** | **5.40** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College will ensure that students be served equitably and appropriately at all times.

This policy should be used to resolve student complaints and grievances. Grievances are appropriately claimed with regard to, but are not limited to**,** allegations of the following nature:

- A violation of policy and/or procedure of the College;
- Arbitrary or capricious action by a college employee;
- Improper removal from the College or a program of the College for academic reasons;
- Improper denial of admission or re-admission to the College or a program of the College;
- Inaccurate or inappropriate information contained in the student's record; and
- Improper suspension from the College for disciplinary reasons.

In addition, this policy should be used by students appealing decisions made through the following LLCC Board Policies:

- Board Policy 5.36: Student Conduct
- Board Policy 5.37: Disciplinary Dismissal or Expulsion
- Board Policy 5.41: Suspension from class
- And any other LLCC Board Policy & Procedure referring resolutions to this policy.

Complaints regarding the assignment of course grades will be made in accordance with College Policy 4.14 and are not subject to this Student Grievances and Appeals Procedure.

Complaints of sexual harassment, other harassment or discrimination on the basis of actual or perceived race, color, national origin, ancestry, religion, sex, gender, age, physical or mental disability, marital status, pregnancy, order of protection status, military status, unfavorable discharge from military service, political affiliation, sexual orientation, or any other such status protected by the provisions of the Illinois Human Rights Act or other applicable laws should be reported to the appropriate College officials in accordance with College Policy 1.7 and are not subject to this Student Grievances and Appeal Procedures.

This policy is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way.

**Procedure:**

I. Definitions

- A “complaint” is a statement of dissatisfaction with a decision, action or inaction by LLCC or someone acting on behalf of LLCC. A complaint only seeks to notify and does not require any further action. A complaint form is available online.
- A “complainant” can be anyone who is dissatisfied with a decision, action or inaction by LLCC or someone acting on behalf of LLCC.
- A “grievance” is when a student believes their rights have been abridged through any of the allegations listed in Policy 5.40. A grievance seeks a remedy.
- A “grievant” must be a student of the College and is the person making the complaint, except in the case of a prospective or former student grieving admission, readmission, or suspension decisions.
- “Other party” is the college person(s) or condition against whom the complaint or grievance is filed.
- “Person directly involved” means the complainant(s) or grievant(s), the other party, and those who make the decision regarding the grievance.
- “The committee” refers in this section to the Student Grievances and Appeals Committee.
- “Business days” shall exclude Saturdays, Sundays, and holidays and official college closures approved by LLCC cabinet.
- “Student Grievance Officer” refers to the individual facilitating the grievance procedures. The Student Grievance Officer will assist the student in identifying their next steps, providing feedback on what information to include in their grievance statements, and respond to any questions or concerns of any party involved in the grievance process. The Student Grievance Officer is not involved in the decision-making functions of these procedures.

II. Due Process Rights

LLCC takes seriously the right of students to voice and have heard their concerns and encourages students to exercise this right when necessary. All students shall be afforded the following due process rights:

1. All complaints should be resolved as quickly as feasible, while ensuring due deliberation.
2. All conferences or hearings conducted as a part of the process should be held at a time and place that will afford all involved a fair and equitable opportunity for representation.
3. All relevant records and pertinent information will be made available to all parties, with due regard for legal constraints on disclosure of personal records of parties not directly involved in the case. Any request for records and information must allow time for processing.
4. All proceedings will be confidential.
5. A grievance may be withdrawn at any time by the grievant.
6. No reprisals shall be taken by trustees or college employees against any student participating in the grievance process.
7. Participants in a conference or hearing shall be limited to involved parties.
8. The student shall have the opportunity to present witnesses who are knowledgeable of the situation in question. The Grievance and Appeal Committee shall determine the

appropriateness of the witness. Witness participation must be requested two business days in advance of any procedural step.

9. The student has the right to have a personal advisor present during the hearing. The student may confer with the advisor; however, the advisor shall not be permitted to speak or ask questions during the hearing.

III. Steps for Complaints and Grievances

Step 1: Informal

Where possible, it is expected that a complainant or grievant attempt to resolve their grievance informally through one-on-one conversation with the other party. The complainant or grievant should address the incident leading to the complaint/grievance as soon as possible after the incident occurred but no later than the end of the following semester. This step should only be skipped if the other party is unavailable or unwilling to meet or due to extenuating circumstances.

Step 2: Document

If satisfactory resolution cannot be reached through one-on-one conversation with the other party and if the complainant or grievant wishes to pursue the matter further, the complainant or grievant will document the complaint/grievance in writing by completing the online complaint/grievance form or by meeting with the Student Grievance Officer.

Documented complaints will be reviewed by the Student Grievance Officer or designee and, when appropriate, shared with the appropriate supervisor or College employee for review. The complainant may be contacted if further information is sought. This is the last step for a complainant since they are not seeking further action.

Step 3: Response

Within 3 business days of a grievant documenting their grievance, the Student Grievance Officer, or designee, will send a copy of the grievance to the other party, copying the other party's supervisor, for the other party's review.

Within 5 business days of receiving the grievance, the other party will provide a written statement in response to the grievance to their supervisor and the Student Grievance Officer. The Student Grievance Officer will share the written statement with the grievant.

Step 4: Supervisor

Within 3 business days, the other party's supervisor will contact the student to schedule a meeting to discuss the grievance. This step is skipped if the supervisor of the other party is a Vice President. The supervisor will document in writing their decision and rationale and send to the student within 5 business days of the meeting.

Step 5: Vice President

If the grievant is dissatisfied with the supervisor's decision, they may then discuss the grievance with the appropriate Vice President. The grievant shall contact the appropriate Vice President's office and Student Grievance Officer within 5 business days of the supervisor's decision to notify them of the grievant' s decision to continue.

The Vice President will review documentation and meet with the persons directly involved, i.e., grievant, other party, and supervisor, if needed. After meeting with the persons directly involved, the Vice President will notify the student of their decision within 10 business days.

Step 6: Grievance Committee

If the grievant is not satisfied with the Vice President's decision, they may request a hearing before the Student Grievance and Appeal Committee. Such request must be submitted in writing to the Student Grievance Officer, or designee. The request must be submitted within ten business days of receipt of the Vice President's decision.

The Student Grievance Officer shall convene the Student Grievance and Appeal Committee as soon as possible, but with due consideration for making the time as convenient as possible for the parties involved. The committee shall review the case, meet with involved parties, and issue a decision to the other party and their supervisor. The student will be notified of the committee's decision.

The decision of the Student Grievance and Appeal Committee is final.

Student Grievance and Appeal Committee Structure:

The Student Grievance and Appeal Committee shall be drawn from a pool constituted as described below and appointed on an as needed basis by the AVP- Student Success. Prospective student members shall be recommended by the Student Government Association, instructional faculty members by the Academic Senate, and administrators by the Vice Presidents of Academic, Administrative, and Student Services. For any given hearing, members of the committee shall be drawn from the pool so as to achieve the following representation:

• 2 students;

• 1 full-time instructional faculty member;

• 1 full-time staff member; and

• 1 administrator

None of the voting committee members shall be part of the chain of command involved in the grievance/appeal. The Vice President from Step 4 will serve in an advisory role but shall not have a vote. The Student Grievance Officer, or designee, shall serve as the nonvoting chair/facilitator of the committee. The Student Grievance Officer will schedule and facilitate the hearing, as well as document and communicate the committee's decision to the grievant, and the other party and their supervisor.

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| **Subject** | **Suspension from Class** |
| **Policy Number** | **5.41** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

A student's opportunity to participate in class may be suspended by the instructor for intentional obstruction or disruption of teaching. A faculty-imposed suspension shall continue until the suspended student meets with the appropriate staff responsible for student services administration. In certain praxis courses (e.g., nursing, or other allied health clinicals), a student's participation may also be suspended if his/her actions pose an imminent danger to others, regardless of intention.

**Procedure:**

If possible, it is expected that the first step in correcting student behavior will be an informal conversation between the instructor and the student in question. In this conversation, the instructor should identify what his/her behavioral expectations, etc. are within the class and explain that the student can be removed from the class if these expectations are not met. The instructor should document this conversation and share such information with the appropriate academic dean.

If circumstances allow the instructor and/or the dean should follow up this conversation with a written communication to the student detailing what expectations were communicated and what consequences, there will be if those expectations are not met.

If remediation cannot be accomplished through this instructor-student communication, an instructor may suspend a student from class for intentional obstruction or disruption of teaching or for posing a danger to self or others as described in Board Policy 5.41. At the time of such suspension, the instructor will tell the student that the suspension is in effect pending the student's meeting with the Vice President, Student Services, or designee. At the earliest opportunity that does not interfere with the instructor's teaching schedule, the instructor will inform the Vice President, Student Services or designee of the suspension and the reasons, therefore. Following the Vice President's meeting with the student, the Vice President will recommend a) a reinstatement into class pending approval by the instructor or b) further disciplinary action as covered by Policy 5.37. The Vice President, in conjunction with the instructor, may set reasonable conditions upon reinstatement. A student who is dissatisfied with the outcome of the meeting may appeal using the Student Grievances and Appeals Procedure (Policy 5.40).

Anytime a student poses a danger to himself or others or exhibits behavior of such a nature that it is perceived by the instructor to be dangerous, threatening or so disruptive as to preclude instruction, removal should be immediate. The instructor is encouraged to contact LLCC Police and his/her dean immediately in such cases.

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| **Subject** | **Schedule Changes** |
| **Policy Number** | **5.42** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

Students may enroll or withdraw from courses as follows:

1. Enrolling in Course(s): Students may enroll before a term begins. After the starting date of a term, a student may not initially enroll. Students already enrolled in a course(s) for a given term may add a course(s) to their schedule through Wednesday of the first week in that term. In special and unusual circumstances, the Vice President, Student Services, or the Vice President's designee, may, after consultation with the relevant faculty member and the appropriate dean, authorize a registration after the late registration period. A late fee shall be assessed if the student adds a course(s) after the first meeting.

2. Withdrawing from Course(s): Students may officially withdraw from courses up to one full week before the last day of classes in a regular college semester or term. After the sixth day of class a student will receive a grade of "W". Shorter term courses will have a proportionate withdrawal period. Refunds shall be in accordance with Board Policy 5.18, "Tuition and Fee Refund", and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, "Grades Given Upon Withdrawal."

**Procedure:**

In accordance with College policy, the following procedures will be used:

Enrolling in Courses-A student may enroll in courses provided the following conditions are met:

- A student has a zero balance from a previous term.
- A student wanting to enroll after the start of the term will be directed by college officials to enroll in later starting course offerings.
- Students who were previously enrolled for the term but are no longer enrolled before the start of the term may not add courses during the first week in a regular College semester or term.

Withdrawing from Courses-A student may withdrawal from any course by providing the appropriate completed forms to Registration Services, or a designee, provided the following conditions are met:

- Unless expressly permitted by the Vice President, Student Services, or the Vice President's designee, such student shall discharge all College financial obligations prior to withdrawal.
- A student may withdraw without the instructor's permission during the College's established "drop-add" period without notation on the student's permanent scholastic record.

- A student may withdraw without the instructor's permission up to 7 days prior to the last day of scheduled classes for each term. In such cases, a "W" grade shall be recorded on the student's permanent scholastic record.
- A student may not withdraw from any course for any reason after the first day of the final week of instruction preceding Final Exam week.
- An instructor may unilaterally withdraw a student up to and including mid-term for failing to attend class or for failing to actively seek completion of the course. In such cases, a "W" grade shall be recorded on the student's permanent scholastic record.

Workforce Institute and Community Education programs may have different withdrawal policies. Please refer to the individual program for additional information regarding this and other policies.

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| **Subject** | **Standards of Progress - Academic** |
| **Policy Number** | **5.43** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

The College is committed to student success. Students enrolled in an academic program must maintain minimum academic achievement standards. Standards for academic achievement are published in the college catalog and are determined by cumulative grade point average of credit hours attempted. A student whose academic performance is below the acceptable standard will be placed first on academic probation, then suspension, then multiple suspension status.

**Procedure:**

*Satisfactory Progress:* Students will be considered students in good standing if their cumulative grade point average meets or exceeds the following:

| Cumulative Semester Credit Hours Attempted | Cumulative Grade Point Average |
|---|---|
| 6-11 | 1.5 |
| 12-22 | 1.7 |
| 23-33 | 1.85 |
| 34 or more | 2.0 |

If a student does not meet or exceed the standards of satisfactory progress, the College will notify the student at the conclusion of each term.

*Academic Probation*

The College may place students on academic probation after they have attempted 6 or more semester credit hours at the College. Students who are on probation must see a Student Success Coach for approval of their proposed course schedule prior to registration. Students on probation may not register for more than 12 semester credit hours in a regular semester (or 6 during summer term).

*Continued Probation*

If the student on academic probation attains a semester grade point average of at least 2.0 but does not yet raise the cumulative grade point average to the level listed above, probation shall be continued for another semester.

*Academic Suspension*

If a student who is on academic probation fails to achieve at least a 2.0 semester grade point average during a semester, and also fails to bring his or her cumulative grade point average to a level that meets or exceeds the standards of satisfactory progress as outlined above, then such

student shall be suspended. A student on academic suspension may appeal his/her suspension through the reinstatement process outlined below:

1. The student shall meet with an Academic Success Professional in the Center for Academic Success to assess learning behaviors and identify strategies appropriate to that student.

2. The student shall subsequently meet with their Student Success Coach to develop a reinstatement proposal informed by the Center for Academic Success analysis.

3. The reinstatement proposal shall be approved or not approved by the Assistant Vice President, Student Success, or their designee.

*Multiple Academic Suspension*

A student on academic suspension for a second or subsequent time, may re-enroll only after receiving permission from the Assistant Vice President, Student Success or their designee. Students wishing to pursue this option will need to meet with the Assistant Vice President for Student Success for a conference to discuss further enrollment.

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| **Subject** | **Religious Observances** |
| **Policy Number** | **5.44** |
| **Officer Responsible** | **VP, Student Services & VP, Academic Services** |

**Policy Statement:**

Lincoln Land Community College shall reasonably accommodate student religious observances in accordance with 110 ILCS 110/0.01 et seq. in regard to admissions, class attendance, and the scheduling of examinations and work requirements, provided that make-up examinations, assignments, and work shall not create an unreasonable burden for the staff. Students must notify their instructor (or supervisor in the case of student workers) of any anticipated absence for religious observance according to the procedures for this policy.

**Procedure:**

Students, including student workers, anticipating schedule conflicts due to religious observances shall notify their instructor and/or supervisor at least 10 college business days in advance of the anticipated absence and make appropriate arrangements for make-up examinations, assignments, and work. Any absence for religious observances shall not relieve the student from responsibility for completing required coursework and examinations.

Any student who believes that the religious observance policy has not been honored should contact the instructor. If the issue is not resolved at the instructor level, then the student should contact the appropriate dean. If the issue is not resolved at the dean level, then the student may pursue a grievance under Board Policy 5.40. A student worker who believes that the religious observance policy has not been honored may pursue a complaint under Board Policy 1.10.

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| **Subject** | **Children on Campus** |
| **Policy Number** | **5.45** |
| **Officer Responsible** | **VP, Administrative Services** |

**Policy Statement:**

Lincoln Land Community College is responsible for providing a safe and positive educational environment. College owned and/or operated facilities and grounds are inappropriate places for unattended children, and LLCC is not liable for visiting children who are without adult supervision.

As such, unaccompanied children under age 16 are not allowed at any LLCC location except for cultural and sporting events and educational activities that are structured specifically for children. Additionally, children under age 16 who are registered for an approved college class are also exceptions to this policy.

Children may not attend regular class sessions with their parents or others who are students. To protect children from possible injury and to maintain a safe, secure, and distraction-free learning environment, children are not permitted in classes and laboratories. Unattended children are not permitted in other learning/support environments. And children are not to be left unsupervised anywhere on campus, including employee work areas.

**Procedure:**

Lincoln Land Community College has adopted the following procedures to ensure the safety of employees, students, visitors, and children on campus.

*Employee Work Areas* – Children under the age of 16 should not be left unattended anywhere on campus, including employee work areas. Additionally, employees should not bring children to work with the intent of providing childcare during a scheduled workday. When it is necessary for a child to accompany an employee to work due to extenuating circumstances, the employee should consult with his/her supervisor to determine best course of action.

*Learning & Support Areas* – Children should not be left unattended in learning and support areas. If children are found to be unattended in these areas, the LLCC Police Department should be notified immediately. Additionally, children should not be allowed in classrooms or other similar settings when the sole purpose is to provide childcare during the scheduled class or activity. If a student has extenuating circumstances regarding childcare arrangements, the student should 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. Potential options could include making up missed work outside of regularly scheduled class time or, if appropriate, attending a make-up class session at a different day/time when childcare is available.

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| **Subject** | **Student Optional Disclosure of Private Mental Health Information** |
| **Policy Number** | **5.46** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement**:

The College may disclose a student's mental health information to a person designated by the student in circumstances where a health or safety emergency exists. New students shall be informed of their right to authorize disclosure of mental health information, and any such disclosure shall be made in accordance with the Student Optional Disclosure of Private Mental Health Act (110 ILCS 74), the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g), and College Procedure 5.46

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| **Subject** | **Volunteer Emergency Worker Higher Education Protection** |
| **Policy Number** | **5.47** |
| **Officer Responsible** | **VP, Student Services** |

**Policy Statement:**

In accordance with 110 ILCS 122/1, Lincoln Land Community College shall reasonably accommodate any student who is a volunteer emergency worker in regard to absence in class caused by the performance of his/her duties as a volunteer emergency worker. Accommodations will be considered in regard to class attendance, the scheduling of examinations, and work requirements, provided that make-up examinations/assignments shall not create an unreasonable burden for the staff. Students must notify their instructor (or supervisor in the case of student employees) of any anticipated absence according to the procedures for this policy. Any student who believes he or she has been unreasonably denied this accommodation may seek redress as outlined in the procedure section.

**Procedure:**

In accordance with College policy, the following procedures will be used: Students, including student employees, anticipating an absence due to the role of a volunteer emergency worker shall notify their instructor and/or supervisor with as much advance notice as feasible of the anticipated absence and make appropriate arrangements for makeup examinations, assignments, and work. Any absence for volunteer emergency work shall not relieve the student from responsibility for completing required coursework and examinations.

Any student who believes the volunteer emergency worker in higher education policy has not been honored should contact the instructor. If the issue is not resolved at the instructor level, then the student should contact the appropriate dean. If the issue is not resolved at the dean level, then the student may pursue a grievance under Board Policy 5.40.