Student Handbook
2016-2017

Admission to Classes

Illinois Eastern Community Colleges endeavors to serve all who can benefit from education. IECC shall admit all students qualified to complete any one of its programs, including remedial, general education, transfer, occupational, technical and adult-oriented, as long as space for effective instruction is available. An individual may be admitted to class if s/he has a high school diploma or General Education Development (GED) Certificate (students not meeting either of these qualifications and planning to transfer to a four-year institution are advised to consult admission requirements at the college to which they will transfer), transfers from a college or university accredited by the Higher Learning Commission, a commission of North Central Association of Colleges and Schools, or comparable regional accrediting association, has high school permission if secondary school-age or formal notification that the connection with the high school where the student is a resident has been severed and is 18 years of age.

Secondary School-Age Students

Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day, established by the secondary school, or offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received. Any student who is 17 years of age and has severed connections with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the board.

Registration Forms

Please complete the registration forms in detail. Always give complete name, address, and date of birth.

Fees and Tuition

Tuition and fees may be paid through the mail by check. However, students wishing to pay cash must pay at FCC's Business Office. MasterCard/Visa credit cards are accepted in person at FCC's Business Office or by calling (618) 842-3711 or toll-free at 877-464-3687. Students may also pay online via Entrata.

Nursing

Questions concerning nursing requirements, admission, tuition, textbooks, etc., should be directed to the Nursing Department at 618-842-3711.

Attendance
Regular class attendance is necessary if a student is to receive maximum benefits from work. Regular attendance is the responsibility of the student. All absences and arrangements for makeup work are arranged directly with the instructor, who is responsible for determining whether the absence is excused. When the quality of work has been affected by absences or tardiness, the instructor may recommend that the student be dropped from the course. The student will be notified of the administrative withdrawal. Instructors will permit students to make up work missed because of field trips and activities approved by the college. Make up work for illness and other absences may be accepted at the discretion of the instructor.

Refunds
No refunds will be given after the tenth day of the semester for regular 16-week courses. A refund of 100% of the tuition and fees will be made to a student who withdraws within the first 10 days of a 16-week term. For courses that are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period.

Smoke Free Campus Policy
Smoke Free Campus Policy *Revised: September 16, 2014*
The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Clean Indoor Air Act and the Smoke Free Campus Act.

Use of tobacco products is prohibited in any District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle owned or leased by District 529. As of July 1, 2015, smoking is prohibited on all IECC property, both indoors and outdoors, and in District owned vehicles.

Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited.

Definitions "Smoking" means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes. "Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, hookahs, smokeless tobacco, snuff, chewing tobacco, or any other similar tobacco product, electronic cigarettes or e-cigarettes, electronic vaporizing devices, personal

vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking. “IECC Property” means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways, and as further set forth on the Smoke-Free Campus Map for each college. This policy applies to any individual on IECC property, including but not limited to students, faculty, staff, contractors, subcontractors, and volunteers, members of the public, business invitees, and visitors to the college. This policy is applicable twenty-four (24) hours a day, seven (7) days a week. Persons who purposely violate this policy shall be subject to appropriate disciplinary action

Substance Abuse Policy

The Board of Trustees recognizes the importance of a college environment that is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse instance will result in involvement of law enforcement officials.

Withholding of Grades and/or Transcripts

Unclear records may cause FCC to withhold grades and/or transcripts of students. Unclear records may include, but are not limited to, unpaid fees, unpaid tuition, bad checks, unreturned textbooks and overdue library books.

Administration and Student Services

Calendar and Inclement Weather Dismissal

Frontier Community College operates within the framework of the official college semester system. Classes meeting on campus and in facilities other than public schools should follow the official college calendar in the catalog; however, classes scheduled by Frontier Community College in Clay, Edwards, Jasper, Lawrence and White counties' cooperating school facilities should follow the public school calendar. Classes in cooperating schools of these counties do not meet on days the cooperating school is closed the entire day for holidays, teacher institutes, snow cancellations and any weather-related or unexpected circumstance. In Wayne County, only the classes that meet at the high school or in other cooperating school buildings will be cancelled when the high school district cancels school for the entire day. All other classes, including those at Frontier's Fairfield campus and other off-campus locations, will meet unless the president makes a separate cancellation decision. When classes are cancelled, announcements will be made on www.iecc.edu/fcc, Facebook, and radio stations serving Wayne County and outlying counties in which students may reside. Additional information may be obtained by calling Frontier Community College at its toll-free number, 1-877-464-3687.

e2Campus notification is available through Entrata. The IECC system will notify students and employees of campus emergencies and closures by e-mail and/or cell phone text message. Go to Entrata and Click the "Emergency Alerts" link on the left navigation to learn more and sign up. Special Note: Instances may develop where the president will adjust or amend this policy as the weather or situation may dictate. Each semester hour class requires 900 minutes of instructional and final testing time.

Career Placement Services

The Placement Service will assist students in interviewing and in the preparation and maintenance of credentials.

Student Conduct

FCC students are considered to have reached an age of responsible citizenship, and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration, obligate themselves to obey all rules and regulations that the institution formulates and publishes in the college Catalog or the Student Handbook. Copies of the college Catalog or Student Handbook may be obtained in the Student Services offices. These documents contain specific disciplinary rules and regulations as well as procedures followed in case of infractions. The faculty and administration will

share in developing and implementing specific regulations as may be needed to foster desirable conduct on the part of all students. It is the responsibility of students to obtain publications which are the result of these efforts, and it is the responsibility of students to be thoroughly familiar with the college's standard of conduct. Other general comments concerning student conduct are in Board Policy 500 and in the general Catalog under student conduct.

Student Complaint Policy

Students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by an administrative officer to the next higher authority, and through appropriate successive steps, to the chair of the Board of Trustees or his/her designee. Participants in the process shall not be subjected to reprisals or retaliation because of such participation. Other general comments concerning student conduct are in the general Catalog under student complaint policy.

Class Visitors

Because of IECC's responsibility, visitors in the building or class are not permitted. Visitors wishing to speak with faculty or students must report to the Administrative offices and request such permission. Personal phone calls will not be relayed to students or instructors during instructional time.

Individual Student Insurance

Class enrollees are not covered by any IECC accident, health or medical insurance.

Tuition and/or Fee Payment and Nonpayment

Tuition will be due in full by the first day of class. Students should make a down payment at the time of registration. The college reserves the right to withdraw students from class(es) for nonpayment of tuition and/or fees.

ACT National Testing Dates

Students are encouraged to take the American College Test (ACT) Assessment. Below are tests dates administered at FCC. For registration information, visit www.act.org.

Test Dates: October 22, 2016 and June 10, 2017

Veterans' Assistance

The Veterans' director will assist in applying for V.A. benefits, applying and registering for college, choosing careers and certifying enrollment for V.A. benefits. Assistance is also given in obtaining other aid and services. Veterans are encouraged to avail themselves of the services provided by FCC.

Affirmative Action

IECC, pursuant to the requirements of Titles IV, VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972, does not discriminate against applicants, employees or students on the basis of race, color, religion, gender, age, disability or national origin in its employment policies and/or educational programs or activities, including admission to such. Inquiries concerning this policy should be directed to the Dean of Instruction at 842-3711.

Annual Statement of Privacy Rights of Educational Records

IECC's students are herewith informed of their Rights of Privacy of Educational Records. It is the policy of the Board of Trustees of Illinois Eastern Community Colleges that an enrolled student shall be annually apprised of the following rights. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Student Records Office written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the Student Records Office responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by IECC in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom IECC has

contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, IECC discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue S.W.; Washington, D.C. 20202-4605.

5. Illinois Eastern Community Colleges has established the following directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Notice is therefore given that directory information listed below with respect to each student enrolled at IECC will be available to any person unless the student files the Directory Information Restriction Notification with the Student Records Department at the primary college of attendance, to restrict release of student information to external sources. IECC had designated as “directory information” the following student information: student name; student local/home address and telephone number; electronic mail address; date of birth; current term hours carried; major field of study; classification (freshman, sophomore, continuing); academic unit; dates of attendance; degrees and honors earned and dates; most recent previous education agency or institution attended prior to IECC; participation in officially recognized activity or sport and weight, height and pictures of members of athletic teams and picture. Students who elect to restrict the release of student information must complete the Directory information Restriction Notification form and file it with the Student Records Department at the primary college of attendance. This request will be valid for one academic year and must be renewed annually during the first two weeks of spring semester.

Tuition & Fee Structure

Residency Determine Residency	**Per Credit Hour**	
	Traditional	**Online**
In-District**	**$83.00**	**$83.00**
Special Out-of-District	**$95.00**	**$95.00**
Out-of-District	**$268.41**	**$120.00**
Out-of-State	**$330.61**	**$120.00**
Indiana Students See counties listed below	**$120.00**	**$120.00**
Non-U.S. Resident	**$330.61**	**$120.00**

****In-District**
All of Crawford, Edwards, Lawrence, Richland, and Wabash Counties; most of Wayne County and limited areas of Clark, Clay, Cumberland, Hamilton, Jasper, and White Counties qualify for in-District tuition rate.

Special Out-of-District & Out-of-District
Includes portions of the following counties: Clark, Clay, Cumberland, Hamilton, Jasper, Wayne and White.
Students living outside the District may be eligible for the in-District tuition rate (or "chargeback"), if a particular program is not offered in the student's home district. Students seeking this "chargeback" must present the form, "Authorization for Partial Student Support," to the receiving institution to be eligible for this lower rate.

Indiana Students
Designated Counties Clay, Daviess, Dubois, Gibson, Greene, Knox, Martin, Owen, Parke, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, and Warrick

Nursing Tuition:
A variable tuition rate for nursing students will be charged. The tuition per credit hour for is as follows:

In District	$140.00
Special Out-of-District	$160.00
Out-of-District	$450.00
Out-of-State	$555.00
Non U.S. Resident	$555.00
Indiana Students	$190.00

Fees

International Student Transportation Fee $200.00
International Student Application Fee $100.00
Facility Usage Fee (if enrolled in 6 credit hours or more on campus)
..... $5.00***
Computer Lab Fee ($60 CAP) per hour of courses utilizing a lab $10.00
Maintenance Fee..... $10.00
Science Lab Fee per science course utilizing a lab $10.00
Student Support Fee per hour..... $10.00
Technology Fee per hour..... $5.00
Textbook Rental Fee (FCC)..... 33% of the list price**
Transcript Fee $5.00
Transcript Fax Fee..... $5.00

*Subject to change without notification. **A textbook rental fee will be 33% of the price of a new book. There are a few exceptions. The textbook rental fee will NOT be charged for the following: classes where students are required to purchase the textbook, Adult Basic Education (ABE)/Adult Secondary Education (ASE), dual credit and Industrial Technology. ***A flat $5 Facility Usage Fee will be charged to students enrolled in six semester hours or more at one campus (except ABE/ASE, dual credit, and Industrial Technology students.)

Textbook Rental and Supplemental Purchase

Many textbooks are rented and should be returned by the student at the end of each semester. A $5 late fee will be assessed for rented textbooks not returned by the last day of the term. Textbooks that have not been returned within one week of the original due date will have the replacement cost of the book added to the student's account. Overdue textbooks will not be accepted beyond this date. Basic supplemental items such as workbooks, study books and programmed materials will be sold to the student. The Bookstore will determine the actual cost. Listed prices are subject to change without notification. Supplemental book charges may apply to online courses.

Sexual Harassment Policy

Sexual harassment is illegal and against the policies of Illinois Eastern Community Colleges District No. 529. Sexual harassment means any unwelcome sexual advances or requests for sexual favors made by a student or by a district employee or representative to a student, or any conduct of a sexual nature exhibited by a student or by a district employee or representative toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment. Any student or district employee who

believes s/he has been the subject of sexual harassment should immediately report the alleged conduct to Megan Black in the Administrative Offices in the Mason Building or Eric Resor in Student Services. In their absence, you may contact alternate Amy Loss in Student Services or Galen Dunn in the Workforce Development Center. They will promptly and thoroughly investigate the report according to Board of Trustees policy 500.1.

IECC complies with the Preventing Sexual Violence in Higher Education Act. To report an incident or to access resources, please see the Assistant Dean of Student Services. The IECC website includes IECC's Preventing Sexual Violence Policy and Procedures, the Notification of Rights and Options, and the Sexual Violence Title IX Complaint Form. http://www.iecc.edu/page.php?page=SAFE_SVPREVNT

Measurement, Grading and Withdrawal

A semester hour is the unit used to measure credit. One semester credit hour is awarded for the successful completion of one hour per semester of lecture activity or two hours per week per semester of lab activity. While credit is awarded to recognize that the student has accomplished all course requirements, the following grades and symbols are awarded to reflect the quality of that performance.

Grade	Interpretation	Grade Points Earned
A	Excellent	Four times the hours of credit
B	Good	Three times the hours of credit
C	Average	Two times the hours of credit
D	Passing	One time the hours of credit
F	Failure	Zero time the hours of credit
I	Incomplete	Determined by the final grade and within four weeks
W	Withdrawals must be completed 14 days prior to the official semester closing date*	
AU	Audit	Not computed
P	Pass	Not computed (Pass/Fail courses)
F	Failure	Not computed (Pass/Fail courses)

Grade Suffix	Interpretation
X	By proficiency
R	Repeat
N	Competency-based course
G	Grade forgiveness
Q	Less than college level/not calculated in GPA

*Termination of class attendance does not constitute official withdrawal and may result in a grade of F. Degree or certificate seeking students should contact their advisor to add or drop a course (schedule changes may affect financial aid). All other students may contact the Records Office directly.

Students can access grades via Entrata and the Banner Web Products. To access Entrata, obtain a password I.D. from Student Services and login by going to the Entrata link at www.iecc.edu. Once an account has been created, access the "Student Services" link then click on the "Final Grades."

Voter Registration Available On-Campus: All students who are currently not registered to vote and have residency status in Illinois, may pick up a voter registration form at the Student Services Office on each campus. Please ask for the Illinois mail voter registration form – SBE R-19. The voter registration form may also be accessed by connecting to the link on the IECC website at www.iecc.edu

Information regarding sexual offenders is available online at the Illinois Department of Corrections website at http://www.idoc.state.il.us/ or from the Fairfield Police, 842-2151.

Student Information: Students may choose to restrict any or all of the following categories by filling out a Request to Prevent Disclosure of Directory Information form, available in Student Services. Category I: Name and current enrollment. Category II: Local and permanent addresses and telephone number. Category III: Date and place of birth, dates of attendance, class standing, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates), full-time or part-time status and photograph. Category IV: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes). Category V: E-mail address.