

employees and employment. The Executive Director of Human Resources will serve in this capacity as it relates to employees and employment; and

- C. implementing procedures for receiving and responding to nondiscrimination complaints.
- IV. Retaliation Prohibited
Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.
- V. Related Policies and Procedures
Consult the following policies which are specific to the form of discrimination or harassment for which they address:
 - 100.12 Americans with Disabilities Act: Provides for an inclusive and accessible environment in compliance with ADA and defines the process for requesting a reasonable accommodation.
 - 100.31 Preventing Sexual Misconduct: Provides for an environment free from discrimination, harassment, and other misconduct on the basis of sex and defines the process for assistance and reporting alleged sex-based misconduct.

For additional information, visit www.iecc.edu/nondiscrimination.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (500.11)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

To review the complete policy, see Appendix F or go to www.iecc.edu/ferpa. For questions or requests related to a student's education record, visit Student Services at the campus of attendance.

STUDENT RELIGIOUS OBSERVANCES POLICY (500.34)

In compliance with the University Religious Observances Act (110 ILCS 110), IECC does not discriminate against students based on religious observances. IECC will reasonably accommodate the religious observances of

individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Additional information regarding student responsibilities and expectations is available at www.iecc.edu/religiousobservances.

The following is being provided per Section 1.5 of the Act which states: *"A copy of this section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses."*

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section.

APPROPRIATE USE OF INFORMATION

TECHNOLOGY RESOURCES POLICY (200.2)

Students are given access to information technology resources with the expectation that all authorized users will act responsibly in the use of these resources. IECC's Appropriate Use of Information Technology Resources Policy outlines these responsibilities. Following is an excerpt from this policy. See Appendix G for the complete policy.

STUDENT EMAIL AND ELECTRONIC COMMUNICATIONS

IECC provides email accounts to students as a tool for sharing important and official information regarding registration, financial aid, deadlines, student life, and more. IECC expects that every student will receive email at his or her IECC email address and will read email on a frequent and consistent basis. A student's failure to receive and read IECC communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

CAMPUS SAFETY AND SECURITY

IECC is committed to providing a safe and secure environment for students, employees, and visitors. Programs of crime prevention, security procedures, and initiatives to prevent drug and alcohol