conviction that requires registration) may be subject to immediate expulsion.

Employees who fail to register with Human Resources within 3 days of employment or conviction will be subject to dismissal.

Note that this IECC registration process is in addition to their responsibility to register with their agency of jurisdiction in which they reside as well as the agency of jurisdiction where they attend school/work.

Due to the presence of minors, IECC has the right to limit access by sex offenders to courses, programs, and areas on campus.

Illinois State Police Sex Offender Registry
To access the statewide registry, or for additional information regarding registered sex offenders in Illinois, visit https://isp.illinois.gov/Sor/Disclaimer.

Chronic Communicable Diseases (100.10)

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and personnel on the basis of qualified medical advice. Contractors to IECC District 529 will be expected to cooperate in implementing this policy.

Hazing Policy (500.28)

Illinois Eastern Community Colleges (IECC) promotes healthy, safe, and balanced lifestyles within the college community. Individual students, student organizations, and athletic teams play a vital role in this process, and provide transformative opportunities for friendship, leadership, and personal growth and discovery. Hazing of any kind is contrary to these values and is illegal in Illinois; therefore, IECC expressly prohibits hazing activities, whether individually or in concert with others, and shall:

- Implement research-informed, campus-wide prevention programs and primary prevention strategies to raise awareness and prevent hazing;
- Include statistics for hazing incidents in the Annual Security Report and publicize the availability of this information via the IECC public website;
- Disseminate this policy and applicable local, state, and Tribal hazing laws on the IECC public website;
- Compile a Campus Hazing Transparency Report and publish it on the IECC public website;

Reporting and Processing Alleged Hazing Violations
All hazing-related activities, including incident reporting, investigations, disciplinary actions, and appeals adhere to the protocols outlined in IECC's Student Code of Conduct.

Consent
Because of the socially coercive nature of hazing, implied or expressed consent by anyone to hazing is not a defense under this policy.

Definition
For the purpose of this policy, hazing is defined as any intentional, knowing, or reckless act committed by a person, whether individually or in concert with others, against another person or persons, regardless of the willingness of such other person or persons to participate. This act must be committed in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with any IECC campus. Hazing includes acts that cause or create a risk of physical or psychological injury, humiliation, intimidation, or demeaning the person or persons, beyond the reasonable risk encountered in the course of participation in the IECC organization or team. Hazing also includes soliciting, directing, aiding, or otherwise **participating actively or passively** in the above acts.

For IECC's Campus Hazing Transparency Report, visit www.iecc.edu/hazing.

Student Conduct Policy (500.8)

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health, and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy establishes the Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the academic catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling. It can be viewed at www.iecc.edu/studentconduct, and is available upon request in the Student Services Office at each campus.

Policy to Address a Complaint (100.16)

IECC is committed to providing students with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of student complaints. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policies and procedures.

Students are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not resolved informally, a formal written complaint may be filed in the following manner.

Filing a Complaint with IECC
Students shall follow the steps defined below for complaints not governed by other IECC policy and procedure (e.g. sexual harassment, grade appeals, ADA, Student Code of Conduct, and readmission petitions).

Step 1: Within ten days of the incident giving rise to the complaint, the student must attempt to resolve the matter informally by communicating the concern to the appropriate instructor or service provider. Completion of this informal resolution attempt is required before the student may proceed to Step 2. The instructor or service provider will have ten days from the date of the communication to respond or attempt to resolve the concern. The student may proceed to Step 2 before the expiration of that period if the instructor or service provider provides a response indicating that the matter will not be resolved informally.

If the student believes that an informal resolution attempt would be impracticable, unsafe, or inappropriate because of the nature of the allegation or the identity of the person against whom the complaint is made, the student may request a waiver of the Step 1 requirement by contacting the Dean of Students. If the complaint involves the Dean of Students, the student may submit the waiver request directly to the Vice Chancellor of Student Affairs.

The Dean of Students shall refer the waiver request to the appropriate Vice Chancellor for consideration. The appropriate Vice Chancellor may waive the Step 1 requirement when an informal resolution attempt would be impracticable, unsafe, or inappropriate because of the nature of the allegation or the identity of the person against whom the complaint is made. The appropriate Vice Chancellor shall provide the student with a written decision regarding the waiver request within five days of receiving the request, whether submitted directly by the student or referred by the Dean of Students. When additional time is necessary, the Vice Chancellor may extend this period, provided the student is notified in writing before the expiration of the initial five-day period of the reason for the extension and the anticipated decision date. If the waiver is approved, the student may proceed directly to Step 2 without completing the informal resolution requirement. If the complaint involves the Vice Chancellor who would ordinarily decide the waiver request, the student may submit the request directly to the Chancellor, who shall exercise the waiver authority established under this step, including the applicable decision timeframe and notification requirements.

Step 2: If the matter is not resolved through Step 1, the student may file a formal written complaint within five days of receiving the response under Step 1 or, if no response is received, within five days after the expiration of the ten-day response period. If a waiver of Step 1 is approved, the student may proceed directly to Step 2 and must file a formal written complaint within five days of receiving written notification of the waiver approval.

The student (complainant) may file a formal written complaint by submitting a Student Complaint/Complaint Appeal form to the appropriate personnel identified in the table that follows. The Student Complaint/Complaint Appeal form must be completed in its entirety. If a form is incomplete, the receiving administrator shall notify the student of the missing information and provide five days to submit the necessary corrections. A complaint submitted within the applicable filing deadline shall be considered timely if the student provides the requested corrections within the specified period.

The administrator responsible for reviewing the formal complaint shall provide the student with a written response within ten days of receipt of the completed complaint. If the matter is not resolved, the student may appeal under Step 3.

If a complaint involves the administrative officer designated to receive or review the complaint under Step 2 or Step 3, the student may submit the complaint or appeal directly to the administrator designated in the next step without obtaining prior authorization. The receiving administrator shall assume responsibility for the review ordinarily conducted at the bypassed step. This provision does not waive the informal resolution requirement under Step 1, which may be waived only by the appropriate Vice Chancellor or, when the complaint involves that Vice Chancellor, by the Chancellor, as provided in Step 1. Advancement under this provision shall not alter the applicable filing deadlines or eliminate any remaining appeal rights.

Step 3: Within five days of receipt of the response under Step 2, the complainant may file a formal written appeal by submitting a Student Complaint/Complaint Appeal form to the appropriate Vice Chancellor identified in the table that follows. The Vice Chancellor shall have ten days to meet with the student and provide a written decision to the student. If the matter is not resolved, the student may appeal under Step 4.

Step 4: Within five days of receipt of the response under Step 3, the complainant may file a formal written appeal with the Chancellor. Upon review, the Chancellor may dismiss the complaint with or without meeting with the complainant. Alternately, the Chancellor may arrange a meeting with the complainant. All decisions of the Chancellor are final.

Legal Counsel
A student may consult with legal counsel of the student's choice at the student's own expense at any stage of the process. The student may be accompanied by legal counsel during a meeting conducted under Steps 2 through 4. The student is expected to present their own information and respond to questions. Legal counsel may confer privately with the student but may not answer questions on the student's behalf, question other participants, or otherwise disrupt the meeting. The participation of legal counsel may not unreasonably delay the process. IECC may have legal counsel or another institutional representative present when appropriate.

Retaliation
Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

Time Limits
Days are defined as days in which the district office and the campuses are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

A waiver request submitted within the ten-day period established under Step 1 shall suspend the applicable filing deadlines while the request is pending. If the waiver is approved, the student shall have five days from the date of written notification of the decision to file a formal written complaint under Step 2. If the waiver is denied, the student shall have the remainder of the original Step 1 period, or five days from the date of written notification, whichever is longer, to initiate informal resolution under Step 1.

Withdrawal
The student may withdraw the complaint at any time.

Administrative Review
The Division of Student Affairs will maintain a districtwide log of formal student complaints submitted under this procedure. During the first quarter of each calendar year, the Division will provide SEPC with an aggregate, de-identified report concerning complaints received during the preceding calendar year. The report will include, as appropriate, the number and general categories of complaints, the organizational areas involved, disposition information, response times, and any recurring or systemic concerns. The report will not include student names or other personally identifiable information. SEPC's role is to review trends, timeliness, and the effectiveness of the procedure and not to reconsider individual complaint decisions.

Records
All records resulting from student complaints are maintained by the Division for which the complaint was submitted/processed and retained in accordance with IECC record-retention requirements. The annual log of formal complaints is retained for a minimum of five (5) years in the office of the Chancellor.

B. Filing a Complaint with ICCB
Students who are not satisfied with the results of an appeal may file a complaint with the Illinois Community College Board by following the information provided on the IECC website at https://www.iecc.edu/studentcomplaint.

C. Filing a Complaint with HLC
The Higher Learning Commission will receive complaints for matters related to potential substantive noncompliance with the Criteria for Accreditation or other HLC requirements. HLC contact information is available at https://www.iecc.edu/studentcomplaint.

D. Students in Distance Delivery Education
Students attending IECC via distance delivery are governed by the same policies and procedures outlined in Policy 100.16 and this procedure.

As a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA), IECC also abides by NC-SARA's complaint policy. If a distance education student believes their complaint has not been satisfactorily resolved by IECC–and the complaint is unrelated to grades or student conduct–they may forward it to the SARA State Portal Entity for further review. For community colleges in Illinois, this entity is the Illinois Community College Board (ICCB).

When an appealed complaint is received from an out-of-state student, ICCB will notify the student's SARA State Portal Entity. However, ICCB, through its SARA resolution process, will provide a final resolution.

Additional complaint resources for distance education students are available at https://www.iecc.edu/studentcomplaint.

Guidance for Filing a Complaint with IECC			
Category of Complaint	**Explanation of Category**	**Appropriate Personnel**	**Appropriate Vice Chancellor**
Academic Based, Instruction	A student complaint that relates specifically to incidents involving academic procedures or personnel, excluding grade appeals.	Meta-Major Dean	Vice Chancellor of Academic Affairs
Academic Based, Advising	A student complaint that relates specifically to academic advising.	Program Director of Academic Advising	Vice Chancellor of Academic Affairs
Non-Academic Based	A student complaint that relates to non-instructional incidents or concerns, i.e.: a dispute between a student and non-faculty personnel or a service issue regarding the campus or IECC policies.	Dean of Students	Vice Chancellor of Student Affairs