



Shawnee Community College



Student Handbook 2023-2024

Message From The President

Congratulations on your decision to attend Shawnee Community College!

Shawnee Community College offers our students many paths to success, including two-year transfer Associate degrees and numerous Associate in Applied Science degrees, technical training certificates, diplomas, and training and certifications for workforce development.

You will find that the faculty and staff of Shawnee Community College are both friendly and knowledgeable. We are committed to helping you meet your educational goals while providing an environment that ensures the needs of our students remain the highest priority. Additionally, Shawnee Community College believes that the community is our partner. Because of this, we work with local businesses to assist with their workforce development and offer career service opportunities that benefit you, our students.

Shawnee Community College also provides our students with an excellent return on their investment. We currently offer one of the lowest in-district tuition rates available in our region and have extended this excellent rate to many of our neighbors in select counties located in southeast Missouri and western Kentucky. As we continue to move forward with our college's vision & mission, we are committed to your success. We will develop new programs, provide additional opportunities, increase scholarship and financial aid options, and provide you the highest level of service and most state-of-the-art programs and educational opportunities available.

As the President of Shawnee Community College, I pledge to provide you with a college community that will help you to reach your full potential. We will ensure that we are providing you a tailored experience to meet your personal needs and goals. We will work together during each step of your journey to ensure your success.

Dr. Timothy Taylor
President
Shawnee Community College

Message from Vice President of Student Affairs:

Your Success Story Begins Here!

At Shawnee Community College, we believe in your success! Why? Because we are dedicated to providing quality, affordable, comprehensive programs to all individuals who enter our doors. Our mission is to serve the needs of our students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

Please know that we are here to serve you. Whether your goal is to begin your higher education in preparation to transfer to a four-year institution or if you are seeking a degree or certificate that will get you in the workforce quickly, Shawnee Community College is ready to meet your needs.

As a community college graduate, I am fully aware of the benefits and opportunities that students are afforded. I welcome discussions with you about your education and career goals. We look forward to having you at Shawnee Community College and welcome you to our Saints family.

Lisa Price, Ed.D.

Vice President of Student Affairs

BOARD OF TRUSTEES

Steve Heisner - Chairperson
Andrea Witthoft – Vice Chairperson
April Moore – Secretary
James Darden – ICCTA Representative
Nancy Holt - Trustee
Tiffany Schultz – Trustee
Deborah Shelton-Yates -- Trustee
Enrico Esguerra - Student Trustee
Tim Taylor, Ph.D. President - Ex-Officio

ADMINISTRATION

Tim Taylor, Ph.D. – President
Lisa Price, Ed.D. – Vice President of Student Affairs
Darci Cather, Ed.D. – Vice President of Academic Affairs
Chris Clark – Vice President of Administrative Services
Felicia Rouse – Executive Director of Human Services
April Teske, Ph.D. – Executive Director of Institutional Effectiveness
Kevin Hunsperger – Executive Director of Public Information and Marketing
Mindy Ashby – Director of Student Success
Jipaum Askew – Director of Educational Talent Search
Teale Betts – Coordinator of High School Partnerships
Vacant – Coordinator of Financial Aid and Veteran Affairs
Leslie Cornelious-Weldon – Alexander County Extension Center Coordinator
Beth Crowe – Massac County Extension Center Coordinator
Lydia Dover – Director of Business & Workforce Development
Alicia Farris – Educational Technology Coordinator
Dwayne Fehrenbacher – Director of Information Technology Services
Amanda Hannan – Dean of Allied Health & Nursing
Ginger Harner – Director of Adult Education & Alternative Instruction
Vacant - Johnson County Extension Center Coordinator
Lindsay Johnson – Director of Community Education & Outreach Centers
Don Koch – Director of Facilities
Kristy Koch Stephenson, J.D. – Dean of Career & Technology Programs
Amanda Palmer – Union County Extension Center Coordinator
Mindy Reach – Director of Recruitment & Enrollment
Kristin Shelby, Ph.D. – Dean of Transfer & Adult Ed. Programs
Stacy Simpson – Bookstore Manager
John Sparks – Director of Athletics
Amber Suggs – Director of Student Support Services
Brandy Woods – Director of Business Services

Accredited by:
The Higher Learning Commission

Recognized by:
The Illinois Community College Board (ICCB)
Illinois Board of Higher Education (IBHE)
Illinois State Board of Education
Illinois Department of Veteran Affairs

VISION STATEMENT

Student Centered, Community Connected

MISSION STATEMENT

Shawnee Community College's mission is to serve the needs of the students and our diverse community by providing quality higher education, community education, training, and services that are accessible, affordable, and promote life-long learning.

COLLEGE VALUES AND PURPOSES

The following values concerning the overall sphere of college activities reflect assumptions that shape the institution in the development of its mission, goals, and operational procedures.

Purpose 1:

The College values life-long learning. As a result, the College provides comprehensive programs, including curriculums in liberal arts and sciences, career and technical education, as well as adult, developmental, and community education and training.

Purpose 2:

The College values its role as a change agent for the public good. As a result, the College facilitates area economic development, promotes cohesiveness within the community, and improves the quality of life for all citizens.

Purpose 3:

The College values equal access to educational opportunities for all citizens. As a result, the College provides equal educational opportunities for all citizens to the extent permitted by available resources.

Purpose 4:

The College values multicultural diversity within a pluralistic society. As a result, the College provides programs and activities that encourage and preserve multicultural diversity within a unified American society.

Purpose 5:

The College values the dignity and worth of each individual. As a result, the College develops programs and services which address the needs of all segments of the College community.

Purpose 6:

The College values a systematic and participatory management approach to decision making. As a result, the College solicits input from all constituencies, reaches decisions based upon all available information, and communicates such decisions to the public in an orderly manner.

Purpose 7:

The College values its reciprocal relationship with the community, including business, civic, social, and religious aspects. As a result, the College fosters community partnerships in which each organization benefits from its mutual affiliation with the other.

Purpose 8:

The College values the prudent utilization of resources. As a result, the College develops and administers programs, services, and facilities which are consistent with the district's financial base and which benefit the greatest number of individuals.

Purpose 9:

The College values the pursuit of excellence. As a result, the College organizes and administers high quality programs and recruits and retains highly qualified personnel in all positions.

For the most current Student Handbook information, consult the online version at www.shawneecc.edu.

COLLEGE CALENDAR

FALL SEMESTER 2023

FALL SEMESTER 2023

Registration

Registration Begins	March 27, 2023
Evening Registration (4:00 p.m. – 6:00 p.m.).....	August 9, 10, 14
Saturday Registration (8:00 a.m. – 12:00 noon).....	August 12
Full-time Faculty & Staff Convocation	August 10
16-Week Classes Begin	August 14
Last Day to Drop with Refund.....	August 25
Student will owe 100% tuition	August 26
Mid-term for 16-week Classes.....	October 13
Last Day to Withdraw.....	November 14
12-Week Regular Start Classes Begin	August 14
Last Day to Drop with Refund.....	August 25
Student will owe 100% tuition	August 26
Mid-Term for 12-week Regular Start Classes	September 25
Last Day to Withdraw.....	October 12
12-Week Late Start Classes Begin	September 11
Last Day to Drop with Refund.....	September 22
Student will owe 100% tuition	September 23
Mid-Term for Late Start Classes	October 27
Last Day to Withdraw.....	November 21
First 8-Week Classes Begin	August 14
Last Day to Drop with Refund.....	August 18
Student will owe 100% tuition	August 19
Mid-Term for First 8-Week Classes	September 13
Last Day to Withdraw.....	September 28
Second 8 Week Classes Begin	October 16
Last Day to Drop with Refund.....	October 20
Mid-Term for Second 8-Week Classes.....	November 15
Last Day to Withdraw.....	November 30

Bookstore

Book Sales Begin	August 7
Bookstore Buybacks.....	December 11-16

Financial Aid

Pell Checks Mailed.....	October 18
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Final Exams

Final Exams.....	December 11-14
End of Semester.....	December 14

No Classes

Labor Day.....	September 4
Fall Break for Students.....	October 5-6
Columbus Day/Indigenous People Day.....	October 9
Veteran's Day.....	November 10
Thanksgiving Break.....	November 22-24
Christmas/New Year's Break	December 22-January 1

SPRING SEMESTER 2024

Registration

Registration Begins	October 23, 2023
Evening Registration (4:00 p.m. – 6:00 p.m.).....	January 3,4,8
Saturday Registration (8:00 a.m. – 12:00 noon)	January 6
Full-time Faculty & Staff Convocation	January 4
16-Week Classes Begin.....	January 8
Last Day to Drop with Refund.....	January 22
Student will owe 100% tuition	January 23
Mid-Term for Regular Start Classes.....	March 15
Last Day to Withdraw.....	April 9
12-Week Regular Start Classes Begin	January 8
Last Day to Drop with Refund.....	January 22
Student will owe 100% tuition	January 23
Mid-Term for Regular Start Classes.....	February 16
Last Day to Withdraw.....	March 15
12-Week Late Start Classes Begin	February 5
Last Day to Drop with Refund.....	February 16
Student will owe 100% tuition	February 17
Mid-Term for Late Start Classes	March 22
Last Day to Withdraw.....	April 16
First 8-Week Classes Begin	January 8
Last Day to Drop with Refund.....	January 12
Student will owe 100% tuition	January 13
Mid-Term for First 8-Week Classes	February 2
Last Day to Withdraw.....	February 16
Second 8 Week Classes Begin.....	March 11
Last Day to Drop Second 8 Week Classes with Refund.....	March 15
Student will owe 100% tuition	March 16
Mid-Term for Second 8 Week Classes	April 10
Last Day to Withdraw.....	April 25

Bookstore

Book Sales Begin	January 3
Bookstore Buybacks.....	May 6-11

Financial Aid

Pell Checks Mailed.....	March 13
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Final Exams

Final Exams.....	May 6-9
End of Semester.....	May 9
Commencement.....	May 10

No Classes

Martin Luther King Jr. Day	January 15
Presidents' Day.....	February 19
Spring Break.....	March 4-8
Good Friday.....	March 29

SUMMER SEMESTER 2024

Registration

Registration Begins	October 23, 2023
Evening Registration (4:00 p.m. – 6:00 p.m.).....	June 3
8-Week Classes Begin.....	June 3
Last Day to Drop with Refund.....	June 7
Student will owe 100% tuition	June 8
Mid-Term	July 1
Last Day to Withdraw.....	July 16
First 4-Week Classes Begin	June 3
Last Day to Drop with Refund.....	June 3
Student will owe 100% tuition	June 4
Mid-Term	June 14
Last Day to Drop Withdraw	June 21
Second 4-Week Classes Begin.....	July 1
Last Day to Drop with Refund.....	July 1
Student will owe 100% tuition	July 2
Mid-Term	July 16
Last Day to Withdraw.....	July 23

Bookstore

Book Sales Begin	May 28
Bookstore Buybacks	July 29-31

Financial Aid

Pell Checks Mailed.....	July 19
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Finals

Final Exams.....	July 29-30
End of Semester.....	July 30

No Classes

Juneteenth.....	June 19
Independence Day	July 4

SCC Online Catalog

The SCC Online Catalog is the official document. Refer to the SCC Online Catalog for the most current program information. The Online Catalog will also have the most current information.

Information concerning programs, procedures, requirements, standards, and fees is subject to change without notice.

COLLEGE DIRECTORY

Administrative offices are open Monday through Friday from 7:45 am to 4:15 pm.

SENIOR ADMINISTRATION

Tim Taylor, Ph.D. – President - Ext. 3260

Darci Cather, Ed.D. – Vice President of Academic Affairs - Ext. 3219

Chris Clark – Vice President of Administrative Services - Ext. 3233

Lisa Price, Ed.D. – Vice President of Student Affairs- Ext. 3360

ADMINISTRATION

Mindy Ashby – Director of Student Success – Ext. 3516

Jipaum Askew - Director of Educational Talent Search (TRiO) - Ext. 3423

Teale Betts – Coordinator of High School Partnerships - 3441

Vacant – Coordinator of Financial Aid and Veteran Affairs - Ext. 3280

Leslie Cornelious-Weldon – Alexander County Extension Center Coordinator - Ext. 3491

Beth Crowe – Massac County Extension Center Coordinator – Ext. 3471

Lydia Dover – Director of Business & Workforce Development - Ext. 3213

Alicia Farris – Educational Technology Coordinator - Ext. 3276

Dwayne Fehrenbacher - Director of Information Technology - Ext. 3335

Amanda Hannan – Dean of Allied Health & Nursing - Ext. 3277

Ginger Harner – Director of Adult Education & Alternative Instruction – Ext. 3419

Vacant – Johnson County Extension Center Coordinator – Ext. 3441

Kevin Hunsperger – Executive Director of Public Information and Marketing - Ext.3270

Kelly Jennings – Truck Driver Coordinator – Ext. 3286

Lindsay Johnson - Director of Community Education & Outreach Centers - Ext. 3451

Don Koch - Director of Facilities - Ext. 3289

Kristy Koch Stephenson J.D. - Dean of Career & Technology Programs - Ext. 3325

Amanda Palmer – Union County Extension Center Coordinator – Ext. 3456

Mindy Reach – Director of Recruitment & Enrollment – Ext. 3247

Felicia Rouse – Executive Director of Human Resources - Ext. 3223

Kristin Shelby, Ph.D. - Dean of Transfer & Adult Ed. Programs - Ext. 3240

Stacy Simpson - Bookstore Manager - Ext. 3218

John Sparks – Director of Athletics - Ext. 3230

Amber Suggs - Director of Student Support Services - Ext. 3236

April Teske, Ph. D. – Executive Director of Institutional Effectiveness – Ext. 3349

Brandy Woods - Director of Business Services - Ext. 3417

Senior Administration Assistants/Associates

Cheryl Cummins - Executive Assistant - Vice President of Administrative Services
Ext. 3211

Tina Dudley – Executive Assistant to President and Saints Foundation - Ext. 3260

Rebecca Hawes – Executive Assistant to President – Ext. 3228

Gabriel Nuokye – Research Associate to Executive Director of Institutional Effectiveness
Ext. 3415

Rebecca Steinmetz – Executive Associate – Vice President of Academic Affairs
Ext. 3250

Jacqueline Smith – Executive Assistant - Vice President of Student Affairs - Ext. 3382

Main Campus

Receptionist - (618) 634-3200

Toll Free - (800) 481-2242

Fax Machine - (618) 634-3300

Security - Ext. 3232

Admissions - Ext. 3291

Automotive - Ext. 3256

Cafeteria - Ext. 3212
Email & MySCC Support - Ext. 3272
Financial Aid Office - Ext. 6601
Maintenance - Ext. 3289
Moodle Support - Ext. 3367
Registrar - Ext. 3298
Saints Colors & Cuts (Cosmetology) - Ext. 3255
Student Success Center - Ext. 3366
Student Support Services - Ext. 3236
Workforce Innovation and Opportunity Act - Ext. 3293

ACADEMIC AFFAIRS & STUDENT LEARNING

Academic Affairs & Student Learning

Kristin Shelby, Ph.D. - Dean of Transfer & Adult Learning - Ext. 3240
Jessica Edwards – Administrative Assistant to the Dean of Transfer & Adult Learning - Ext. 3266
Perkins Coordinator – Ext. 3213

Full-Time Instructors

Lori Armstrong – Math/Science Department Chair - Ext. 3313
Jo Ella Basler - Humanities & Social Sciences Department Chair - Ext. 3274
David Black - Ext. 3336
Craig Bradley - Ext. 3345
Brenda Brown, DC. - Ext. 3258
Alexandrew Copley – 3318
Anna Davenport – Ext. 3264
Judith Dollins - Ext. 3202
Sandy Fontana - Ext. 3317
Tim Frizzell - Ext. 3234
Anthony Gerard - Ext. 3268
Wendy Harris – Career & Technology Department Chair - Ext. 3253/3347
Lorena Hines - Ext. 3332
Eric Howard – Ext. 3225
Michael McNally - Ext. 3354
Hailey Merriman – Ext 3450
Ian Nicolaides, DC. - Ext. 3386
Kayde Pender – Ext. 3273
Sheryl Ribbing - Ext. 3220
Kayla Sauerbrunn – Allied Health Department Chair - Ext. 3217
Kyle Schierbaum – Ext. 3444
Amy Sheffer – Ext. 3285
Jesse Smith-Fulia - Ext. 3249
Ryan Thornsberry, Ph.D. - Ext. 3329
Lee VanAlstine - Ext. 3206
Robert Woolridge, Ph. D. - Ext. 3295

Library

Alicia Farris – Educational Technology Coordinator - Ext. 3276
Cecilia Knight - Librarian - Ext. 3271
Robert Lucas - Educational Technology Specialist - Ext. 3367

Nursing Department

Amanda Hannan – Dean of Allied Health & Nursing - Ext. 3277
Michelle Williams – Administrative Assistant for Allied Health & Nursing - Ext. 3282
Vacant - Tutor - Ext. 3327

FINANCIAL & CAMPUS OPERATIONS

Security

Lloyd Bosecker – Security Officer – Ext. 3232
Fred Elliott - Security Officer - Ext. 3232

Bookstore

Stacy Simpson - Bookstore Manager - Ext. 3375

Business Office

Brandy Woods - Director of Business Services - Ext. 3417
Virginia Severs - Administrative Assistant I/Accounts Receivable - Ext. 3243
Christina Wright - Accountant - Ext. 3239
David Davis - Accounts Payable Clerk - Ext. 3299

Information Technology

Dwayne Fehrenbacher - Director of Information Technology and Campus Security – Ext. 3335
Jonathan VanMeter - Computer Services Specialist - Ext. 3283
Daniel Kineman - Network Support Specialist – Ext. 3302
Sabrina Black – IT Student Support Specialist - Ext. 3275
Tim Cornwell – IT Support Specialist – Ext. 3284

Human Resources

Felicia Rouse – Executive Director of Human Resources - Ext. 3223
Karen McGoy - Payroll Specialist - Ext. 3288

Maintenance

Don Koch - Director of Facilities - Ext. 3289
Ronnie Rice – Facilities Maintenance Technician - Ext. 3281
Matthew Steinmetz – HVAC Maintenance Technician – Ext. 3281

STUDENT AFFAIRS

Recruitment & Enrollment

Mindy Reach - Director of Recruitment & Enrollment – Ext. 3247
Virginia Chamness - Administrative Assistant/Admissions One-Stop Shop – Ext. 3397
Carrie Davis – Recruiter & Advisor – Ext. 3439
Donna Price – Counselor & Academic Advisor – Ext. 3322
Kyle Smith – Recruiter & Advisor – Ext. 3474
Danielle Boyd - Registrar - Ext. 3298
Stephanie Bigham – Records Clerk - Records Office - Ext. 3390

Financial Aid/Veteran's Affairs Office

Vacant – Coordinator of Financial Aid and Veteran Affairs- Ext. 3280
Lisa Meyer – Financial Aid Specialist – Ext. 3246
Mandee Trowbridge – Financial Aid Assistant – Ext. 3265

Counseling

Donna Price - Student Counselor - Ext. 3322

Student Success

Mindy Ashby – Director of Student Success - Ext. 3516

Kaylyn Meyers – Retention Specialist - Ext. 3420

Erin King – Student Engagement Coordinator – Ext. 3380

Blake Goforth – Career Services Coordinator – Ext. 3337

Cecilia Knight - Librarian – Ext. 3271

Community Education & Outreach Centers

Lindsay Johnson – Director of Community Education & Outreach Centers – Ext. 3451

Leslie Cornelious-Weldon – Alexander County Extension Center Coordinator

Ext. 3491

Beth Crowe – Massac County Extension Center Coordinator – Ext. 3471

Vacant – Johnson County Extension Center Coordinator - Ext. – 3440

Amanda Palmer – Union County Extension Center Center Coordinator – Ext. 3456

Athletics

John Sparks - Athletic Director/Men’s Basketball Head Coach/Fitness Center
Coordinator - Ext. 3230

Kyle Smith - Women’s Softball Head Coach - Ext. 3230

Mark Mizell - Women’s Volleyball Coach - Ext. 3230

Ken Reichart - Baseball Coach - Ext. 3230

Chevis Thompson - Women’s Basketball Head Coach - Ext. 3230

TRiO - Educational Talent Search

Jipaum Askew TRiO (Educational Talent Search) Director - Ext. 3423

James Walton - ETS Academic Specialist - Ext. 3214

Chevis Thompson – ETS Academic Specialist - 3429

Evelyn Davis – Administrative Assistant - Ext. 3287

TRiO - Student Support Services

Amber Suggs - TRiO (Student Support Services) Director - Ext. 3236

Tanya Hill - Career/Transfer Advisor - Ext. 3252

Rachel Hannan - Academic/Retention Specialist - Ext. 3226

Evelyn Davis – Administrative Assistant - Ext. 3287

WORKFORCE INNOVATION, ADULT BASIC EDUCATION & TRAINING

Workforce Innovation, Adult Basic Education & Training

Kristy Koch Stephenson J.D. - Dean of Career & Technology Programs – Ext. 3325
Vacant – Administrative Assistant to the Dean of Career & Technology
- Ext. 3254

Workforce, Economic and Small Business Development Center

Lydia Dover – Director of Business & Workforce Development – Ext. 3213
Small Business Adviser - Ext. 3213 Vacant
Lora Clark – Workforce Training Specialist - Ext. 3254

Alternative High School/Adult Education

Ginger Harner – Director of Adult Education & Alternative Instruction
Ext. 3419
Christina Faulkner – Adult Education Career Navigator – Ext. 3271
Jan Lewis - Part-time Adult Education Coordinator - Ext. 3222

SHAWNEE COMMUNITY COLLEGE ADDRESS & PHONE NUMBERS

Alexander County Extension Center

2035 Washington
Cairo, IL 62914
(618) 734-3660

Johnson County Extension Center (Vienna High School)

601 North 1st St.
Vienna, Illinois 62995
(618) 634-3441

Main Campus

8364 Shawnee College Road
Ullin, IL 62992
(618) 634-3200

Massac County Extension Center

5385 Industrial Park Road
Metropolis, IL 62960
(618) 524-3003

Union County Extension Center

1150 E. Vienna
Anna, IL 62906
(618) 833-3399

PLEASE NOTE: All telephone extensions may be accessed directly by dialing 618-634 then the extension number. For example, the Receptionist's extension is 3397 so the direct number would be 618-634-3397.

WEBSITE

www.shawneecc.edu

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**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
STATEMENT OF POLICY FOR STUDENTS AND EMPLOYEES**

Shawnee Community College is an equal opportunity affirmative action institution. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement services, and athletic programs shall be available to all students without regard to his or her race, color, religion, sex, national origin, ancestry, citizen status, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service in connection with employment, real estate transactions, access to financial credit, and the availability of public accommodations.

Affirmative action shall be undertaken to ensure an equitable representation of groups determined by employment utilization analysis to be under-represented.

All grievances shall be filed according to the board-approved grievance systems established for College employees.

Requests for further information or complaints of affirmative action or Title IX violations should be directed to the Vice President of Student Affairs, Shawnee Community College, Ullin, Illinois 62992 or the Illinois Department of Human Rights, Chicago, Illinois.

AMERICANS WITH DISABILITIES – ADA

Shawnee Community College has a policy not to discriminate against qualified individuals with disabilities with regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Consequently, Shawnee Community College intends to comply with the Americans with Disabilities Act (ADA) as now in effect or as may be amended.

Any individual seeking a “reasonable accommodation” should submit a request to the Human Resource Director on the designated form and provide all required information. A determination on the requesting individual’s request for “reasonable accommodation” shall then be made by the President and conveyed to the requesting individual.

STUDENT INSURANCE DISCLAIMER

Shawnee Community College is not a party to any agreement a student may enter into with an insurance company or carrier for health insurance, life insurance, or any other insurance related products. Shawnee Community College merely facilitates a student’s ability to enroll in any such program. The student does hereby acknowledge, understand, and agree that Shawnee Community College has no liability or responsibility to the student for any act or

omission of action by an insurance company or carrier or third party administrator that may be involved in the submission or acceptance of claims for any insurance benefits.

ADMISSION PROCEDURES

1. Potential students should complete the admission form at <https://shawneecc.edu/admissions>
2. Students will be required to complete a residency statement located on the admission information form verifying residency status for fee assessment purposes.
3. Official transcripts from the applicant's high school, college, university or other post-secondary educational institutions are to be mailed directly to the Registrar Office from these institutions. Students are responsible for providing international transcripts that are translated into English. This translation must be completed by an accredited third-party entity as approved by the Dean of Student Success & Services. Details may be obtained through the Admissions Office and Registrar.
4. High school equivalency diploma or certificate holders should provide the original document (which will be returned). Transcripts should be mailed directly to the Admissions Office. Hand-carried and/or Issued to Student copies will not be accepted.
5. Students with a composite score of 21 or higher on the enhanced ACT exam are exempt from taking placement tests.
6. The ACT test is recommended but not required for admission to the College.
7. A transfer student's transcript becomes part of the official student's permanent record. An evaluation of credit course transferability will be made after the student has earned 12 credit hours at Shawnee Community College. Transfer credits are accepted only from regionally accredited colleges and universities.

TRANSCRIPT SUBMISSION

- Have transcript mailed directly to the Admissions Office from your school and/or previously attended colleges or universities. Faxed or hand-carried transcripts will not be accepted.

TRANSCRIPT REQUEST

- Complete the request form in the Admission Registrar's office during normal business hours.
- Fax request form to (618) 634-3346.
- Mail request form to Registrar's office (8364 Shawnee College Road, Ullin, Illinois 62992).
- Scan and email to admissions@shawneecc.edu.
- Complete request online at www.getmytranscript.org

There is a fee per Transcript. Please allow at least three (3) business days for requests to be processed. Shawnee Community College cannot forward an original copy of any document received by Shawnee from another institution or agency. Transcripts, test scores, and other documents must be requested by the student from the originating institution or agency.

Note: If individuals owe money to SCC or have a hold on their record, the transcript will not be produced and the request will be sent back to them.

ACADEMIC CLASSIFICATION AND COURSE LOAD

To enroll in more than the maximum number of credit hours, the following guidelines are to be followed:

1. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of 3.20 or more may carry up to 21 hours.
2. Students with 30 or more credit hours earned at Shawnee Community College with a grade point average of less than 3.20 or students with less than 30 credit hours earned at Shawnee Community College with a grade point average of 3.20 or more must secure the Vice President of Academic Affairs's signature to carry up to 21 credit hours.
3. Students with less than 30 credit hours earned at Shawnee Community College and with less than a 3.00 grade point average must secure the signature of the Vice President of Academic Affairs to carry up to 21 credit hours.

A full-time student during the summer semester must meet the requirements outlined above to enroll for more than nine semester hours of credit.

ADVANCED PLACEMENT CREDIT

Shawnee Community College accepts credit from Advanced Placement (AP) or International Baccalaureate (IB) examinations. This program allows high school students to earn college credit by successfully completing the AP or IB examinations. To receive Shawnee Community College credit, students must earn a score of 3, 4, or 5, on the College Board Advanced Placement examination or a subject score of 4 or higher for IB Diploma Programme subjects accepted for credit.

Students seeking AP/IB credit must request that an original score report be sent to the Registrar. Credit received from AP/IB examinations will not count in the current semester hours and, therefore, does not calculate in part-time/full-time status and/or toward financial aid. Credit granted for AP/IB will appear on the student's transcript.

AP Exam	Minimum	SCC Equivalent	Credit
Art History	3	ART 117	3
Music Theory	3	MUS 113	3
Studio Art – 2-D design	3	ART 115	3
Studio Art – 3-D design	3	ART 121	3
Studio Art – Drawing	3	ART 111	3
English Language and Composition	3 5	ENG 111 ENG 112 (ENG-111 & ENG-112)	3 6
English Literature and Composition	3 5	LIT 214 LIT 215 (LIT-214 & LIT-215)	3 6
European History	3	HIS 116	3
Macroeconomics	3	ECO 211	3
Microeconomics	3	ECO 212	3
Psychology	3	PSY 211	3
US Government &	3	GOV 117	3
US History	3	HIS 214	3
World History	3	HIS 121	3
AP Calculus AB	3	MAT 209	5
Statistics		MAT 210	4
Biology		BIO 111	4
Chemistry		CHE 114	5
Physics C: Mechanics	4	PHY 216	4
Physics 1: Algebra	4	PHY 216	4
Physics 2: Algebra	4	PHY 217	4
Spanish language &	3	SPA 111	4
Spanish Language &	3	SPA 112	4

COLLEGE LEVEL EXAMINATION PROGRAM(CLEP)

Shawnee Community College administers the College Level Examination Program (CLEP) examinations to current and prospective students. All high school graduates (or high school equivalency) are eligible to participate in the CLEP. CLEP examination credit will not be awarded for any course in which the student is presently enrolled. CLEP credit will also not be awarded for any equivalent course in which the student has previously received a grade or which he/she has audited. Information on fees and testing dates and locations may be obtained from the Student Success Center.

The College awards credits as outlined based on the recommendations from the American Council on Education.

<u>Test</u>	<u>Course</u>	<u>Minimum Score</u>	<u>Credit Hour</u>
English Composition with American Literature	ENG 111 & 112	50	6
Analysis & Interpretation of English Literature	LIT 216 & 217	50	6
Humanities	Literature	50	6
French	LIT 214 & 215	50	6
	Humanities	50	6
	Elective	50	6
	Elective	62	12
German	Elective	50	6
	Elective	63	12
Spanish	Elective	50	12
	Elective	66	12
American Government	GOV 117	50	3
Intro. To Educational Human Growth &	Psychology	50	3
History of the US I: Early	PSY 218	50	3
History of the US II: 1865 to	HIS 214	50	3
Western Civ. I: Ancient Near	HIS 215	50	3
Western Civ. II: 1648 to	HIS 116	50	3
Principles of	HIS 117	50	3
Principles of	ECO 211	50	3
Introductory Psychology	ECO 212	50	3
Social Sciences and History	PSY 211	50	3
Introductory Sociology	Social Science	50	6
College Algebra	SOC 212	50	3
College Algebra-	MAT 116	50	3
Calculus with Elementary	Math elective	50	3
College Mathematics	MAT 209	50	6
Trigonometry	Math elective	50	6
General Biology	MAT 118	50	3
Natural Sciences	BIO 111	50	6
General Chemistry	Nat. Science	50	6
Information Systems &	CHE 111	50	6
Principles of Accounting	Elective	50	3
Introductory Business Law	ACC 111	50	6
Principles of Management	BUS 214	50	3
Principles of Marketing	BUS 210	50	3
	BUS 116	50	3

Once Shawnee Community College receives a student's score from the College Board, the Registrar will send written notification informing the student of the credit to be awarded. However, CLEP credit will not be posted to the student's academic transcript until the student has completed 12 credit hours at Shawnee Community College.

Credit received from CLEP examinations will not count in the current semester hours and, therefore, does not calculate in part-time/full-time status and/or toward financial aid. The credit will appear on the student's transcript as outlined below:

Course Number	Course Title	Semester Hours Attempted	Semester Hours Earned	Grade Points
ENG 111	English Comp.	0	3	0

Proficiency Credit

A student who has acquired knowledge and competency applicable to an educational goal through formal or informal means may earn credit and/or exemption from certain course requirements through proficiency examinations. A student seeking to take a proficiency examination must first see an on-campus advisor to obtain an "Application for Proficiency Examination." The student should then pay the Proficiency Examination Fee at the Bursar's Office. The Division Chair responsible for the course should then be contacted by the student. Proficiency examinations are offered at the discretion of the Division Chair responsible for the course subject to the approval of the Vice-President of Academic Affairs and Student Learning. The Division Chair will assign a full-time faculty member to administer and score the exam. Credit received from Proficiency Examinations will not count in the current semester hours and, therefore, will not calculate in part-time/full-time status and/or toward financial aid. Credit granted for Proficiency Examinations will appear on the student's transcript.

Experiential Credit

Shawnee Community College works cooperatively with third party professional training programs to articulate coursework commensurate with specific training, including:

1. Students who have completed the Police Training Institute will receive 6 credit hours of credit for crime control and criminal behavior.
2. Students who have completed the Department of Corrections Training course will receive 6 hours of credit for criminal behavior and corrections coursework.

TUITION and FEES

Tuition

The most current tuition and fees costs can be found at <https://shawneecc.edu/financial-aid/tuition-and-fees>

In-District Tuition

The Board of Trustees will set the tuition rates for in-district residents, including variable rates for each of its programs as prescribed in Section 6-2 of the Illinois Community College Act. In-district tuition includes the border counties in Kentucky (Ballard, Livingston, and McCracken) and Missouri (Cape, Mississippi, New Madrid, and Scott.)

Out-of-District Tuition

The College will set the out-of-district tuition rate for all other credit instruction offered by the College at a minimum of 1.5 times the highest in-district tuition rate of any of its neighboring contiguous Illinois community college districts.

Out-of-State Tuition

1. The College will use the variable tuition provision specified in Section 6-4 of the Illinois Community College Act to set market-driven, out-of-state tuition rates for courses offered via Internet, correspondence, and other distance learning modes.
2. The College will charge in-district tuition to a student who is an out-of-state resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services between the employing entity and the College.
3. The College will set out-of-state tuition rates within interstate agreements for instruction with out-of-state institutions in accordance with the agreement, subject to approval by the ICCB.
4. The College will set out-of-state tuition rates for all other credit instruction offered by the College at a minimum of 1.67 times its in-district tuition rate.

Out-of-Country Tuition

The Board of Trustees will set the tuition rates for out-of-country residents using the same policies as for out-of-state residents described in subsection (c) of this Section.

Residency

Shawnee Community College's policy concerning residency requirements complies with the regulations outlined in the Illinois Community College Board regulations.

Shawnee Community College Residency for Tuition Purposes

In-District Resident

Students who have occupied a dwelling in the Shawnee Community College District #531 for at least 30 days prior to the start of the semester will be classified as in-district residents. Verification is made by the address listed on the Admission Information form. The student signature serves as the affidavit that the information provided is correct.

Acceptable Forms of Residency Verification:

1. Property Tax statement showing that taxes were paid to Shawnee Community College District #531
2. Voter Registration Card with in-district address
3. Driver's License with in-district address
4. Rent receipt for an in-district address (if U.S. mail is undeliverable, said residency will be rescinded, and the student will be moved to out-of-district status)

Cities and towns in Shawnee Community College District #531:

Alto Pass	Elco	Metropolis	Pulaski
Anna	Goreville	Mill Creek	Simpson
Belknap	Grand Chain	Miller City	Tamms
Boles	Grand Tower*	Mound City	Thebes
Brookport	Grantsburg	Mounds	Tunnel Hill*
Buncombe	Jonesboro	New Burnside*	Ullin
Cache	Joppa	Olive Branch	Unity
Cairo	Karnak	Olmsted	Villa Ridge
Cobden	Makanda*	Ozark*	Vienna
Cypress	McClure	Perks	Wolf Lake
Dongola			

*Towns with asterisks must be verified by Tax Statement or Voter Registration Card showing District #531 because some parts of the town are in the Shawnee Community College District #531 and some are not.

Out-of-District Resident

A student whose residency is not within the District of Shawnee Community College #531, but is within the State of Illinois will be considered an out-of-district student.

Special Residency

Students enrolled in courses at Shawnee Community College District #531 will be considered in-district if they are employed at least 35 hours per week by an entity located in the district, or are enrolled in a course that is being provided under terms of a contract for services between the employing entity and the College. Students must produce a letter from an in-district employer stating that the student meets the guidelines.

Changing from Out-of-District to In-District

If changing from out-of-district status to in-district status, verification and a signed affidavit stating intention of establishing permanent residency are required 30 days prior to the start of the semester.

Tuition Rates

All students shall be classified as in-district, out-of-district, out-of-state or international for the purpose of assessing tuition. Out-of-district and out-of-state students will be accepted in a manner determined by the College. Tuition rates are subject to change.

Fees

Laboratory Fees

Special laboratory fees may be assessed when enrolling for certain courses. Contact the Bursar's Office for additional information. Lab fees are subject to change.

Technology Fees

Technology fees cover technology enhancements at Shawnee Community College and are charged to all students. The funds generated from these fees are strictly dedicated to technology improvements which will enhance the learning experience of our students. Some examples are personal computer and software upgrades in labs/classrooms, the addition of smart/multimedia technology in classrooms, and increased Broadband.

*The most current tuition and fees costs can be found at <https://shawnecc.edu/financial-aid/tuition-and-fees>.

Establishment of Fees

Based on the cost of materials and services and for the smooth functioning of the College, the President shall recommend all fees and fee changes to the Board of Trustees for ratification prior to March 30 to be effective for the fall semester. Fees for new courses and programs which are established during the course of the year may be approved by the President are subject to annual ratification by the Board of Trustees.

Refund Policy

The following schedule and conditions govern the refund of tuition and fees at Shawnee Community College:

Tuition and fee refunds will be issued to eligible students based upon the official date of withdrawal. The date that a formal request for withdrawal is received by the counselor determines the official date of withdrawal.

Tuition and fee charges will be refunded 100 percent under the following conditions:

- a) Class is cancelled by a College official
- b) A student drops a class(s) meeting 12 weeks or longer within the first ten (10) instructional days of the semester
- c) A student drops a class(s) meeting 8-11 weeks within the first five (5) instructional days of the semester/course
- d) A student drops a class(s) meeting 3-7 weeks within the first instructional day of the course
- e) A student drops a class(s) meeting fewer than three (3) weeks prior to the first instructional day of the course

No refund/payment will be authorized for withdrawals or changes made after the respective drop period. Additionally, no refund/payment will be issued if the following conditions apply:

- a) A student is withdrawn by the College for disciplinary reasons,
- b) A student is withdrawn by the College for non-attendance, or
- c) A student has financial obligations to the College.

Refunds will be made thirty (30) days from the date of complete withdrawal. If a student has a monetary obligation to the College, the student will not be allowed to re-enroll for future semesters. In addition, official transcripts will be withheld.

Note: The refund policy is subject to change without notice by the Board of Trustees.

Student Debt to The College

Financial obligations are to be paid in the Business Office.

Students who leave the College with an outstanding debt of any kind will not be allowed to register for future semesters until all obligations have been met.

Career Agreements

Shawnee Community College participates in the Illinois Community College Board's Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER) Agreement. As part of this agreement, students may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home Community College District. Furthermore, a resident may not enroll under the provisions of this Agreement in a program of a participating institution outside of his/her own if that resident's educational objective can be met in the college of his/her home district. Students may choose to complete some or all of any required Illinois Articulation Initiative general education coursework at their Home College or at Shawnee Community College, as appropriate. Upon written approval from the home Community College, students shall register at Shawnee Community College and shall be members of that district for the terms of their enrollment. Under the terms of this Agreement, students may take approved courses at either institution. Upon successful completion, courses taken at Shawnee Community College shall be acceptable to transfer to the home College for completion of the program or vice versa. Shawnee Community College shall provide access to its Learning Resources Center and other instructional resources for students from the home College, equal to those provided for any other student at our campus. Shawnee Community College shall also provide counseling/guidance and other services to facilitate learning. Shawnee Community College shall maintain admissions records and transcripts and issue any and all degrees or certificates to students completing the educational program.

Tuition Payment Options

- Secure financial aid, such as full scholarships, grant funding (i.e. Pell) or WIOA.
- Pay in full at Bursar's Office by cash, check, credit card, or through MySCC Self Service.
- Set up a payment plan through MySCC Self Service.

Tuition Payment Plan

To help meet your educational expenses, Shawnee Community College is pleased to offer a payment plan option through a company called Nelnet. The payment plan is a tuition management plan that provides a low cost option for

budgeting tuition and other educational expenses. This is not a loan program; therefore, there is no debt, there are no interest or finance charges assessed, and there is no credit check. The only cost associated with setting up a payment plan is a \$25.00 per semester nonrefundable Nelnet enrollment fee. The enrollment fee is automatically deducted within 14 days of the agreement being posted in the Nelnet System.

In order to secure classes for the semester enrolled, financial aid, payment in full, or a payment plan set up must be approved two weeks prior to the start of the semester. Students who are withdrawn from classes may re-enroll for classes as seating allows, securing financial aid, payment, or payment plan within 24 hours.

For students to access their account through MySCC Self Service, they will need their SCC Student ID and PIN, which are distributed at the time of registration. Students who lose their PIN and SCC Student ID must contact the SCC Admissions office.

MySCC

MySCC is a one-stop for Student Success & Services, online courses, library resources, and email.

Every student who registers for a college credit class at SCC will be given an SCC email account. The SCC email account is a vital tool as an SCC student. Correspondence through SCC email from instructors, Financial Aid, and Administration help keep students informed of important SCC information. Students should check their SCC email accounts frequently and should communicate with SCC staff by using their SCC email. For assistance with student email login, please contact the Computer Lab Assistant at extension 3272 between 7:45 am and 4:15 pm, Monday-Friday. Your SCC email account is accessible through MySCC.

FINANCIAL ASSISTANCE PROGRAM

The purpose of the financial assistance program is to provide financial aid to students who, without such aid, would be unable to attend college. Financial assistance at Shawnee Community College is available in the form of scholarships, grants, part-time employment, and private loans to meet a student's financial need.

Financial need is generally considered to be the difference between one year's educational expenses (tuition and fees, books, room and board, transportation costs, etc.) as determined by an average student's budget and the student's resources for the same period. Student resources are expected to include assistance from parents, guardians, relatives, personal savings, other scholarships, grants, and personal earnings. Students are responsible for

providing their own and their families' resources as much of their educational expenses as possible.

Academic Year

The Shawnee Community College academic year for all financial aid programs is defined as one fall semester and one spring semester; each including a minimum of 15 weeks of instruction and during which a full-time student earns a minimum of 12 credit hours each semester. All programs, even those utilizing semester terms with multiple starting dates, fall under this definition. The summer semester ends the preceding academic year.

Each semester (fall, spring, and summer) is considered a payment period for financial aid purposes. Financial aid payments are made to each eligible enrolled student at least once each fall and spring semester. Pell payment may also be made for the summer semester if the student has funding remaining for the academic year.

All financial aid disbursements are made based on the same credit hour requirements, including summer disbursements (i.e., 12 eligible hours or more equals full-time; 9-11 eligible hours equals three-quarter time; 6-8 eligible hours equals half-time, and 5 eligible hours or less equals less-than-half-time). This conforms to the Department of Education's Title IV Policy.

Federal Pell and Federal Supplement Educational Opportunity Grant disbursements to students' accounts, and to students, are made around a week after midterm they are based upon the actual eligible hours the student is enrolled on the published Pell Status Date.

Consumer Information

The complete text of all Shawnee Community College information for consumers is available on the Shawnee Community College website (<http://www.shawneec.edu>). Any source person or office is noted on the following summary list.

Rights under Family Education Rights and Privacy Act (FERPA)

Source: Director of Enrollment

- Right to the procedures for inspecting and reviewing students' education records.
- Right to the procedures for requesting amendments of the students' education records.
- Right to consent to disclosure of personally identifiable information contained in students' education records.
- Right to file a complaint with the U.S. Department of Education for alleged failure of school to comply with FERPA requirements.

- Right to the criteria used to determine who are school officials with a legitimate educational interest, if the school is to disclose personally identifiable information from educational records without prior consent.

Financial Assistance Available at SCC

Source: Coordinator of Financial Aid

- Description of all available federal, state, local, private, and institutional financial assistance programs including application form/procedures; student eligibility requirements; selection criteria; and criteria for determining the amount of the awards.
- Rights and responsibilities of students receiving Title IV and other financial aid, including criteria for continued eligibility; satisfactory academic progress policies and procedures; method and frequency of financial aid disbursements; and general conditions and terms of student work-study employment.

SCC Institutional Information

Source: Vice President of Student Affairs

- Cost of attending SCC.
- SCC refund policy.
- Requirements and procedures for officially withdrawing from college.
- Summary of requirements for the return of Title IV grant assistance by withdrawn students (official or unofficial withdrawals).
- Information regarding SCC academic programs.
- Procedures and entities for licensure and accreditation of SCC and its programs.
- Titles of employees responsible for dissemination of institutional and financial assistance disclosure information, and how and when to contact them.

SCC Rates for Program Completion, Graduation, and Transfers

Source: Vice President of Academic Affairs

- Completion, graduation, and transfer rates of cohorts (identified groups) of full-time Certificate or degree-seeking SCC students who graduated, completed their programs, or transferred to another school within 150% of the normal time for graduation or completion.

Campus Security Report – Statistics for Three Most Recent Calendar Years

Source: Vice President of Administrative Services

Occurrence on campus, in or on non-campus buildings or properties, and public properties of the following offenses will be reported to campus security, authorities, or local law enforcement:

- Murder
- Negligent manslaughter
- Sex offenses (forcible and non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests or referral to campus disciplinary action for liquor law or drug law violations or illegal weapons possession
- Category of prejudice (i.e., race, gender, sexual orientation, ethnicity, or disability) if indicated for above statistics and any other crime involving bodily injury
- Policies regarding procedures to report crimes committed on campus, criminal actions, or other emergencies and SCC's response to such (i.e., timely warnings, preparing disclosure of crime statistics, title of person to whom occurrences should be reported, and procedures to allow voluntary and confidential crime reporting)
- Policies concerning the security of and access to SCC campus facilities
- Policies concerning campus law enforcement, including:
 - Enforcement authority of security personnel
 - Security personnel relationships with local and state law enforcement
 - Encouragement of prompt reporting of all crimes
 - Procedures to encourage pastoral and professional counselors to report crimes on a voluntary and confidential basis
 - Programs to prevent crime and inform students and employees about campus security
 - Possession, use, and sale of alcoholic beverages and illegal drugs
 - Education/prevention programs for sex offenses and drug or alcohol abuse

Note: For Shawnee Community College crime statistics, see the Campus Crime Report under Safety and Security in this handbook.

Report on Athletic Program - Participation Rates and Financial Support Data

Source: Vice President of Student Affairs

- Number of male and female full-time undergraduates.
- Descriptions of varsity team participants and coaches, including gender, race, and number.
- Revenues and expenses attributable to SCC intercollegiate athletic activities including salaries, recruitment, and use of volunteers.

- Total athletic related student aid awarded.
- Completion, graduation, and transfer rates of cohort of all student athletes as compared to all full-time undergraduates who graduated or completed their program within 150% of the normal time period to do so.

Financial Aid Processing

Processing of a student's financial aid begins when the student has on file a Student Aid Report (SAR), an Institutional Student Information Record (ISIR), or presents written authorization from another funding source authorizing payment for student charges. The student's eligibility status and other pertinent information will be entered into the financial aid computer files, and further information or documentation requested as necessary. The student's eligibility based upon the SCC Standards of Satisfactory Academic Progress will be checked.

Students chosen for verification will be requested to provide the necessary documentation. (Verification is the process whereby the Coordinator of Financial Aid will verify from documents provided that the information used in determining the student's financial aid eligibility is accurate.)

No disbursement of financial aid can be made until it can be certified that the information used is accurate and a valid SAR or ISIR is on file. Once this has been done, the student's financial aid will be delivered based on the normal disbursement schedule.

Pell awards will be made, and Pell funds disbursed, based upon the accurate number of eligible credit hours the student is enrolled in on the identified Pell Status Date each semester of the student's program. Hours added or dropped after that date will not result in an increased or decreased Pell award for the semester (if the student has completed 60% of the class).

Student Financial Aid Packaging

Shawnee Community College develops student financial aid awards based upon the philosophy that all enrolling students should be treated in a similar, fair, and consistent manner. Financial aid is made reasonably available, to the extent of available funds, to all eligible students throughout the academic year. Estimated financial aid is proposed each year to assist in meeting the individual student financial need.

Student financial need is determined by subtracting the Expected Family Contribution (as indicated on the federal Student Aid Report—SAR) from the

student's Cost-of-Attendance (as determined from average student budgets developed annually).

$$\begin{aligned} & \text{Cost of Attendance} \\ & - \underline{\text{Expected Family Contribution}} \\ & = \text{Student Financial Need} \end{aligned}$$

All awards are estimated based on the information available when the process is done. Actual awards may vary based upon federal and state funding, student eligibility, student choice, work-study employment opportunities, and other factors. Award letters are normally issued before or at the beginning of the fall semester, but will continue to be issued whenever a student submits all Financial Aid information. Revised award letters will be sent to the student, if necessary, as a Title IV award changes. All award letters reflect anticipated full-time attendance; awards will be reduced, as necessary, for less-than-full-time students.

Campus-Based Financial Aid

Campus-Based Financial Aid refers to the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work-Study Program. A certain sum of money is provided to Shawnee Community College each year through these programs, which must be disbursed to qualified students according to the federal regulations governing the programs.

All students who have submitted a valid SAR or ISIR and completed any other necessary application steps are considered for the FSEOG grant. Money must first be awarded to the students with the lowest Expected Family Contribution (EFC) who will receive a Pell grant. That process is followed as students submit the required eligibility proofs until the money has all been awarded.

Federal Work-Study funds are used to place eligible student workers in part-time jobs on the basis of the students' needs, the jobs available, and the student's ability to perform the jobs that are available. Contact the Financial Aid Office for more information about the work study program.

Appeal of Financial Aid Decisions

Appeals to financial aid awards and other financial aid decisions may be made by following the appeal process described as part of the Satisfactory Academic Progress Policies.

Schedule of Disbursements

Disbursements of financial aid at Shawnee Community College are scheduled as follows:

Federal Pell Grants And FSEOG Grants	On the announced date each semester, approximately one week after the date of midterm.
Outside Scholarships And Benefits Work-Study Wages	As determined by the individual scholarship or benefit source, and/or after all debts to the College are paid.
Saints Awards	Approved amount is credited to the student account. Unless otherwise noted, Saints Awards do not result in a cash refund.
ISAC MAP Grants	Approved amount is credited to the student account as received. MAP grants do not result in a cash refund.

Overpayments/Over Awards

Awarding the student more Title IV financial aid than the student is eligible for, or more than the student's cost of attendance, is strictly prohibited by federal regulations. Specific steps to follow to correct such over awards are outlined in federal guidelines. When a student receives more Title IV funds than he/she should have received, it is the responsibility of the student to repay the excess award, even if it was an error on the part of the College that caused the over award. If the College was at fault, the school will repay the funds to the federal government and collect the funds from the student. If the error was not the College's fault, the money will be repaid by the student and forwarded to the federal program.

Return of Title IV Funds

Title IV funds refer to federal student aid that is authorized through Title IV of the Higher Education Act. At Shawnee Community College, Title IV funds refer to the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant (FSEOG), and the Federal Work-Study program. Shawnee Community College no longer participates in the federal student loan programs. Only Pell and FSEOG are considered for the purpose of Return of Title IV funds.

Title IV funds are earned by a student by enrolling in and attending eligible college classes. Whenever a student withdraws from all classes (whether officially or unofficially) before 60% of the semester has been completed, a portion of the Title IV Aid that the student was awarded must be returned to the federal government, since it is considered to be unearned financial aid. That percentage of the unearned aid that would have been used to pay tuition, fees,

and books is returned by the school. Some portion of the remaining unearned aid must be returned by the student. It is important that students be aware of this consequence of officially or unofficially withdrawing from all classes.

Whenever SCC becomes aware that a student has withdrawn from all classes, the Financial Aid Office will determine if unearned Title IV aid must be returned, and the amount that the College and the student, respectively, must return.

A student officially withdraws by notifying the Registrar of the intent to withdraw, and processing official withdrawal forms. For college refund purposes, the official date of withdrawal is the date that the completed forms are received by the Bursar's Office. For return of Title IV funds purposes, however, the withdrawal date utilized is the date that the student first declared his/her intent to withdraw to the Registrar's Office. If the student continues to participate in academic activities after declaring intent to withdraw, the last documented date of academic activity may be used as the date of withdrawal.

A student unofficially withdraws when the student stops attending all classes, or is officially dropped for non-attendance by all instructors on the 10th day and/or midterm date. Either the calendar day midpoint, or the last documented date of academic activity in the semester may be used as the withdrawal date for unofficial withdrawals, at the discretion of the Financial Aid Office.

ATTENDANCE IS VERY IMPORTANT. POOR ATTENDANCE COULD CAUSE YOU TO BE DROPPED FROM CLASS. IF YOU ARE DROPPED FROM CLASS, YOUR FINANCIAL AID COULD BE ADJUSTED. IF YOU HAVE QUESTIONS, PLEASE CALL THE FINANCIAL AID OFFICE.

Unearned Title IV funds that must be returned will be returned first to the Federal Pell Grant program, then to the FSEOG program, as appropriate. Since SCC does not participate in the federal student loan programs, there will be no loan funds to return. The Shawnee Community College portion of unearned Title IV funds will be returned to the Department of Education. If this results in an unpaid balance on the student's account, the student will be billed for the unpaid balance.

If the student is required to return a portion of the Title IV funds, SCC will notify the student of the requirement and amount to be returned within 30 days of SCC becoming aware that the student has withdrawn. The student may return the money or arrange a repayment plan through the Department of Education. If the student has not returned the required unearned funds or set up a repayment plan with the Department of Education within 45 days of the notification, the College will report an overpayment of Title IV funds to the Department of Education through the National Student Loan Data System. The student will be ineligible for any further Title IV funds for attendance at any college or university until repayment has been arranged. Examples of the process used to

determine unearned Title IV funds to be returned can be viewed by the student at www.shawneecc.edu under the Financial Aid section.

Student Financial Aid Rights and Responsibilities

It is the student's RESPONSIBILITY to:

1. Meet all requirements before attending classes under the financial aid programs. To be eligible you must:
 - a. be a U.S. citizen or an eligible noncitizen.
 - b. have a high school diploma, its recognized equivalent, or for financial aid purposes, a recognized alternative.
 - c. have on file a valid electronic or paper institutional student information record that shows student's financial need.
 - d. enroll as a regular student in a required number of credit hours of eligible course work in a regular curriculum.
 - e. meet the satisfactory academic progress standards of Shawnee Community College.
 - f. not have already received a baccalaureate degree (for Federal Pell, FSEOG and MAP programs). Students with baccalaureate or higher degrees may qualify for loans, work-study, certain scholarships, or certain non-Title IV programs.
 - g. not be in default on any federal student loan.
 - h. not owe a repayment for any federal grants or ISAC gift aid.
 - i. be registered with Selective Service, if required.
 - j. not receive a Pell grant for more than 12 full-time semesters.
2. Find out about application procedures and deadlines. There are deadlines that must be met for Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP) grants, most scholarships, and other aid. Students must **REAPPLY EARLY EACH YEAR!!!**
3. Provide correct information. If you purposely give false or misleading information, you will be reported for potential fraud. You will be denied further financial aid, and you could also be fined and face criminal prosecution.
4. Read all of the correspondence and information about your financial aid provided to you before asking questions about things you might not understand. Check your SCC email frequently.
5. Progress satisfactorily towards the completion of your course of study.
6. Let Shawnee Community College know if you receive any other scholarships, grants, employer tuition benefits, public aid educational benefits, or other financial aid for educational purposes.
7. Keep your own student financial aid file, with copies of all of the correspondence, applications and notifications you have received regarding your financial aid. It is not the school's responsibility to keep your records for you.

It is the student's RIGHT to:

1. Receive a fair and objective assessment of financial aid eligibility.
2. Expect prompt and courteous personal service from Shawnee Community College staff. We are anxious to be of help and want to hear from you if you have comments about our service.
3. Ask Shawnee Community College staff to explain or reassess your financial aid if you feel we made a mistake or didn't have all of the facts.
4. Know where and how to get help. The Federal Student Aid Information Center (1-800-433-3243) or website, www.studentaid.ed.gov, can be contacted for general information about financial aid or to request a duplicate or corrected Student Aid Report (SAR). Call 1-800-899-4722 to obtain information about Illinois grants and loans. Of course, you can always call the Shawnee Community College Financial Aid staff at (618) 634-3200, Option 1, and then Option 2.
5. Know the Shawnee Community College Satisfactory Academic Progress Standards and know when and how financial aid is disbursed.
6. Know that your file may be chosen for verification. This means that you may be asked to provide proof that you gave correct information on your financial aid application. Your application may be chosen for verification by the U.S. Department of Education, ISAC, or Shawnee Community College. You must provide any additional information requested. Failure to do so in a timely manner could result in loss of your financial aid.
7. Know more about student rights and responsibilities. Additional information is provided in the free booklet "The Student Guide: Financial Aid from the U.S. Department of Education." You can obtain a copy in the Shawnee Community College Financial Aid Office.

Financial Aid Grievance Procedure

A grievance means a complaint by a student that there has been unjust and/or injurious treatment to the student by college staff. Before a grievance can be filed, the student must attempt to resolve the complaint through discussions with the staff member(s) concerned. If such informal discussions do not lead to satisfactory resolution of the complaint, a formal grievance may be processed according to the following procedures:

Step 1:

1. Within ten calendar days of the termination of efforts to informally resolve the complaint, a legibly written statement of grievance shall be prepared, signed, and delivered to the Coordinator of Financial Aid.
2. Within five work days after the written grievance is submitted, the Coordinator shall convene a meeting including the student and the staff member concerned to resolve said grievance.
3. The Coordinator will answer the grievance in writing within ten calendar days after such meeting. (Copy will go to staff member(s)).

Step 2:

1. If the grievance is not resolved in Step 1, the student must within seven calendar days of the Step 1 answer, submit a legibly written statement of the grievance and a copy of the Director's decision (from Step 1) to the Vice President of Student Affairs.
2. Within ten work days of receipt of the documents specified in Part 1 above, the Vice President of Student Affairs shall convene the Scholarship Committee for a hearing of the grievance and the staff members concerned will be required to attend.
3. The Scholarship Committee will hear the grievance, render a decision, and submit the decision in writing to the student and staff members concerned within ten calendar days of said hearing.

The Scholarship Committee's decision is final and ends the financial aid grievance procedure.

Special Circumstances

Special Circumstances cases will be considered only at the request of the student and at the discretion of the Coordinator of Financial Aid/Veterans, if the student meets one of the outlined criteria for review, and provides proper documentation. In all such cases, eligibility decisions will be made based upon the particular circumstances of each individual student. All unusual circumstances will be documented in the student's file, as well as the decision made and the actions taken.

The Coordinator of Financial Aid/Veterans Affairs is designated the Financial Aid Administrator (FAD), and, as such, shall be the individual responsible for determining financial aid eligibility, based upon current Title IV regulations, Shawnee Community College policies and procedures, and required documentation.

No Title IV financial aid disbursements (including federal Pell and FSEOG grants, ISAC MAP grants, and Federal work-study wages) will be approved without a valid Student Aid Report/Institutional Student Information Record on file in the Financial Aid Office.

Once the student initiates a formal request for review by completing a Request for Designation as an Independent Student form or Request for Professional Judgment Consideration form, along with required documentation as detailed on the form or instructed by the FAD, the FAD will begin the individual review.

Dependency Override

Independent Status

The FAD may review the Request for Designation as Independent Student form on a case-by-case basis for students with unusual circumstances. Dependency Overrides do not carry over from one award year to the next. The FAD must reaffirm each year that the unusual circumstances persist and an override is still justified.

Documentation is critical to the dependency override process. The documentation must support, and include the reason for, the decision and should, in almost all cases, originate from a third party with knowledge of the unusual circumstances for the student.

The following are possible special circumstances:

1. Since applying for financial aid, the student's only remaining parent has died.
Documentation: Death Certificate
2. All normal family contact has been terminated between the student and the natural parents.
Documentation: Student's written, confidential explanation of family circumstances, signed statement of certification of circumstances by related adult or professional counselor
3. The student has lived with a family member other than the natural parent, or another responsible adult, for a minimum of one year prior to the beginning of the academic year in question, and has not been supported by the parents during that time. This could be due to unusual circumstances, such as an abusive family environment that threatens the student's health or safety.
Documentation: Signed Statement from the adult or family member that the student has lived with them on a continuous basis for a minimum of one year, and that the adult or other family member, and not the parents, have been supporting the student during this time. - Signed statement corroborating the circumstances by a professional counselor.
4. The student does not know the specific whereabouts of either natural parent, and/or has not had contact with either natural parent within the past two years, and does not have a legal guardian appointed by the courts.
Documentation: A statement by the student, and another adult family member or professional counselor certifying to the above circumstances.

If the FAD determines that an override is appropriate, the determination must be made and retained with supporting documentation. However, none of the conditions listed below, singly or in combination, qualify as unusual circumstances meriting a dependency override.

1. Parents refuse to contribute to the student's education.

2. Parents are unwilling to provide information on the FAFSA or for verification.
3. Parents do not claim the student as dependent for income tax purposes.

Student demonstrates total self-sufficiency (per FSA Handbook).

Professional Judgment

In unusual circumstances, a student's family base-year income or assets may not accurately reflect the income/assets available to the family for the academic year. The FAD may use Professional Judgment on a case-by-case basis only to adjust the student's cost of attendance. Such circumstances might include, but are not necessarily limited to, those listed below. These and other circumstances may be considered by the FAD on an individual basis. If circumstances warrant, appropriate data changes will be submitted to correct the Student Aid Report to adjust the student's Estimated Family Contribution (EFC).

1. Medical/dental bills paid during the previous year, or to be paid during the current year.
Documentation: Proof of bills/premiums paid, or an agreement for pay on a regular basis. The FAD will take in account the Income Protection Allowance (IPA) for medical care described in the FSA Handbook.
2. A recent layoff, job termination, or greatly reduced income due to a plant or business closure or downsizing, where the likelihood of comparable re-employment is poor.
Documentation: Proof of unemployment or reduced hours.
3. Termination or reduction of employee hours in order to attend classes on a full-time basis as required by the student's program of study.
Documentation: Proof of unemployment or reduced hours, and participation in a curriculum requiring full-time attendance.
4. Loss of Social Security benefits to a family for the student who has attained 18 years of age but will be a full-time college student.
Documentation: Notice of termination of benefits from Social Security.
5. Loss of other benefits received on a regular basis, such as child support.
Documentation: Notification of termination of other benefits.
6. A one-time payment of income or benefits in the previous year that will not be repeated in the current year, such as an IRA.
Documentation: Proof of one-time payment or cessation of payments.
7. Divorce, separation, death or disability of a family member.
Documentation: Divorce decree, Death Certificate, statement certifying separation, physician's statement of disability.
8. A student or supporting parent/guardian has been the victim of a natural disaster (tornado, flood, fire, etc.) during the past or current year that has reduced available assets or income upon which eligibility was based.

If other circumstances exist, the student must contact the FAD for them to possibly be considered.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), Shawnee Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school **will not**:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GRADING/RECORDS

Class Assignments/Syllabus

On the first day of every class, the instructor will provide students with a syllabus. This will outline the expectations of the class, the name of the textbook, the reading assignments, projects, test dates, and grading system for the course. Students are expected to follow the syllabus and complete all the work by the due dates. It is students responsibility to keep track of assignments and the due dates!

Grading

Students are graded according to the following system:

Letter Grade	Definition	Grade Points
A	Excellent Performance	4
B	Good Performance	3
C	Average Performance	2
D	Inferior Performance	1
P	Passing	0
F	Failing Performance	0
*I	Incomplete Work	0
**S	Satisfactory Work	0
***U	Unsatisfactory Work	0
W	Withdrawal from class after mid-term but by the end of academic penalty date	0
AU	Audit	0

Grade Point Average

$$\text{GPA} = \frac{\text{total grade points earned (A,B,C,D, and F grades)}}{\text{total semester hours attempted}}$$

A student's standing in a program is determined by his/her cumulative GPA. The cumulative grade point average is figured by semester hours attempted, not by semester hours earned. Only A, B, C, D, and F grades will be used in computing the GPA. An "F" will be computed in the GPA unless the course is later repeated with a satisfactory grade. An "F" grade will not count toward the GPA if the student repeats the course and earns an improved grade. Neither credit hours nor grade points will be computed in those courses where a grade of "I", "W", "S", "P", or "U" is assigned. Hours earned in non-credit courses (denoted on the transcript by an asterisk (*)) will not be used in computing GPA.

Incompletes

A student may receive an incomplete ("I") grade for unfinished work in a course provided the work was incomplete because of circumstances determined by the instructor to be unavoidable and approved by the Vice President of Academic Affairs. A copy of the Incomplete Form must be forwarded to the Registrar with the course final grade report.

The student must complete the requirements of the course by the end of the next semester, excluding the summer term, in order to receive credit for the course. The student will receive an "F" if the course requirements are not completed by the deadline.

Although the grade of "D" is academically viewed as "passing" for some programs/courses as posted in the program guidelines, handbook, or syllabus, a grade of "D" may not be satisfactory to allow the student access to another curriculum within that program/discipline.

Satisfactory/Unsatisfactory

Satisfactory ("S") or Unsatisfactory ("U") grades are issued only to students enrolled in Adult and Community Education classes. These grades will not be used in computing the student's GPA or college credit hours.

Coursework Review/Appeal

Faculty are responsible for assigning grades for work done in individual courses. Faculty are responsible to determine the evaluation measures of student academic progress in relation to the described content of the course.

Students have a right to a grade review if they believe an erroneous grade has been assigned and should be corrected. Also, they have a right to a grade appeal as a remedy if they believe an instructor has assigned a grade

- By using some basis other than academic or behavioral performance in the course;
- By using more exacting or demanding standards than were applied to other students in that course;
- By using standards and/or criteria that are not clearly presented in the course syllabus, course materials, and/or other written communications;
- That is a substantial departure from the instructor's previously announced or written standards in the course.

As soon as a student identifies a potential error in grading, the student should contact the instructor by email requesting a meeting with the instructor to discuss the error. If the outcome of the meeting is not acceptable by the student, the student should immediately contact the Department Chair requesting a meeting. Should the student maintain that the grade is still in error, a meeting request must immediately be made to the Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs stands.

A student utilizing the grade appeal process is precluded from using the Student Grievance hearing process for the same occurrence.

Overall Course Grade Appeal

Step One

1. The student is to present the completed Grade Review/Appeal form to the course instructor via email no later than the midterm date of the following 16-week semester (excluding summer).
2. The instructor must respond to the email within thirty (30) calendar days. The instructor may change grades that are found to be in error during a Grade Review within 30 calendar days of the receipt of the completed request for a Grade Appeal.
3. The instructor may or may not change a grade after a review of the appeal within 30 calendar days of the receipt of the completed request for a Grade Appeal.
4. The instructor is to notify the student of the decision in either instance via email.

Step Two

1. If the student is not satisfied with the outcome of Step One, he/she may forward the emails with the Grade Review/Appeal form and the instructor's response to the appropriate Department Chair within fourteen (14) calendar days of the email with the instructor's decision.
2. The Department Chair has seven (7) calendar days to provide the student with a decision via email.

Step Three

1. If the student is not satisfied with the outcome of Step Two, he/she may forward the three (3) aforementioned emails to the Vice President of

Academic Affairs and/or the Vice President of Student Affairs within fourteen (14) calendar days of the Department Chair's decision.

2. The Vice President of Academic Affairs has fourteen (14) calendar days to provide the student with a decision via email.
3. The decision of the Vice President of Academic Affairs will be considered a sufficient review and will be the terminating step of the Grade Review/Appeal process.

During the Grade review/appeal process, all procedures and meetings, including names and related information, will be confidential unless otherwise mutually agreed upon by all parties involved. The grade Review/Appeal Form and Grade Change Form will be signed by the Vice President of Academic Affairs. All student appeals will be housed in the student file and in the course paperwork file.

Independent Study

Students seeking independent study courses should meet with their academic advisor for possible options. Advisors will communicate with faculty on possibilities.

Pass/Fail

Students may elect to take some courses as Pass/Fail. To take a class pass/fail, the student must make arrangements with their advisor prior to the start of the class. This is usually done during the advisement/registration process.

The maximum hours of P/F that can be taken in any one (1) semester is four (4) hours. The total maximum number of P/F credits that can count toward any degree is 12 semester hours.

No general education core curriculum courses can be taken as P/F. Exceptions may be allowed under special circumstances with the written approval of the Vice President of Academic Affairs.

Courses taken P/F can count only as elective credit.

Repeat Enrollment in Courses

A course in which a student enrolls more than once is considered a repeated course. Approval will be given under the following conditions:

1. If the student previously completed the course with less than a grade of C (or equivalent) and the course is necessary to satisfy requirements for a degree or certificate, the student may enroll and be claimed in the course one additional time; or

2. If a course has been approved by the Illinois Community College Board to be repeated, the student may repeat the course and be claimed as often as approved by the Illinois Community College Board.

In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade point average. The lower of the two grades will not be computed in the grade point average nor will it be applicable to a degree or certificate.

To check financial aid eligibility for courses, see the Financial Aid Office.

Class Withdrawal

The responsibility for withdrawing from a class rests with the student. The student must abide by the following provisions:

1. Contact a member of the advisement staff to initiate a drop from class.
2. After the first day of instruction, the student must take the withdrawal slip, obtain the counselor's/instructor's initials, and deliver this form to the Admissions and Advisement Office in order to be officially withdrawn from a class.
3. If a student receives financial aid, it is highly recommended that the student meet with the Financial Aid department.
4. The date of withdrawal will be the date the form is received by the Advisor.
5. Not attending class does not constitute a withdrawal from class. Failure to officially withdraw by the academic penalty date will result in a failing grade for the semester.
6. Failure to officially withdraw by the financial penalty date will result in financial penalties. This differs from the academic penalty date and the financial aid date.

Note: Please consult the official College Calendar for the final drop dates each semester.

Audit Policy

Students must receive approval from the Vice President of Academic Affairs prior to enrolling to audit a course. Audited courses are subject to compliance with all other college regulations. Students are not permitted to change to audit after the close of registration during each semester. The student must attend all regular class sessions. The student does not receive a grade or credit for the course, but the course is listed as Audit on his or her transcript. Regular tuition and fees will be assessed for audited courses. A student may elect to take a course for credit which was previously audited.

Attendance

Students are expected to attend all class sessions for which they are scheduled. The effect of absences on grades is determined by the instructor with the approval of the Vice President of Academic Affairs.

Students will be allowed to make up work missed because of legitimate class absences (scheduled, supervised college trips or functions). However, instructors must be notified in person by the student prior to his or her absence. Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person no later than one class meeting prior to the absence.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be completed prior to the absence will be made up at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. If the work is not completed due to absences while participating in extracurricular activities or other uncontrollable situations, the student will be given an "Incomplete" grade and will have one semester to complete the course.

In cases of prolonged absences, students should notify the office of the Vice President of Student Affairs.

Evaluation of Student Academic Performance

The faculty will maintain student performance and attendance records. The procedure to be used is as follows:

Grades

1. All records relevant to assigned grades will be kept through midterm the next semester following the beginning of the next 16-week semester.
2. Material relevant to an appeal case will be kept until the student has exhausted all appeal remedies.
3. Faculty will post initial progress, midterm, and final grades.

Attendance

1. All full-time and part-time faculty will check attendance at every session of each class meeting (credit and non-credit), keeping a record by calendar date, course title, section number, and time of class meeting. The record should indicate a student's presence or absence at each session of the class.
2. This record will be kept current by the instructor on the Ellucian Colleague attendance site.

3. Faculty members may also keep this record in a grade book or special form provided by the College.

Satisfactory Academic Progress, Warning, Probation and Suspension

A student who does not maintain a cumulative grade point average of 2.00 will be given academic warning for one semester. If work is unsatisfactory the following semester, the student will be placed on probation. A student may attend a summer session to raise the G.P.A. to a satisfactory level.

Academic Dishonesty/Plagiarism

Academic dishonesty is defined as, but is not limited to:

1. Cheating – Using or attempting to use unauthorized materials, study aids, or information in any academic exercise, including copying from another person's work or preparing work for another person that is to be presented as the other person's own work
2. Fabrication – Furnishing false information to a College official relative to academic matter including, but not limited, to misrepresentation of written information provided in admission documents.
3. Plagiarism – Representing the words or ideas of another as one's own in any academic exercise. Plagiarism is stealing ideas or creations from others and taking credit for that work as if it were one's own creation. For assistance or further clarification about plagiarism, please contact the Shawnee Community College Library or the Student Success Center.

Types of Plagiarism:

- turning in someone else's work as one's own, whether borrowed, copied, or purchased
- copying words, ideas, statistics, phrases, music, or artwork from someone else without giving credit through use of quotation marks and correct citation
- paraphrasing or summarizing someone else's ideas (expressing the other person's ideas in one's own words) without crediting that person for the ideas
- supplying false citation information for sources
- using more material from sources than from one's own thoughts (even if sources are cited, they cannot make up the majority of one's work, because instructors usually require original work)

Penalties:

Once an instructor determines that a student has violated Academic Honesty, the instructor will inform the student of the violation. The instructor shall determine the appropriate sanction(s)

for the first offense. Sanctions can include reprimand/warning, rewriting/redoin the assignment, receiving a failing grade on the assignment or a combination. Progressive discipline will occur for multiple offenses.

First Offense: The sanction is determined by the instructor and can include reprimand/warning, rewriting/redoin the assignment with or without a grade deduction, receiving a failing grade on the assignment or a combination. The student will receive a written warning will be referred to the Vice President of Academic Affairs. In the instance of a first offense of plagiarism, the student will be required to attend and complete a remediation session led by the College Librarian within 10 calendar days of the reported offense and the grade for the assignment in question is at the discretion of the faculty. If the student chooses not to complete the remediation session within the 10-calendar day timeframe, the student will automatically receive a “F” in the course.

Second Offense: The student will receive a grade of “0” and will be reported to the Vice President of Academic Affairs. The student will receive a written warning. If the second violation is an offense of plagiarism, the student will be required to complete a remediation session with the College Librarian within 10 calendar days of the reported offense. If the student chooses not to complete the remediation session within the 10-calendar day timeframe, the student will automatically receive a “F” in the course. If the second offense is a second violation of plagiarism and the student has already attended a remediation session, the student will automatically receive a “0” on the assignment in question in the course and must meet with the Vice President of Academic Affairs within 10 calendar days of the reported offense.

Third Offense: The student will receive a grade of “F” for the course in which the offense occurs. The student will receive a formal notice of the sanction and must meet with the Vice President of Academic Affairs. For a third violation of plagiarism, the student will be immediately suspended from the College for the remainder of the semester and will receive an F in the course in which the offense occurred. Grades in other courses will be calculated based on current work completed at the time of the suspension.

Fourth Offense (non-plagiarism offense): The student will receive a grade of “F” for the course in which the offense occurs. The student will be immediately suspended from the College for the remainder of the semester and will receive the earned grade at the time of the suspension. No makeup work will be allowed.

With any sanction, the student has the right to follow the grievance procedure if he/she disagrees with the decision of the instructor or administrator.

General Graduation Requirements

1. Successful completion of all degree requirements.
2. Achievement of a cumulative grade point average (GPA) of 2.00 or higher for all credit earned at Shawnee Community College.
3. Earn a minimum of fifteen (15) semester hours at Shawnee Community College for an associate degree.
4. Make application for graduation by the published deadline using the form found online or in the Registrar's office.
5. Payment of all tuition and fees.

Commencement

Commencement is scheduled each year at the completion of the spring semester. Students completing the requirements to graduate the previous fall semester, current spring semester, or upcoming summer semester are eligible to participate. To accommodate early printing of the commencement program, academic honors are based on previous term's grade point average. Dates for the Commencement ceremony can be found in the current College Calendar. Participation in the annual Commencement program is voluntary, but is strongly encouraged.

Release of Student Information and Access to Student Records (FERPA)

No one outside the institution shall have access to, nor will the institution disclose any information from, students' educational records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

Within the Shawnee Community College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Admissions and Advisement Office, Financial Aid Office, and academic personnel within the limitation of their need to know.

Shawnee Community College may provide the following information: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Vice-President of Student Success and Services and the Registrar in writing within two weeks after the first day of class for the semester.

Identity-Protection

Shawnee Community College (“SCC”) adopts this Identity-Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers agencies collect, maintain, and use. It is important to safeguard Social Security numbers (SSNs) against unauthorized access because SSNs can be used to facilitate identify theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local and State government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality.

Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide SCC with an SSN, SCC shall provide that individual with a statement of the purpose or purposes for which SCC is collecting and using the Social Security number. SCC shall also provide the statement of purpose upon request. SCC’s Statement of Purpose is attached to this Policy.

SCC shall not:

1. Publicly post or publicly display in any manner an individual’s Social Security Number. “Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual’s Social Security number on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a Social Security Number over the Internet, unless the connection is secure or the Social Security number is encrypted.
4. Print an individual’s Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar methods of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administrated by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, SCC shall not:

1. Collect, use, or disclose a Social Security number from an individual, unless:
 - a) Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of SCC's duties and responsibilities;
 - b) The need and purpose for the Social Security number is documented before collection of Social Security number; and
 - c) The Social Security number collected is relevant to the documented need and purpose.
2. Require an individual to use his or her Social Security number to access an Internet website.
3. Use the Social Security number for any purpose other than the purpose for which it was collected.

Requirement to redact Social Security Numbers

SCC shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. SCC shall redact Social Security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting Social Security numbers, SCC shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a Social Security number are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect them.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, students have certain rights regarding their educational records and access to them. Student educational records are maintained on the Shawnee Community College main campus, and include admission records, academic records and financial aid records.

The student has the right to:

1. Request that public directory information not be released

2. Review and inspect his/her educational records
3. Seek amendment of the educational records that the student or dependent student's parent believes to be inaccurate, misleading, or otherwise in violation of student privacy rights
4. If the request for an amendment is denied, the student has the right to request a hearing to challenge the contents of the education record
5. Consent, under certain conditions, to disclosure of personally identifiable information contained in student educational records
6. File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with statutory and regulatory student and family privacy rights

The following procedure is to be followed at Shawnee Community College in order for a student to exercise the right to inspect his/her educational records and for seeking to amend those records:

The student must submit a written request to the Registrar's office to view the records. The student record will be produced for examination within 45 days. Every effort will be made by the College to give reasonable requests for explanations and interpretations of the records. A student has the right to seek to amend his/her records. When seeking to amend the student record, the student must first request the change in writing. The student will meet with the Dean of Student Success & Services regarding the amendment. To request that directory information not be disclosed, the student must submit the request in writing to the Registrar's office.

Students should be aware that personally identifiable information from students' education records may be disclosed without students' prior consent to authorized representatives of the U.S. Department of Education (or research firms under contract by the Department), the Office of Inspector General, and state and local education authorities.

Disclosure may also be made to other agencies if the student information is needed to determine the amount of financial aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms of the conditions of the aid the student has applied for or received. Disclosure may be made to the student's parent only if the student receives more than half of his or her support from the parent (a dependent by definition of the Internal Revenue Service).

The following information may be accessed or obtained by potential or current students and their parents by contacting the office of the Vice President of Student Affairs. It may also be included, as noted, in a current Shawnee Community College publication.

1. Campus Crime and Security Report
2. Student graduation/completion rates and transfer-out rates
3. Equity in athletics and athletic program financial information

4. Financial aid information and policies on release of such information (handbook)
5. General college information (catalog and handbook)
6. Family Educational Rights and Privacy Act policies and procedures (handbook)
7. Requirements for the return and repayment of federal financial aid funds under Title IV of the Higher Education Act (catalog)
8. Shawnee Community College refund policy (Policy 7320)

Social Media Policy and Guidelines

1 Guideline Purpose

- 1.1 These guidelines are intended to help Shawnee Community College administrators, faculty, and staff maintain a college-accepted standard for initiation and use of “official” Shawnee social media sites. These sites reflect the College in general, and should not be confused with personal social media sites set up by administrators, faculty and staff for personal use.
- 1.2 In general, any communication from the Shawnee Community College website or Shawnee Community College’s official social media sites reflect the College and should be written and structured in an appropriate, ethical, professional and lawful manner. Administrators, faculty, staff, students, and alumni using the College’s official social media sites and approved accounts should read and abide by these guidelines.

2 Definition of Shawnee Community College Social Media

- 2.1 A web page, set up within an already established social media site, administered by a college employee with the intent of communicating information in an official capacity to others on behalf of Shawnee in general or on behalf of a particular department or organization.
- 2.2 The purpose of Shawnee social media sites is to encourage communication from administrators, faculty, staff, students, alumni, and district residents. Common social media sites include, but are not limited to, the College’s official Facebook pages, Twitter pages, and YouTube channels.

3 Related Documents

- 3.1 Users should refer to the following documents. With the exception of the employment agreement, the following documents are located at www.shawneecc.edu.
 - 3.1.1 College Catalog
 - 3.1.2 Student Handbook
- 3.2 Additionally, Shawnee Community College employees should refer to the following documents:
 - 3.2.1 Employee Policy Manual
 - 3.2.2 Employment Agreement
 - 3.2.3 Family Educational Rights and Privacy Act (FERPA)

3.3 Refer to each social media's website for terms and conditions section for related information.

4 Proper Usage

- 4.1 Prior to establishing a social media page for College use, employees must contact the Shawnee Public Relations office for proper organization, linking, and set-up. Pages are the preferred method of creating a Facebook presence. All Shawnee sponsored pages should link to the respective official page when that option is available.
- 4.2 A master list of all social media user names and passwords are stored in a confidential file in the offices of SCC Marketing Coordinator and IT Department. When establishing a new site, the user name and password must be supplied for this master list.
- 4.3 The employee/user may not change the user name and password without notifying the Public Relations office so that the master password list can be updated.
- 4.4 The supervisor of the employee responsible for posting to the College/departmental social media site must regularly monitor the social media page.
- 4.5 Content should be updated as appropriate which may be on a daily or weekly basis. Make sure there are plans for messaging, audience and goals, and develop a strategy for keeping information on social media sites up-to-date.
- 4.6 The establishment of, and posting to, an official Shawnee social media site should be used only for legitimate college-related purposes and items of general interest to Shawnee administrators, faculty, students, alumni, and district residents.
- 4.7 Representation of personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. The Shawnee social media sites may not be used to promote any product or political party or candidate.
- 4.8 By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information.
- 4.9 Shawnee has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Any social media posts containing obscenities, verbal harassment, threats, slander, or offensive comments regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content is not allowed or permitted and will be removed. Shawnee, its board of trustees, and/or administration reserves the right, at its sole and exclusive discretion, to eliminate or shut down a social media site with or without notice.

- 4.10 When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- 4.11 Refrain from using information and conducting activities that may violate local, state, or federal laws and regulations.
- 4.12 Any photos or other digital content posted on the College social media site should portray a favorable depiction of Shawnee, its faculty, staff, students, alumni, district residents and/or visitors; and should in no way contain obscenities, verbal harassment, threats, slander, or offensive comments or imagery regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content.
- 4.13 Any photos or other digital content posted by the employee on the College social media site must be owned by the College and be original photography or stock photography where the College has paid usage rights or otherwise received permission for publication.
- 4.14 Personal and identifying information should not be posted on Shawnee social media sites, including but not limited to:
 - 4.14.1 Student identification number.
 - 4.14.2 Employee identification number.
 - 4.14.3 Social Security number.
 - 4.14.4 Date of birth.
 - 4.14.5 Personal address.
 - 4.14.6 Personal phone number.
 - 4.14.7 Driver's license number.
 - 4.14.8 License plate number.
- 4.15 Employees may not post content or conduct any activity that fails to conform to any and all applicable state and federal laws. For Shawnee College's employees' protection, it is critical that everyone abide by the copyright laws by ensuring that they have permission to use or reproduce any copyrighted text, photos, graphics, video or other material owned by others. Users will respect copyrighted material and agree to not reproduce and/or send any material unless all references, quotes, and sources are properly cited.
- 4.16 Use the institution name Shawnee Community College in its entirety in social media posts to clearly identify the College. The use of the SCC acronym or Shawnee in subsequent references in the same post is acceptable.
- 4.17 Never comment on anything related to legal matters, litigation, or any parties Shawnee may be in litigation with.
- 4.18 Do not represent yourself or Shawnee in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.

5 Privacy and Monitoring

- 5.1 Shawnee Community College reserves the right to delete offensive comments as outlined in this guideline and to block or revoke use of social media sites by repeat offenders to this policy.

- 5.2 Social media sites are not private. The expectation of privacy is not conveyed to you as a user/administrator of Shawnee's social media site/sites.
 - 5.3 Users agree to not post or share user names and/or passwords.
 - 5.4 Users agree to not retrieve or post messages that are not their own. Invasion of privacy, unlawful access to information, and posing as another individual are actions subject to discipline and/or legal action.
 - 5.5 Users will treat the College social media sites as a form of permanent correspondence that leaves a permanent record once posted, and cannot be recalled.
 - 5.6 All official College social media sites are regularly reviewed by the Marketing Office.
 - 5.7 The supervisor of the employee responsible for posting to the College/departmental social media site must regularly monitor the social media page.
 - 5.8 All social media accounts officially recognized by Shawnee must have a Shawnee faculty or staff member as an administrator at all times.
 - 5.9 Should a Shawnee employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another Shawnee employee to be an account administrator prior to removing himself or herself from that role. The Public Relations Office should be notified when a new administrator takes over.
 - 5.10 In the event that a question is posed by an individual, the site administrator will refer the poster to the appropriate Shawnee department or will reply within the scope of the Public Relations Office's knowledge base. When necessary the Public Relations Office will request an answer from the appropriate Shawnee department. Responses should be made back to the Public Relations Office or, when appropriate, posted directly on the original social media post.
- 6 Contacts
 - 6.1 The Marketing/Public Relations Office is the primary administrator for the College's main pages on any social media site.
 - 6.2 If you would like to contribute or make a suggestion about these sites, please contact the SCC Marketing Office at 618-634-3270 or news@shawneecc.edu.

Computer Usage Policy

Copies of the Shawnee Community College (SCC) Computer Usage Policy can be found online at www.shawneecc.edu/about/computer-policy. Individuals who utilize the SCC computing facilities and information resources are bound by this policy.

General Responsibilities

The Computer Usage Policy applies to all members of the College community using the institution's computer resources. This includes administrators, faculty, staff, students, and members of the community. Use of computer resources include utilizing computer equipment at any SCC facility including servers from any location, various computer labs, classrooms, offices, and library.

Computer accounts and computer access are privileges and require the individual user to act responsibly. By using the SCC accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have agreed to observe all relevant laws and institutional policies regarding information resources.

Confidentiality

All user files, including e-mail files, are not to be relied upon as confidential. SCC explicitly does not guarantee or warrant the confidentiality of these files. It is the practice of Information Technology Department (IT) to respect the confidential nature of user files, but the IT Department reserves the right to view or alter user files when it is necessary. For example, files may need to be examined or accessed in the event of unauthorized use or misuse, or due to corruption or damage. Any IT employee must have his/her director's permission prior to investigating a user file.

Copyright

All users must follow all relevant copyright laws. U.S. Copyright law governs reproduction and distribution of software and other material, including text, fonts, graphics, sound, video, and others. The End User License Agreement (EULA) for a product specifies the conditions under which a user may copy or install a product. The EULA purchased by the institution also controls the number of users who may utilize the product. Please review the EULA for complete information on your rights as an end user of these products.

Misuse

Misuse of computing, networking, or information resources includes but is not limited to the following:

- Using a computer account that you are not authorized to use by the IT Department.
- Obtaining a password for a computer account that is not intended for your use.
- Using the SCC network to gain unauthorized access to any computer system.

- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating, running, or distributing programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Masking the identity of an account or machine. This includes, but is not limited to, sending e-mail anonymously.

STUDENT COMPLAINT PROCEDURES

Students may choose to pursue a complaint if he/she/they believe a decision or action has negatively affected his/her/their education while attending Shawnee Community College. Academic and non-academic issues will be handled in accordance with established procedures. Appeals and complaints should begin with addressing the faculty or staff member where the situation occurred. Communication among the various parties will be conducted via SCC email, therefore, students are encouraged to check their SCC email frequently and respond by using SCC email. The Vice President of Student Affairs is available to give guidance to students throughout the process.

Academic -- Grade Appeal Procedure

See previous sections – Coursework Grade Appeal & Overall Course Grade Appeal

Academic -- Non Grade Related Procedure

1. The student is expected to initiate the complaint with the faculty member responsible for the complaint area within seven (7) college working days of the occurrence. The student should contact the instructor via SCC email that is listed in instructor information on the course syllabus. All instructors provide their contact information on the course syllabus. The student should request a meeting with the instructor to review the complaint.
2. If the nature of the complaint is personal, involving the instructor and his or her behavior or demeanor, the student may appeal directly to the Department Chair by submitting a complaint form, <https://shawneec.edu/complaint-form> within seven (7) college working days of the occurrence. Once the form is received electronically, the complaint will be forwarded to the Department Chair and the appropriate Dean. The Department Chair shall review the complaint with the student and the instructor and may request a meeting of all involved parties. If the instructor is the Department Chair, the complaint will be forwarded to the appropriate Dean. The Department Chair and/or Dean shall respond in writing to the student and instructor of the decision within seven (7) college working days after receiving the complaint.
3. If the results of the decision made by the Department Chair and/or Dean are unsatisfactory to the student, the student may email, within

seven (7) college working days, the Vice President of Academic Affairs to request a meeting. The Vice President of Academic Affairs will issue a response to the student within seven (7) college working days of the meeting with the student.

4. The decision of the Vice President of Academic Affairs shall be considered final.

Student Non-Academic Complaints Procedure

The Vice President of Student Affairs holds responsibility for responding to student complaints that are non-academic in nature. Such complaints include matters of: admission, advisement, registration and records; refunds of tuition and fees; financial aid; and student activities and organizations.

1. Before submitting a complaint, the student should try to resolve the issue with the staff member or department involved in the dispute within seven (7) college working days of the occurrence. If resolved, no further action is required.
2. If the attempt at resolution is not successful, the student should file a complaint by submitting the form, <https://shawneecc.edu/complaint-form>. Once electronically submitted, the Vice President of Student Affairs will contact the student within seven (7) college working days for review of the complaint and assign the complaint to the immediate supervisor.
3. The immediate supervisor will inform the faculty or staff member of the receipt of the complaint; investigate the situation which may include requesting statements of circumstances from the faculty or staff member; request additional statement from the student; conference with either of the parties involved, and request additional documentation as needed. The supervisor will provide a written response with resolution to the student and the Vice President of Student Affairs within seven (7) college working days.
4. If the student wishes to appeal the supervisor's decision, the student must submit an appeal request via email to the Vice President of Student Affairs within seven (7) college working days.
5. The Vice President of Student Affairs may request additional information or conferences with either party.
6. The Vice President of Student Affairs will provide a written response with resolution within seven (7) college working days to all parties.
7. The decision of the Vice President of Student Affairs shall be considered final.

Withdrawal

The student may withdraw the complaint at any time.

No Reprisals

No reprisals shall be taken by any parties involved in the participation of a complaint.

False Reports

The College expects students and employees to be truthful and provide accurate information when making or responding to a complaint. Any party who falsely provides information or submits a complaint shall be subject to disciplinary action.

NURSING STUDENT HANDBOOK

Shawnee Community College's nursing program prepares students for a nursing career in a variety of healthcare settings. The nursing program conducts a rigorous curriculum of lectures, labs, and clinical experiences. The rules, regulations, and guidelines are established by the nursing department to meet policies of the state, federal, and outside agencies. These rules, regulations, and guidelines are in addition to the policies and regulations found in the Student Handbook and are honored and supported by the College policy.

BOOKSTORE – Ext. 3218

The SCC bookstore provides required textbooks, reference books, software, and supplies needed for classes. The bookstore is in the Administration Building H.

The regular operating hours are Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding holidays. During peak registration times the bookstore will have extended hours. Dates and times will be posted. Students need to bring their schedule, SCC ID card, and method of payment when coming to get textbooks. Textbook lists are available prior to each semester on the Shawnee Community College's website.

STUDENT SUCCESS CENTER – Ext. 3366

The Student Success Center has several components that provide services to help students be successful.

Testing Lab

The Testing Lab offers a wide variety of testing services, including placement tests, the Pearson VUE, the Psychological Services Bureau, Inc. tests, the TABE tests, distance learning tests, and make up testing services. Appointments are required, and a photo I.D. is required for all testing services. The Testing Lab is located in Room H2086.

Tutoring Lab

Students who would like to obtain the services of a tutor may receive tutorial assistance through the Student Success Center (SSC) Tutoring Lab. The

Tutoring Lab is located in Room H2087 on Main Campus, and tutorial services are also available at the Anna Center, the Cairo Center, and the Metro Center. Both professional tutors and peer tutors are available, and both individual and group tutoring services are available.

All peer tutors must complete the classes they want to tutor with a grade of “B” or higher, complete the Tutor Training Program, and submit written recommendations from their instructors. Additional information may be required as needed, and all tutoring arrangements are subject to approval by the Student Success Center Coordinator.

Writing Lab

The Writing Lab is available to students to work with word processing software and to do Internet research. The Writing Lab may also be reserved to hold classes and workshops and has Smart Board technology for presentations. The Writing Lab is located in Room H2088.

E-Tutoring

The Student Success Center also offers online tutoring services. Students can receive assistance in numerous subjects including accounting, anatomy, biology, chemistry, math, physiology, research methods, and writing by accessing the online tutoring website, which will give them a variety of options from which to choose. Students may upload documents for writing feedback, chat with available tutors in a chat room, or post a question for an online tutor to address. The site also includes a resource library, which contains an extensive collection to links for information in many subject areas.

Retention Alert Program

Shawnee College’s faculty participates in a retention program designed to assist students who are experiencing difficulty in classes. Students identified by faculty are contacted by the Student Success Center Coordinator. The contact is designed to work with students to identify issues that are interfering with their ability to be successful in the course(s), and explore options that could assist the students in successful completion of their course work. The communication between the faculty and the College’s Student Success Center Coordinator is maintained in a secure environment.

STUDENT SUPPORT SERVICES – Ext. 3236

The Student Support Services (SSS) Program is funded through the U.S. Department of Education Federal TRIO programs designed to assist selected students in successfully transferring from a 2-year to a 4-year institution. Any Shawnee Community College student who meets one or more of the following eligibility criteria is welcome to apply:

- First Generation - Neither parent graduated from a four-year college or university.

- Income Eligible - Taxable income does not exceed level established by the U.S. Department of Education.
- Disability - Documented disabilities.

SSS is designed to assist eligible Shawnee Community College students with their academic goals and with the transition from the community college to a four-year college or university. The program provides students with a variety of resources and services including the following:

1. Academic advisement
2. Career and transfer assistance
3. Tutorial assistance
4. Cultural exposure
5. Study skills workshops
6. Personal skills enhancement
7. Guidance and mentoring
8. Scholarship
9. Grant Aid

CAREER SERVICES – Ext. 3337

Shawnee Community College Career Services offers a variety of services designed to meet the educational and employment needs of our students, community, and employers in the College district and surrounding area.

Students may utilize the Center to obtain basic information about business and industry in the district. For example, if a student were seeking a position at a particular industry, such information as the name of the personnel manager, number of employees, and hiring practices could be obtained prior to an interview.

Shawnee Community College is committed to nurturing self-direction and personal responsibility in assisting those registered with the center in their career planning and employment goals. The Center's purpose is not to guarantee employment but rather to provide a variety of programs and services which will assist the individual in determining and implementing his/her career and educational choices and include the following:

- Help in devising an efficient job-search strategy
- Exploration of current job opportunities through the SCC Jobline, a computerized job search database available to students and employers. <https://candidate.gradleaders.com/SCC/Candidates/Login.aspx?pid=4992>
- Resume critiquing and development
- Linkage between business and students
- Employee recruitment for employment
- Reference materials
- Career/job fairs

- One-on-one consultation

The Career Services Office assists students, faculty, and departments concerning present supply and demand trends.

TRANSPORTATION – Ext. 3218 Shawnee Mass Transit District (SMTD)

A federal and state funded transportation district, which provides transportation services to anyone residing within Alexander, Johnson, Massac, Pulaski or Union Counties.

Each semester, SCC students needing a ride to any campus may purchase a pass from the SCC Bookstore. The purchase of a SMTD Bus pass constitutes participation in a college activity and includes unlimited rides to and from campus during the semester it is purchased. The passes are non-transferable and non-refundable. Contact the Career Services Coordinator to obtain a bus pass.

COUNSELING SERVICES

Sometimes the demands of college life can become overwhelming and unmanageable. Students may feel alone, isolated, helpless, and even hopeless. These feelings can easily disrupt academic performance and interfere with their ability to be successful in their classes. Counseling Services at Shawnee Community College are confidential within ethical and legal guidelines. Information does not become part of the academic record of the student. Services are free of charge to all Shawnee students.

ACCESSIBILITY AND RESOURCE SERVICES

The Accessibility and Resource Office at Shawnee Community College is dedicated to providing reasonable academic accommodations and support to all currently enrolled students who have a documented disability in accordance to Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990 (ADA).

Individuals eligible for services include, but are not limited to, students with mobility, orthopedic, hearing, visual, speech, and learning disabilities.

To request accommodations from the Accessibility and Resource Office, please contact Mindy Ashby by phone at 618-634-3516, email at mindya@shawneecc.edu, or office H2082.

Service Animals

The U.S. Department of Justice published revised final regulations under Title II (state and local government services) and Title III (public accommodations and

commercial facilities) of the Americans with Disabilities Act (ADA) on September 15, 2010, in the Federal Register. These requirements or rules clarify and refine issues that have arisen over the past 20 years and contain new and updated requirements, including the 2010 Standards for Accessible Design (2010 Standards). This publication provides guidance on the term “service animal” and on the service animal provisions in the Department’s new regulations. Beginning on March 15, 2011, only dogs are recognized as service animals under titles II and III of the ADA. Click to learn more at the ADA Service Animals Requirements online resource. To view the publication from the Department of Justice, please go to http://www.ada.gov/service_animals_2010.htm.

A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Under, Title II and Title III of the ADA, State and local entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions:

1. Is the dog a service animal required because of a disability, and
2. What work or task has the dog been trained to perform?

Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

A person with a disability cannot be asked to remove his service animal from the premises unless:

1. The dog is out of control, and the handler does not take effective action to control it or
2. The dog is not housebroken.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal’s presence.

Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises. People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals. Staff are not required to provide care or food for a service animal.

Shawnee Community College would appreciate for all service animals to be registered in the Accessibility and Resource Office and be up to date on all vaccinations, but service animals are not an academic accommodation that needs approval.

ALTERNATIVE HIGH SCHOOL

Classes for high school credit are offered to students who have dropped out of high school and wish to earn a high school diploma. Classes are offered at multiple locations in the district. Students must have a referral from their local school district.

Alternative High School Disciplinary Guidelines

There are three primary commitments for this program:

1. **ATTENDANCE** – Attendance is mandatory. Class hours are from 8:30 a.m. to 2:15 p.m., Monday through Friday. Attendance is expected to be maintained at a minimum of 75%. Prior notification is required for a student to leave early for medical appointments or court appearances. Parents may be notified if a student is not present when scheduled. Students are responsible for their own transportation to and from school. **STUDENTS WITH EXCESSIVE ABSENCES WILL BE DROPPED FROM THIS PROGRAM.**
2. **ACADEMICS** – Final grades only are issued to the student’s referring high school. Grades are placed on student transcripts by the high school. The SCC AHS does not issue high school transcripts; those must be obtained by the referring high school. **THERE IS NO HOMEWORK; ALL WORK MUST BE DONE IN THE CLASSROOM.** In order to remain in the program, you must be making progress in your coursework and earning passing grades. Failure to progress or maintain passing grades will result in failure of your classes and removal from the program. Grades are sent to the high school only for students who complete the semester. Students who currently have an IEP are not eligible for this program.
3. **ATTITUDE** – A good attitude is essential for success in the program. Disrespect toward your instructors or fellow classmates will not be tolerated. **INSUBORDINATION, DISRUPTIONS, OR SLEEPING** will

result in being sent home. Profanity, harassment, or intimidation will not be tolerated. Student violence, theft, illegal possession, or being under the influence of drugs or alcohol is subject to suspension, expulsion, or arrest. Students who are suspected of being under the influence of drugs or alcohol will not be allowed to remain in class. A parent will be called to escort the student home. Absolutely no weapons of any kind are allowed on campus. No cell phones are allowed. Students who bring phones will have to leave them with the instructor until break or dismissal. **THE PROGRAM IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CELL PHONES.** There is no loitering in the parking area. Students who have a history of violent or aggressive behavior or exhibit behavioral issues that affect ability to successfully complete school work and achieve grade-level outcomes are not eligible for this program.

4. Absolutely no weapons of any kind are allowed on campus. No cell phones or MP3 players are allowed. There is no loitering in the parking area. Students who have a history of violent or aggressive behavior or exhibit behavioral issues that affect ability to successfully complete school work and achieve grade-level outcomes are not eligible for this program.

Be considerate. If your behavior or attitude is keeping you from your work or is causing problems for others who are trying to work, you may be sent home. Respect is our guiding principle.

DISCIPLINARY ACTIONS

- Removal from program (student dropped or expelled)
- Verbal reprimand / Conference with student
- Call or conference with parent/guardian
- Temporary removal from class

EMERGENCY PROCEDURES

The purpose of this emergency procedure guide is to assist in the planning and development of an emergency preparedness plan at the College. It is important for policies and procedures to be developed in order to prevent problems and minimize the confusion that accompanies emergencies or disasters. A major emergency affecting a large number of people may occur at any time, or any place.

Inclement Weather

The Shawnee Community College District covers a wide geographical area and weather conditions differ in certain areas. A decision as to whether or not classes will be cancelled is made as early as possible, usually by 6:00 a.m. An announcement of any closing will be made over specified local radio and television stations. The absence of such an announcement means that classes will be in session as scheduled. Unless otherwise specified, an official closing announcement pertains to all Shawnee Community College classes (on-campus day, on-campus night, and off-campus extension). We believe our student body is

mature enough to make wise decisions as to their ability to drive safely from their local community to the campus. Listed are the official news media that will be carrying our inclement weather announcements:

TV News Media

KFVS TV Channel 12
WPSD TV Channel 6
WSIL TV Channel 3

Social Media

Facebook
Twitter
You Tube

SCC Saints ALERT System

The intent of this service is to notify students by email, or text message on their cell phone, of campus closures for weather and/or other emergencies.

This is an opt-in service provided by SCC. While there is no direct cost for signing up for this service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may incur using this service.

All users who sign up for this service will receive announcements regarding campus closures for weather and other emergencies, text messages to validate the service is working, and notification when your account is about to expire.

To sign up for Saints Alert System, go to the SCC website at www.shawneecc.edu, and click on Saints ALERT.

Earthquake/Tornado/Fire

In case of an earthquake, tornado, or fire, follow the directions of the emergency signs located in each classroom and throughout buildings H, I, J, K and L. Fire alarms are located throughout the building. Check the location of fire alarms in your building. If there is a fire, activate the fire alarm and call the fire department (Karnak – 618-634-2223 or Ullin – 618-845-3612). The Campus Safety Committee will hold tornado and fire drills.

Illness/Injury

If there is an emergency, please notify the Security Department (3232).

Emergency Numbers

Alexander County Sheriff's Dept.	618-734-2141
Johnson County Sheriff's Dept.	618-658-8264
Pulaski County Sheriff's Dept.	618-748-9374
Illinois State Police	618-845-3740
Karnak Fire Dept.	618-634-2223
Ullin Fire Dept.	618-845-3612

Johnson County Ambulance	618-658-2131
Massac County Ambulance	618-524-2176
Pulaski County Ambulance	618-342-6209
Union County Ambulance	618-833-6542

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself/herself or to others, or is out of touch with reality due to severe drug reaction or a psychotic break. A psychotic break may be manifested with hallucinations, uncontrollable behavior, or delusions.

If a psychological crisis occurs:

1. Never attempt to handle a situation you feel is dangerous on your own.
2. Notify the security officer first by dialing extension 3232. If there is no answer, dial "0" and ask the receptionist to notify security; clearly state that you need immediate assistance. Give your name, your location, and the area involved.
3. Inappropriate handling, or inadvertent escalation, are the most likely causes in turning an emotional crisis into a potentially dangerous emergency. Many times such situations escalate from the fear or reactions of the reactor rather than from those of the actor. Your role, if involved, is to maintain the situation in as neutral a state as possible until professionally trained staff arrives. **REMAIN CALM.**
4. If you are alone and a person becomes violent or disturbed, call for help if possible or seek assistance from someone passing by. Exercise extreme caution at all times.

Students Who Need to be Notified of Emergencies

If a student needs to be notified of an emergency during the day, parents, relatives, or spouses can contact the Shawnee Community College Receptionist/Clerk (618-634-3397). The caller must give his/her name, telephone number, and the nature of the emergency.

SAFETY AND SECURITY

Safe Environment Policy

The College has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, it is the intent of Shawnee Community College to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property. As a result, the College has developed a College Safe Environment Policy.

Purpose

The purpose of this policy is to encourage a safe and secure environment free from aggressive, threatening, or violent acts through the development and implementation of an effective program that helps assure a safe college environment.

Scope

This policy applies to all employees of Shawnee Community College, students, guests, visitors, and contractors on the College premises.

Safety and Security

Campus security has the primary purpose of protecting life and property, preventing crime, and preserving peace and order. Campus security officers are present on the main campus 24 hours a day. The Director of Information Technology and Campus Security receives safety and security related reports. SCC custodial/maintenance staff are also available and are responsible for the access and maintenance of all College buildings and grounds.

In an effort to enhance safety and security, SCC has developed well-lighted parking areas, placed surveillance cameras in the facility, and maintains a key-controlled security system for all buildings and offices.

Campus security officers are present to enforce college regulations and should receive the full cooperation of each student and staff member in carrying out such responsibilities. Security officers are authorized to receive and act upon reports of possible violation, to request student information at any time, to write citations for parking violations, to remove non-students from campus when necessary, to coordinate efforts with local and state law enforcement officers, and to assist students and staff in whatever way possible. Security personnel patrol parking lots and buildings on a regular basis.

Any crime or suspected undesirable activity should be reported at once to the security officer by calling extension 3232, and/or by contacting the Information Desk. The security officer or authorized personnel will be responsible for taking any required action and for notifying off-campus emergency and law enforcement officials as necessary.

Safety Texting Service

“See something; say something.” Help keep Shawnee Community College safe. If you see any safety issue on campus, you can send a confidential text to report it. Text SCCSAFETY and your report to 50911.

Campus Crime Report

The most current and up-to-date information can be found on the College website.

Thefts

A large percentage of the thefts occurring on college property could be avoided if the following precautions are heeded:

1. Lock your car. Put all your valuables in your trunk, including portable electronic devices.
2. Keep your personal property (books, handbags, coats, etc.) within your view at all times.
3. Do not carry large sums of money.
4. Report all thefts to campus security immediately.

Accidents

All accidents that take place on campus or during college sponsored activities must be reported to the Vice President of Student Affairs Office immediately.

Lost and Found

Information regarding lost articles should be directed to the security officer located in Building I, Monday through Thursday, 7:00 a.m. to 10:00 p.m. and Friday 7:00 a.m. until 4:00 p.m. Any article found on campus may be taken to the security office during the above noted hours. Only the owner with proper identification may claim the item. Because of limited space, items are discarded after 30 days.

Unauthorized Persons on Campus

Only currently enrolled students, employees, members of the Board of Trustees, the College attorney, auditor, other agents of the College, and authorized visitors and guests are permitted on the various campus locations which are owned, rented, or otherwise leased by the College or any of its representatives.

Any unauthorized person may be asked to leave the campus by an authorized representative of the College or law enforcement officer acting on authority of the College.

CODE OF CONDUCT

Harassment

Shawnee Community College is strongly committed to establishing and maintaining an environment in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment. Harassment, whether sexual, racial, ethnic, religious, or based on a disability, is expressly prohibited by law. Harassment in any form is contrary to the fundamental ethical standards of the academic community, and it violates the special bond of intellectual dependence and trust. It is a violation of various state and federal statutes and regulations, and it is strongly opposed in all forms and manifestations at Shawnee Community College. Efforts will be made to maintain and enhance the College as an institution which serves all of our citizens in an atmosphere of mutual trust and respect.

The College expressly condemns and prohibits all forms of harassment and considers all such acts to be serious breaches of our public trust, contrary and detrimental to the mission of Shawnee Community College.

The College will take whatever action it deems necessary or appropriate to prevent behavior that violates this policy. Students, faculty, and staff may be disciplined, expelled, or terminated at the College's discretion for violations of this policy, and in accordance with the applicable provisions of the Student Handbook, Contract of Employment, or other provisions of these policies.

Each student is encouraged, and every member of the faculty and staff of the College is required, to report any incident of harassment to the Vice President of Student Affairs/Affirmative Action Officer or the Human Resource Director.

TITLE IX SEXUAL HARASSMENT & DISCRIMINATION PROCEDURES

The College has adopted the following procedures to promptly and fairly address concerns and complaints regarding harassment and/or discrimination. Employees shall be trained annually on harassment prevention and corresponding procedures. Any complaint of conduct that constitutes a violation of the Title IX policy shall be subject to the procedures set forth below.

I. Reporting Suspected Violations of Policy

Anyone who wishes to report an alleged violation of the Title IX policy shall do so by way of the following: Submit an online complaint form found by clicking on Title IX section of the Shawnee Community College website <https://www.shawneecc.edu/about/title-ix>. Or obtain a copy of the complaint form from the office of the Vice President of Student Affairs or the Human Resources Office to complete and submit for investigation. Anonymous reporting is available through the online reporting form, although, it should be

noted that anonymous reporting may prohibit the College from conducting a thorough & resolute investigation.

All employees have a responsibility to maintain a work and educational environment free from harassment and discrimination. Any employee who becomes aware of harassment or discrimination is obligated to report the matter to an appropriate Title IX Coordinator to assist in the College's efforts to take prompt and effective remedial action, as directed by the Coordinator. Supervisors who become aware of any possible harassment or discrimination are required to report any incidents immediately to the Coordinator identified in this procedure.

II. Timeframe for Reporting

The College encourages individuals to file complaints as soon as possible following violations of the Title IX policy. While the College does not limit the timeframe for reporting an incident, the college's ability to complete its processes may be limited with respect to student and employees who may no longer be employed by the College. The inability of the College to fully and adequately investigate a matter may be hindered by delayed reporting and may result in a dismissal of a formal complaint.

III. Resolution Coordinators

The College has designated two Resolution Coordinators, the Vice President of Student Affairs and the Executive Director of Human Resources. The Resolution Coordinators shall conduct the initial intake of information related to potential violations of this policy and shall facilitate the processing of all reports and/or complaints under these procedures. Individuals who report conduct wherein a person may have experienced any form of identity-based harassment, discrimination, or violence, shall be referred to the College's Title VI and Title IX Coordinator.

IV. Intake Interview

The Title IX Coordinator will discuss the Complainant's rights and options, and will also assess for and provide appropriate Supportive Measures, which are available with or without the filing of a Formal Complaint. If a Formal Complaint has not already been filed, the Title IX Coordinator will explain to the Complainant the process for filing a Formal Complaint.

Upon receipt of information alleging a potential violation of this policy, the Title IX Coordinator shall contact the Complainant to schedule an intake or informational interview and provide a copy of this policy and the following:

- Availability of supportive measures with or without filing a Formal Complaint;
- How to file a Formal Complaint;

- Right to notify law enforcement and the right not to notify law enforcement;
- Importance of preserving evidence;
- Resources for counseling, health care, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other available services;
- Right to an Advisor of choice.

A Complainant may choose to receive Supportive Measures only and not proceed with the filing of a Formal Complaint or any other resolution process. A Complainant may also request an informal resolution or an investigation and Hearing. If a Complainant chooses to pursue an investigation and Hearing, a Formal Complaint is required. For those Complainants who wish to proceed with a resolution process, the Title IX Coordinator will also assess the facts as presented to determine whether the information provided suggests a potential violation of this policy. In the event the allegation involves a sexual assault, dating or domestic violence, or stalking within Clery geography, the Title IX Coordinator will also notify the Clery Coordinator of the allegations. Complainants will also be provided with information about their right to file with law enforcement, their right to decline to do so, and, when applicable, information about seeking a personal protection order from the local courts. If the complaint does not meet the required definitions of this policy, the Title IX Coordinator will not initiate any Resolution Method.

The Title IX Coordinator shall have the discretion to sign a Formal Complaint and initiate an investigation when a Complainant's allegations involve violence, use of weapons, serial predation, or similar factors. When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator does not become the "Complainant" for purposes of this policy.

V. Emergency Removals

Upon receipt of all allegations which may constitute a violation of this policy, the Resolution Coordinator will determine whether there is an immediate threat to the health or safety of any member(s) of the campus community. If at any time SCC determines that the conduct, as alleged, poses a risk of physical harm to one or more members of the SCC community or to SCC's educational environment, SCC may instruct that a student Respondent be suspended, on an interim basis, from specific programs or activities. Any such assessment will be made on a case-by-case basis, based on an individualized safety and risk analysis. If SCC determines that an immediate physical threat to the health or safety of students or others justifies removal from campus, then the Respondent may be suspended until a full investigation has concluded. The decision to do so will be provided to Respondent in writing.

Further, SCC shall have the authority to place any employee who has allegedly violated this policy on an administrative leave-of-absence pending the outcome of an investigation and hearing. Such measures are designed to restore and

preserve access to the recipient's education program or activity, without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipients' educational environment, or deter sexual harassment. If the alleged conduct does not indicate a potential violation of policy, or identifies conduct that is not related to any education program or activity of the College that is within the administrative control of the College, then the resolution coordinator may forward the information to appropriate Student Services or Human Resources officials for consideration under the Student Code of Conduct or other College policies and procedures.

VI. Complaint Filing

Upon determination that the alleged violation meets applicable legal standards, the potential complainant may elect to file a formal complaint which shall initiate the applicable grievance procedure set forth herein. Upon filing of the complaint, the respondent shall be entitled to a presumption of innocence and supportive measures pending resolution of the complaint. The resolution coordinator shall promptly provide written notice to the parties that shall include a summary of the grievance procedure and any informal resolution process that the complainant may wish to pursue by way of a voluntary written agreement between the complainant and the respondent. Such notice shall detail the allegations that could constitute a violation of policy and warrant application of the formal complaint process herein. The parties shall be further notified that proof of any policy violation shall be subject to a clear and convincing evidence standard (i.e., highly and substantially more likely true than not true standard) and that all evidence obtained in the course of investigating the complaint shall be shared with the parties.

Timeframes shall be established for conducting the investigation and concluding the process, and the parties shall be notified of the range of possible sanctions or remedies that the College may implement if proof of the alleged violation is established.

VII. Advisors

If the complaint alleges conduct that could constitute a violation of Title IX, then complainants and respondents shall be entitled to assistance by an advisor at both formal and informal meetings and telephone conferences, interviews, and, if applicable, a subsequent hearing. The College shall maintain a pool of trained advisors who shall be available to the parties on a cost-free basis, or either party in a Title IX complaint may select an advisor of their choosing and at their expense. There shall be no requirement that any party's advisor be chosen from the College's pool or that any advisor shall be from the College community. Advisors may not speak on behalf of a complainant or respondent or testify during the course of a hearing; although, they may request suspension of any meeting, interview or hearing to provide consultation. In addition, advisors shall be allowed to cross-examine the other party and any witnesses

during the hearing phase of these proceedings. Accommodation for scheduling of interviews or hearings shall not be made for any advisor if such accommodation shall unduly delay the investigation and/or hearing process.

VIII. Informal Resolution

Informal resolution of any complaint may be implemented at the direction of the Resolution Coordinator when the complainant, having been fully informed of available options, has agreed in writing with the respondent to pursue the voluntary, informal resolution process (provided informal resolution cannot be pursued with respect to complaints alleging sexual harassment, sexual misconduct or sex-based discrimination involving both a student and an employee). Either complainant or respondent may thereafter elect to terminate the informal resolution process, and in such event, the parties shall revert to the formal resolution process as applicable to the allegations in the complaint. Any information obtained during the informal process may be used in the subsequent formal resolution process. At the discretion of the Resolution Coordinator and with written consent of both parties, informal resolution may include mediation before an objective and appropriately trained third-party designated by the Resolution Coordinator. Either party involved in an informal resolution may withdraw their consent at any time. If either party withdraws consent to participate in the informal resolution process, the complaint will be directed to the formal resolution process.

IX. Formal Resolution Process

The formal resolution process shall occur when a complainant seeks a formal resolution, or the Resolution Coordinator determines that a formal resolution process is necessary for maintaining the safety of the broader campus community. In circumstances where the Resolution Coordinator has determined that there is a serious threat to such community or a pattern of behavior is present, the Resolution Coordinator may assume the role of the complainant even if the complainant cannot or does not wish to proceed with the formal process. The formal process shall include the following:

- A. A written complaint shall be submitted to the Resolution Coordinator and the respondent shall be provided with a copy of said complaint.
- B. The respondent shall have five business days to submit a statement to the Resolution Coordinator in response to the allegations set forth in said complaint.
- C. Two objective and appropriately trained investigators shall be appointed by the Resolution Coordinator. In some cases, Resolution Coordinators may also serve as investigators.
- D. The investigators shall promptly commence collection of relevant records and information and shall commence interviews with the parties and witnesses.

Either party may prepare questions to be asked of the other party or any witness during the investigative phase. Upon completion of record review and analysis and all interviews, the investigators shall prepare an initial investigation report that shall be shared with the parties (and their advisors, if applicable) and the Resolution Coordinator.

E. Within five business days following receipt of the initial investigative report, the complainant and respondent may provide a written response to the investigators.

F. The investigators shall consider any responses and the investigation report shall then be finalized and shared with the parties (and their advisors, if applicable) and the Resolution Coordinator.

X. Title IX Hearings

If the complaint alleges Title IX violations, the Resolution Coordinator shall appoint a three-member hearing panel, and the hearing panel shall select a Chair who shall preside over the hearing and rule on issues of relevance and any procedural issues that may be raised by the parties or their advisors. The Resolution Coordinator shall provide hearing panelists with the investigative report and any written statements from the parties at least 10 days prior to the hearing. Hearings shall be conducted virtually and shall be recorded. The complainant and respondent shall be required to appear and testify at the same time with the investigators and such witnesses as shall be requested or authorized to appear by the Chair. Each party's advisor shall be allowed to cross-examine the other party and any witnesses. Cross-examination shall be limited to relevant questions as determined by the Chair. Upon conclusion of the hearing, the panel shall convene to deliberate and render a decision by majority vote. The Chair shall then prepare a written decision which shall include:

- A. Allegations;
- B. Description of the procedural steps undertaken during the investigative process;
- C. The decision regarding whether the respondent has violated College Policy;
- D. Findings of fact that support the panel's decision with respect to each allegation;
- E. Sanctions and/or remedies to be implemented for any findings that the respondent has violated College Policy; and
- F. The procedures and basis for appeal by either party of the hearing panel's decision.

The decision of the hearing panel shall be made within 10 business days of the conclusion of the hearing and shall be simultaneously shared with the parties, their advisors (if applicable), and the resolution coordinator.

XI. Disposition of other than Title IX Cases

If, or to the extent that, a complaint does not involve Title IX violations, then the investigators shall determine whether a violation of policy has occurred and shall submit findings in writing to the complainant, the respondent, the Resolution Coordinator, and the appropriate College administrative officials, including, but not limited to the immediate supervisor (if the Respondent is an employee), the Vice President of Student Affairs (if the respondent is a student), the vice president of Academic Affairs (if the respondent is a faculty member or student), the Executive Director of Human Resources (if the Complainant or Respondent is an employee), and the President. The report of investigative finding shall be rendered within 30 business days of the investigators' receipt of the formal written complaint and shall include the procedures and basis for appeal by either party.

XII. Disciplinary Action

For violations under this policy as it relates to Title IX, the appropriate Resolution Coordinator shall implement any sanctions for the Respondent and any remedies for the Complainant as directed by the hearing panel. For all other violations of this policy and in accordance with College Disciplinary Policies and Procedures, the immediate supervisor (if the respondent is an employee) or the Vice President of Student Affairs or designee (if the Respondent is a student) shall consult with appropriate College administrative officials regarding formal disciplinary actions to be taken against the Respondent.

In making a decision regarding discipline, the appropriate College administrative officials shall consider records of previous misconduct and the seriousness of the violation. A complaint made more than 12 months after an alleged incident may not be the basis for taking formal disciplinary action. However, where there are allegations made within the 12-month period that a pattern or practice exists or prior complaints have been confirmed, the appropriate College administrative official shall consider the totality of information in determining appropriate discipline. The appropriate College administrative officials may review any part of the investigative records. Appropriate discipline for employees may range from verbal warning or written reprimand to termination/dismissal for cause. Appropriate discipline for students may range from written warning to and suspension or expulsion. The Respondent and the Resolution Coordinator shall be notified in writing of the disciplinary decision. The Resolution Coordinator shall, in turn, notify the complainant regarding the resolution of the Complaint and the corrective actions to be taken and/or discipline to be imposed.

XIII. Appeals

Both the Complainant and Respondent shall have the right to appeal a final determination of responsibility and/or the resulting disciplinary sanction or other remedy on the grounds of a material procedural error that affected the outcome of the complaint and/or new evidence not reasonably available during the investigative process (or hearing, if applicable). Written request for appeal must be submitted to the Resolution Coordinator within five (5) business days following delivery of the hearing panel's decision (in Title IX cases) or following notice of the investigators' findings and any subsequent discipline or remedy (in other than Title IX cases) and shall include the grounds for appeal. Upon determination by the Resolution Coordinator that there are legitimate grounds for appeal, the matter shall be advanced by the Resolution Coordinator to an objective and appropriately trained hearing officer who shall not be an employee of the College. Each party shall be given an opportunity to respond in writing, within five (5) business days, to any appeal submitted to the Resolution Coordinator by the other party, and such response will be included with the appeal and shall be provided to the hearing officer. If appeal is granted and it is determined that a material procedural error occurred with respect to a Title IX complaint, the complaint will be re-heard by a new hearing panel. If it is determined that there is new and relevant evidence that was not available at the time of the initial hearing, the matter will be returned to the same hearing panel members who shall render a decision in light of the new evidence.

If appeal is granted and it is determined that a material procedural error occurred or there is new and relevant evidence that was not available during the investigation of any complaint that did not involve Title IX allegations, the matter shall be returned to the investigators who shall prepare an updated investigation report for submission to the Resolution Coordinator, and, if applicable, to the appropriate College administrator for imposition of disciplinary sanction or initiation of other remedial options.

XIV. Confidentiality

Reasonable efforts shall be made to protect the identity of those involved in complaints to the extent possible. At the discretion of the Resolution Coordinator, disclosure of information regarded in or pertaining to a complaint and investigation shall be limited to those people who have a legitimate reason to know in the discretion of the Resolution Coordinator.

XV. Retaliation

The College prohibits retaliation against any individual because they have participated in, or declined to participate in, the College's complaint resolution procedures, or because they have opposed conduct that they reasonably and in good faith believe to be harassing or discriminatory. Any retaliatory behavior should be reported to the appropriate Resolution Coordinator. A person

adjudged to have engaged in retaliatory conduct shall be subject to disciplinary action as otherwise provided by Board Policy.

XVI. Amnesty Provision

A student who in good faith participates in the complaint/investigative process hereunder shall not be removed from an education program or activity or receive a disciplinary sanction for misconduct that is revealed in the course of such complaint/investigative process (e.g., underage drinking) except in circumstances where the College reasonably determines that the student's misconduct was sufficiently egregious to risk the health and/or safety of others.

XVII. False Accusation

Any person making a knowingly false accusation shall be subject to disciplinary action.

XVIII. Written Record of Complaints, Investigations and Resolutions/Decisions

Written or electronic records of complaints shall be marked "CONFIDENTIAL" and shall be retained in a separate and secure file in the office of the appropriate Resolution Coordinator. Records shall be retained as required by law. Written records relating to a finding in support of a policy violation shall be placed in the respondent's official personnel file (if Respondent is an employee) or official College file (if Respondent is a student) and shall be retained according to retention policies.

XIX. Conflict of Interest

The Complainant or Respondent may allege a conflict of interest with an investigator, advisor, hearing panel member, or hearing officer (in the event of an appeal) by reporting their concerns to the Resolution Coordinator. If the Resolution Coordinator determines that any party involved in these procedures has a conflict of interest with either party to a complaint or who shall otherwise be unable to render objective service under these procedures, the Resolution Coordinator shall excuse that individual and appoint a successor. If the Resolution Coordinator is deemed to have a conflict of interest, then the Resolution Coordinator shall be replaced with a successor designated by the College President.

Appendix

Definitions for the College's Sex-Based Misconduct Procedures

Bystander Intervention: See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

Clear and Convincing: The **evidence** is highly and substantially more likely to be true than untrue; the fact finder must be convinced that the contention is highly probable.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.

Confidential Advisor: A person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as “Responsible Employees” in Section VI of these Procedures are not Confidential Advisors.

Consent: Consent means informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is coercion, force, threats, or intimidation. There is no consent when the victim is under duress or is deceived. A person’s lack of verbal or physical resistance or manner of dress do not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if the person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following: the person is incapacitated due to the use or influence of alcohol or other drugs; the person is asleep or unconscious; the person is under the legal age to provide consent; or the person has a disability that prevents such person from having the ability or capacity to give consent.

Dating Violence: Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person

against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

Education Program or Activity: A location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

Hate Crime: an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of their sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.

Hostile Environment: Sexual Harassment: an intimidating or offensive environment is created when conduct is so that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Intimidation: To intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's policy Prohibiting Sex-Based Misconduct and these Procedures.

Preponderance of the Evidence: When considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct.

Responsible Employee: A College employee who has the authority to redress sexual misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of these Procedures lists categories of employees who are Responsible Employees for the College.

Retaliation: Any form of retaliation, including intimidation, threats, harassment or other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sexual Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of

the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment, or misconduct.

Sexual Assault: Sexual assault means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This includes: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent, as defined in this policy, of the victim. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sexual Misconduct: Misconduct on the basis of sex, sexual orientation, gender, gender identity, gender expression. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

Sexual Exploitation: When a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexually explicit material, non-consensual distribution of photos or other images of an individual's sexually explicit material with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature may include:

- **Verbal:** Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
- **Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- **Physical:** Touching, pinching, brushing of the body, or any unwelcome or coerced sexual activity, including sexual assault.

Sexual Violence: Any sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Survivor: An individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution; See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.

Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

Trauma-Informed Response: See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

SCC Title IX Personnel

Title IX Coordinator

Lisa Price, Ed. D. Vice President of Student Affairs
8364 Shawnee College Road, Ullin, IL
lisap@shawneecc.edu - (618) 634-3360

Title IX Associate Coordinator

Felicia Rouse, Executive Director of Human Resources
8364 Shawnee College Road, Ullin, IL
feliciar@shawneecc.edu - (618) 634-3223

SCC Security

8364 Shawnee College Road, Ullin, IL
(618) 634-3232

Title IX Advocate

Leslie Cornelious-Weldon, Alexander County Extension Center Coordinator
(618) 734-3660

Title IX Advocate

Beth Crowe, Massac County Extension Center Coordinator
5385 Industrial Park Rd., Metropolis, IL
(618) 524-3003

Title IX Advocate

Vacant, Johnson County Extension Center Coordinator
610 N 1st Street, Vienna IL
(618) 634-3441

Title IX Advocate

Mandy Palmer, Union County Extension Center Coordinator Centers
1150 E. Vienna St., Anna, IL
(618) 833-3399

Third party (i.e. Individuals who are not considered faculty, staff, or students) should file complaints or report any Title IX violations to any one of the individuals listed above.

SCC Confidential Resource

Individuals designated as a confidential resource will not report any information to the Title IX Office except in the rare case an individual is an imminent risk of harm to his or herself or others or where the institution or advisor may be required to disclose information under state and/or federal laws.
Confidential Resources (Not mandated reporters)

John Sparks

8364 Shawnee College Road, Ullin, IL
(618) 634-3230

Mindy Ashby

8364 Shawnee College Road, Ullin, IL
(618) 634-3516

Donna Price, Student Counselor

8364 Shawnee College Road, Ullin, IL
(618) 634-3322

Community Medical Help Facilities

Union County Hospital
517 North Main Street, Anna, IL 62906
(618) 833-4511

Massac Memorial Hospital
28 Chick Street, Metropolis, IL 62960
(618) 524-2176

Southeast Hospital
1701 Lacey Street, Cape Girardeau, MO 63701
(573) 334-4822

Crisis and Counseling Centers - Community Confidential Resources

Southeast Missouri Network Against Domestic Violence
73 Sheridan Dr., Cape Girardeau, MO
(573) 332-1900, After Hours: (877) 820-6278

Massac County Mental Health
206 West 5th Street, Metropolis, IL
(618) 524-9368, Crisis: (877) 670-9753

Union County Counseling Center
204 South Street, Anna, IL
(618) 833-8551, www.uccsinc.org

Arrowleaf
101 Oliver St, Vienna IL(618) 658-2611

Federal and State Crisis Hotlines

Illinois Coalition Against Sexual Assault
<http://www.icasa.org/home.aspx?PageID=500&>

RAINN (Rape, Abuse & Incest National Network)
<https://rainn.org/about-national-sexual-assault-telephone-hotline>
Sexual Assault for the DOD (Department of Defense) Community
<https://www.safehelpline.org/?gclid=CIGGwv36mM0CFZCIaQodTP0Bng>

Community Law Enforcement

Pulaski County Sheriff's Dept(618) 748-9374
Ullin Police Dept. (618) 845-3109
Alexander County Sheriff's Dept(618) 776-5920

Union County Sheriff's Dept.	(618) 833-5500
Massac County Sheriff's Dept.	(618) 524-2912
Illinois State Police District #22	(618) 845-3737

Student Rights and Responsibilities

The primary concern of Shawnee Community College is the student. The College attempts to provide all students an environment that is conducive to academic endeavor and social growth. The College expects from its students the self-discipline necessary to acquire an education and will aid the student in developing such a skill.

The College community has a responsibility to provide for its members those privileges, opportunities, and protections which best promote the learning process. In order to achieve this goal, all members of the College community must be aware and respectful of the rights of others.

In the interest of promoting the best possible educational environment for members of the College community and remaining consistent with the rights of others, students shall be free to examine and express opinions on all questions of interest to them. Students shall be guaranteed all constitutional rights, including freedom of inquiry, expression, and assembly.

The administration of Shawnee Community College is responsible for maintaining decorum and order on the campus as per chapter 144, paragraph 226 of the Illinois Public Community College Act. Accordingly, in order that normal educational processes can continue without interruption and in order that individual safety, personal freedoms, and property rights can be enjoyed without impairment, disruptive activities will not be tolerated on the campus.

Members of the campus community who participate in unlawful activities which disrupt educational functions have no right to remain members of the campus community. Students will be dealt with in accordance with established disciplinary and administrative processes.

Article 21 of the Illinois Criminal Code, dealing with damage and trespass to property, provides appropriate penalties for dealing with persons who willfully damage state property or trespass on the campus.

Criminal trespass is committed by one who enters an area with notice that entry therein is forbidden or who remains in an area after notice to depart. It is proper to prescribe reasonable regulations as to conditions and times for access to campus buildings. Entrances, halls, and exits must be kept open for normal operations, and the safety of others; buildings are to be cleared and closed at established hours. Persons who violate such reasonable regulations should be notified to depart. This advice and notification should be given publicly and

orally by an authorized representative. Thereafter, if such persons remain, law enforcement personnel should be summoned without delay.

Regulations Concerning Student Behavior

The primary responsibility for the supervision of student conduct at Shawnee Community College has been designated to the Vice President of Student Affairs Office. This office will establish such administrative procedures that may be necessary to fulfill the intent of the code.

Freedom of Expression

Shawnee Community College values freedom and openness in the pursuit of truth. The lively and free exchange of ideas is essential to the intellectual life of the College as well as to the expansion of knowledge itself. Freedom of thought, free speech, and peaceful assembly are rights of citizens and are fundamental to this open inquiry and search for knowledge.

Students of Shawnee Community College express their views through a variety of established means, including Student Senate, student affairs, and committees, clubs, and organizations. The College has an obligation and responsibility to protect the rights of individuals who do not wish to participate in demonstrations and whose educational or employment pursuits must not be disrupted.

The College has an obligation to ensure the safety of individuals, the protection of property, and the continuity of the educational process. Demonstrations, assemblies, and expressions may not infringe on the rights of others or disrupt essential operations of the College. Shawnee Community College protects the rights of all of its students, faculty, and staff.

In the event Shawnee Community College determines any act, article of clothing, or expression infringes or could infringe upon the rights and/or liberties of another individual, Shawnee Community College reserves the sole and exclusive right to prevent, restrict, or request such behavior to immediately cease or stop in order to protect its students, faculty, staff, and visitors of its campuses, programs, and/or class instruction.

Demonstrations

Shawnee Community College requires notice in advance of any proposed demonstration on campus as follows: students should contact the President's Office at least 24 hours in advance to discuss and arrange any form of demonstration that is proposed to occur at Shawnee Community College. With less notice, the College will try to accommodate a demonstration but may not be able to do so. For demonstrations that are to take place over the weekend, notification should occur before the close of business on Thursday.

Be prepared to tell the College Administration:

- Number of people involved with the demonstration
- Proposed nature of the demonstration
- Contact info for responsible person
- Plans to advertise/inform others about the demonstration

Any persons on College property should be prepared to present a picture ID at the request of campus security. Failure to do so may result in exclusion from campus.

Demonstrations may not interfere with any classes or campus events.

All demonstrations, including distribution of flyers or brochures, must take place outside of campus buildings, stay at least 30 feet from the main entrances to those buildings, and refrain from blocking access to and from the buildings, roads, or sidewalks. The College will clearly mark the 30-foot boundary at public events.

No one may harass, abuse, or intimidate any person on campus. This includes participants and non-participants in the demonstration.

No sound amplification equipment may be used.

All people on campus must follow all directives of campus security or other College officials acting in their official capacity.

Shawnee Community College reserves the right to deny requests for access to the campus by individuals or groups who are not affiliated with Shawnee Community College faculty, staff, students, or that are commercial in nature.

Dress

It is essential for the health, safety, and wellbeing of students, faculty, staff, and visitors of Shawnee Community College for all persons on property owned and/or controlled by Shawnee Community College to maintain appropriate attire. At all times, unless permission to do otherwise is granted by the College, all persons shall wear a clean shirt, clean pants or clean shorts, and appropriate clean footwear. Shawnee Community College acknowledges each individual's right and freedom of expression. Shawnee Community College also, however, encourages people to be conscious of others in expressing themselves.

Cell Phone Usage

The use of cell phones during class and college activities interferes with the instructional process and is therefore prohibited. Camera and video cell phones are prohibited in locker rooms and restrooms. In all matters relating to the use

of cell phones in the classrooms, the instructor will initially determine the most appropriate cell phone rules in their classroom. The general rule for all cell phone usage is cell phones should be on silent during class time.

Students who are required to carry a cell phone for employment or family responsibilities must inform the instructor at the beginning of the semester. The instructor and student will discuss the need for the cell phone and a decision will be made by the instructor whether or not to allow the use of the cell phone. In cases where cell phones are required and allowed by the instructor, the cell phone must not disrupt the classroom. Students who violate the terms of agreement on the use of cell phones will forfeit the use of the privilege. Students will be responsible for any work that is missed. Students will not be excused to make telephone calls during examination periods. Any observed violation of this code of conduct will be considered an offense as outlined in Section I Offenses #13 – Cell Phone usage during class time.

Lake Rules

- No person shall swim, bathe, or wade in any body of water located on SCC campuses. This includes the lake behind the main campus.
- No person shall boat, canoe, kayak, or use any floating device in any body of water located on SCC campuses.
- No fishing will be allowed unless approved through the Executive Office.

Smoke and Tobacco-Free Campus

To promote a safe, clean, and healthy learning and working environment, and in compliance with the *Illinois Smoke-Free Campus Act* (110 ILCS 64/1), Shawnee Community College prohibits the use of tobacco or smoking products inside college facilities, college vehicles, and on all college property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking device and/or equipment. The use of smokeless/chewing tobacco is also prohibited.

The College specifically adopts the definitions set forth in the provisions of the Illinois Smoke Free Campus Act as a part of this policy. This policy applies to any individual on campus property, including but not limited to students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and it is the responsibility of each individual to comply with this policy. For first time offenses by a student, reprimand shall be the appropriate punishment. For second and subsequent offenses, the College reserves the right to impose probation, suspension, and/or expulsion from the College as a form of punishment against a student found in violation of this policy.

The process of student discipline found in the Student Handbook and adopted by the College as a part of its policies shall be the method of enforcing this policy.

As for staff and employees of the College, the College reserves the right to impose a punishment and/or penalty as the College may do in any other employment related matter that is in violation of the policies and procedures of the College.

As for other persons who are not students, staff, or employees of the College, the College reserves the right to request a person in violation of this policy to be removed from the College, campus property, and may even include that person being barred from College property and campuses at the sole and exclusive discretion of the College.

Any student, staff member, and/or employee may appeal a decision that is determined in violation of this policy in accordance with the procedures found in the Student Handbook and/or policies and procedures adopted by the College as such procedures apply.

Any person not a student, staff, or employee of the College may appeal any action of the College first to the College President's office for reconsideration and then to the College Board of Trustees. Any person desiring to appeal a decision in accordance with this paragraph must contact the College President's office to arrange a time to speak with the College President and/or Board of Trustees.

Chronic Communicable Diseases

Shawnee Community College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. The College is committed to educating staff, students, and the community about communicable diseases. Specifically, because there is currently no cure or vaccine for acquired immune deficiency syndrome (AIDS), education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. By adopting this policy, it is the intention of the College to promote the health and regular class attendance of our students so that they may attain their maximum potential for learning.

Students with Chronic Communicable Diseases

Students with identified chronic communicable diseases may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. Placement decisions will be made by using this standard in conjunction with current available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend college shall be made in accordance with

procedures implemented by the College. The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

Alcohol and Controlled Substances Compliance and Testing *(Policy 4381 was consolidated into this policy, revised August 2020)*

It is the policy of the Board of Trustees that Shawnee Community College satisfy the requirements of the federal and state Drug Free Workplace Acts (41USCA, 701 et seq. and 30 ILCS 580/1, et seq.) and the Drug-Free Schools and Communities Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations), and make good faith efforts to maintain a drug- and alcohol-free campus.

Interpretation and Implementation of Policy 4380

The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana. Shawnee Community College recognizes drug and alcohol dependency as an illness and a major health problem. Thus, to comply with the Federal Drug-Free School and Communities Act, the College prohibits the use, possession, manufacture, or distribution of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol), including medical marijuana, upon any property owned, leased, or occupied by the College, or as part of any of the College's activities.

The Compassionate Use of Medical Cannabis Pilot Program Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states, "Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property." No person shall possess, use or have under his/her control narcotics, dangerous drugs, synthetic drugs, or any controlled substance without a prescription including, but not limited to, Marijuana, Methamphetamines, Barbiturates, Cocaine, or hallucinogens in any building or on any property owned or controlled by the College. Additionally, any person suspected of selling controlled substances and/or dangerous drugs as described above will be immediately reported to campus security or law enforcement for an investigation and may be subsequently subject to civil prosecution, criminal prosecution, as well as any College actions pursuant to the policies of the College. The College may hold persons responsible for their behavior at all times.

The Illinois Cannabis Regulation and Tax Act (CRTA), authorizing individuals over the age of 21 to recreationally use Marijuana in the State of Illinois does not change the College's prohibition or otherwise authorize a student or employee of the College to use Marijuana on College-owned or operated property. Federal law, including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, continues to prohibit the use of Marijuana. Thus, Marijuana use, possession, production, manufacture, sale, possession with intent to sell, trafficking, or distribution, even if in compliance with CRTA, is prohibited on campus.

Alcohol and Controlled Substances Non-Compliance

1. All employees and students shall immediately notify the President or his/her designee of any suspicions or knowledge of an employee or student who unlawfully manufactures, distributes, dispenses, possesses, uses, or is suspected of being under the influence of alcohol, any controlled substance, or medical Marijuana upon any property owned, leased, or occupied by the College, or as part of any of the College's activities. This also pertains to prescription drugs being taken without a doctor's authorization or without the proper prescription. It is the employee's responsibility to check the potential effects of prescribed drugs and over-the-counter medications with the doctor or pharmacist before starting work, and to immediately let a supervisor know when such use makes it unsafe for the employee to report to work or fulfill job responsibilities. A student should be mindful of the side effects of a prescribed drug and let someone at the College know if such use of the prescribed drug is going to interfere with the student's ability to attend class, participate in activities associated with the College or prevent the student from being able to complete work or an assignment. A student's ability to make up work or complete an assignment at a different time will be determined on a case-by-case basis and at the discretion of the department or instructor from which or by whom the Student's work and assignment is assigned.
2. All employees and students shall immediately notify the President or his/her designee of any suspicions or knowledge of an employee or student who possess any type of contraband or paraphernalia that is associated or affiliated with the use, possession, distribution, or manufacturing of any illegal or controlled substance or drug while upon any property owned, leased, or occupied by the College, or as part of any of the College's activities.
3. Students or employees who violate Policy 4380 may be required to complete an appropriate rehabilitation program for help in dealing with drug or alcohol abuse. The violator will be subject to disciplinary action, up to and including termination or expulsion.
4. The President or his/her designee shall notify any relevant federal or state grantor agency of the confirmed violation with ten (10) days to ensure compliance with the Drug-Free Work Place Act.

5. Additional acts, or failures to act, shall be considered violations of this Policy:
 - a) Storing any illegal drug, drug paraphernalia, Cannabis or alcohol in or on property owned or controlled by the College.
 - b) Failing to notify an employee's supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including Cannabis, that the employee is taking (or has taken) which might affect the performance of the employee's duties.
 - c) Failing to provide, within one (1) workday following a request, documentation confirming a valid prescription for any drug or medication identified by a positive drug test.
 - d) Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled as a condition of continued employment.
 - e) Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two (2) calendar days following the arrest, conviction, or plea.
 - f) Tampering with, adulterating, altering, substituting or otherwise obstructing any testing process required pursuant to this policy.
 - g) Performing any safety-sensitive duties while having a blood alcohol concentration of .02 or greater.
 - h) Consuming alcohol or Cannabis during the eight-hour period following an accident or incident requiring a drug and/or alcohol test before a post-accident alcohol and/or drug test is given.
 - i) Reporting for duty or remaining on duty requiring the operation of a commercial vehicle when the employee or the student has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle.
6. When possible, the College shall attempt to have two (2) College employed persons present for any observations of someone thought to be under the influence of a substance or alcohol in violation of this Policy. A summary, including what was observed and who was present, shall be documented, dated and signed by the College employees preparing the document and who made observations of a suspected person violating this Policy.

Alcohol and Controlled Substances Testing

1. Any of the following may be used to test someone suspected of being under the influence of alcohol and/or drugs in violation of this Policy. Testing shall include, but is not limited to, any of the following:
 - a) Urine testing

- b) Evidentiary breath testing (portable breath alcohol tester, such as a Breathalyzer)
 - c) Blood testing
 - d) Hair follicle testing
 - e) Saliva testing.
2. The College may require prospective employees to take and pass a pre-employment drug screening. If so, offers of employment are conditional on the successful results of the drug screening procedure. Transferred or promoted employees may be required to take and pass a subsequent drug test as a condition of transfer or promotion.
 3. Testing will be mandatory in the following situations:
 - a) Safety-sensitive Positions
 - i) All applicants for safety-sensitive positions (e.g., Truck Driving Instructor and Bus Drivers) are required to pass a Department of Transportation (DOT) pre-employment urine drug test prior to final approval for hire or upon hire.
 - b) Post-Accident
 - i) Post-accident drug and/or alcohol testing will be conducted on the driver and occupants when an accident occurs with a College vehicle. (This test may be waived at the President's discretion.)
 - c) Random Drug Testing
 - i) All positions regulated under DOT will be required to submit to a random drug test.
 4. The College reserves the right to request a urine or blood test sample from an employee due to reasonable suspicion or cause in the following situations:
 - a) Observable subjective symptoms or unusual behavior by the employee;
 - b) Observable objective symptoms, including but not limited to, factors related to the employee's appearance, behavior, speech, and/or other factors;
 - c) The odor of alcohol or drugs on the employee's breath or clothes or in an area immediately controlled or occupied by the employee (such as in a vehicle, office, work area, or restroom);
 - d) Alcohol, alcohol containers, illegal or controlled substances, or paraphernalia in the employee's possession or in an area controlled or occupied by the employee (vehicle, office, or restroom);
 - e) Unexplained or significant deterioration in job performance;
 - f) Unexplained or significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);
 - g) Criminal citations, arrests or convictions involving drugs or alcohol;
 - h) Employee admissions regarding drug or alcohol use;
 - i) Any involvement in any work-related accident or near misses;
 - j) Reasonable suspicion that the employee has been or may have been involved in the use, possession, transfer, distribution, manufacture, and/or sale of drugs or alcohol upon any property owned, leased, or occupied by the College, or as part of any of the College's activities, or while operating a vehicle or potentially dangerous equipment that is

- owned, leased or controlled by the College, or while the employee is acting on the College's behalf;
- k) A test results in a finding of a diluted sample or reasonable suspicion that a sample has been tampered; or
 - l) Any reason to believe an employee tampered with a previous urine or drug test.
5. Prior to enrollment in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students must agree to participate in the drug screening program.
 6. Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff, and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College-sponsored event.
 7. Certain fields of study require practical experiences that should be practiced without impaired judgment from the use of alcohol or controlled substances. All students in health care and other required programs must pass a drug screening test before entering their practicum/clinical/externship, as well as be subject to random testing throughout their program.
 8. Students may also be tested if there is reasonable suspicion that illegal use of any controlled substance or alcohol or the abuse of legal drugs has occurred in such a manner that an individual's ability to safely participate in an activity has been compromised or has compromised others attending or participating in the activity on the College premises.
 9. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short-term effects of substance abuse.
 - a) If the test has been administered to an employee, the employee may be placed on an immediate suspension from work until the results are obtained. If suspended, the employee may be suspended with or without pay at the College's sole discretion and subject to other requirements of the College. If an employee's test is positive and reveals the employee is intoxicated or under the influence of narcotics or prescribed or over-the-counter medications in excess of prescribed dosages, stimulants, amphetamines, barbiturates, or illegal or controlled drugs, the employee will be subject to disciplinary action, up to and including immediate termination. Results shall be maintained in a confidential manner in accordance with federal, state and/or local law. Employees subject to testing may request written test results, and in the event of a positive test, employees may request an explanation of the results in a confidential setting.
 - b) If the test has been administered to a student, the student may be placed on an immediate suspension from being present on campus or at campus-sponsored events until the results are obtained. If suspended, the student may be suspended with or without the opportunity to make-

up missed coursework at the College's sole discretion and subject to other requirements of the College. If a student's test is positive and reveals the student is intoxicated or under the influence of narcotics, prescribed or over-the-counter medications in excess of prescribed dosages, stimulants, amphetamines, barbiturates, or illegal or controlled drugs, the student will be subject to disciplinary action, up to and including immediate expulsion. Results shall be maintained in a confidential manner in accordance with federal, state and/or local law. Students subject to testing may request written test results, and in the event of a positive test, students may request an explanation of the results in a confidential setting.

10. The College, at its sole and exclusive discretion, may require an employee or a student who has tested positive in violation of this Policy to submit to an alcohol and/or drug test before returning to duty (if an employee) or returning to College activities (if a student). This shall be considered a fitness for duty or participation test.

Duty to Cooperate

1. An employee's failure or refusal to cooperate with this procedure when requested to do so will be considered insubordination and may result in disciplinary action against the employee, up to and including termination, and, if appropriate, referral for prosecution by local, state, or federal law enforcement agencies. Failure or refusal to cooperate includes, but is not limited to:
 - a) Refusal to consent to testing, to submit a sample, or to sign required forms;
 - b) Refusal to cooperate regarding notifications of Policy 4380 violations (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of truthfulness, misrepresentation or misleading statements or omissions.);
 - c) Any form of dishonesty in the investigation or testing process.
2. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be unduly under the influence of any legal or illegal drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.
3. The College reserves the right, at its sole and exclusive discretion, to conduct unannounced searches of its facilities and properties for alcohol and/or illegal or controlled substances. Employees and students are expected to cooperate in such searches.
 - a) Searches of employees and students and their personal property may be conducted when there is reasonable suspicion that an employee or student is in violation of this policy.
 - b) Employees and students acknowledge that the College is a public institution and by receiving employment or being enrolled in instruction or participating in College activities there is a reduced

expectation of privacy. The protection and safety of employees, students and the general public outweigh any expectation of privacy on College-owned and controlled property and/or in vehicles.

- c) An employee's consent to such a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, up to and including termination.

Employee and Student Responsibility and Acknowledgement

1. The provisions of this Policy are not to supersede any other Policy as it pertains to discipline. The College shall adhere to and follow other progressive discipline methods when required under and pursuant to this Policy or any Contract or Agreement the College has entered into. Any conflict between this Policy and any other Policy or Agreement by the College shall be determined on a case-by-case basis so that the protections afforded the College by this Policy can occur for the safety and well-being of employees, students and the public in general.
2. It is every employee's and student's responsibility to check the potential effects of prescribed drugs and over-the-counter medications with the doctor or pharmacist before starting work, coming to campus, or conducting any business or activity on behalf of or at Shawnee Community College, and to immediately let a supervisor or instructor know when such use makes it unsafe for the employee to report to work or fulfill job responsibilities, or for the student to participate in any College activity.
3. Receipt of this Policy by any Student or Employee is an acknowledgment of receiving and understanding the restrictions put into place by the College. Any employee violating this policy is subject to discipline, up to and including termination of employment. Any student violating this policy is subject to discipline, up to and including, probation, suspension or expulsion from the College.

Concealed Carry Policy

(Under 430 IL ILCS 65-Illinois Firearm Concealed Carry Act)

I. Statement of Purpose

Shawnee Community College (hereafter referred to as “SCC” or “College”) hereby establishes the SCC Concealed Carry Policy (hereafter referred to as “Policy”) pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 65) and its enabling regulations, and the authority granted by the Public Community College Act (110 ILCS 805/3-30). SCC is committed to providing a safe and secure environment for the SCC community, students, faculty, and its visitors. In support of this commitment, SCC establishes restrictions on the ability to carry firearms or weapons on the SCC campus in accordance with the Board of Trustees’ authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act.

II. Persons Covered by this Policy

This Policy applies to all employees, students, persons conducting business, or individuals visiting the SCC campus, hereinafter referred to as “Campus” as defined in this Policy. Visitors include, but are not limited to, prospective students, former students, their respective families, and anyone visiting any campus or property of SCC.

III. Prohibited Activities

A. Weapons or Firearms

A weapon or firearm is considered any loaded or unloaded handgun, rifle, shotgun, or any other mechanism that is capable of firing any lethal trajectory by the use of gunpowder or any other substance that can be used to discharge a bullet or round from such mechanism. Any weapon or firearm is in reference to both concealed and non-concealed firearms or weapons, of which both this Policy addresses.

SCC maintains a Weapons and Firearms-Free Campus. “Campus” includes, but is not limited to, the SCC campus in Ullin, Illinois, the Rustic Campus in Ullin, Illinois, regional campuses in Cairo, Anna, and Metropolis, Illinois; and sites, whether owned, leased, or controlled by SCC, where SCC programs, activities, and classes are held. No person covered by this policy, unless authorized by law or specifically exempted by federal or state law of SCC regulation, is authorized to possess a weapon or firearm while engaged in SCC-related business or activities.

It is the Policy of SCC to prohibit:

- (1) Except as set forth herein or otherwise allowed by law, any person covered by this Policy from possessing a weapon or firearm on property owned, leased or controlled by SCC, even if that person has a valid federal or state license to possess a weapon or firearm. This includes, but is not limited to, any building or portion of a building under the control of SCC, anywhere on the grounds of SCC, any parking areas, sidewalks, or common areas under the control of SCC.
- (2) Any person covered by this Policy from displaying, brandishing, discharging, or otherwise using any and all weapons or firearms, including concealed weapons or firearms.
- (3) Any person covered by this Policy from carrying or transporting any firearm or weapon in any motor vehicle owned or leased/rented by SCC.

B. Other Prohibited Activities

It is the Policy of SCC to prohibit all persons covered by this policy from making threats, bullying, intimidating, or engaging in acts of violence. Such behavior or actions will not be tolerated and may result in discipline, up to and

including, but not limited to, immediate discharge, expulsion, and/or banishment from Campus.

C. Exceptions

The provisions of this Policy do not apply to the possession of weapons or firearms in SCC vehicles, SCC buildings on SCC grounds or any SCC-sponsored activity if the possession of weapons or firearms is related to one of the following exceptions:

- (1) The weapon or firearm is used in connection with a weapons safety course or weapons education course offered in the regular course of business or approved and authorized by SCC.
- (2) The weapon or firearm is carried by an on-duty law enforcement officer required to carry a weapon or firearm as a condition of his or her employment; the weapon or firearm is carried by an enforcement officer from an external agency conducting official business at SCC.
- (3) The weapon or firearm is used in connection with sanctioned classes, athletic or recreational sports practices, games, matches, tournaments, or events on Campus when the activity requires the use of such weapons or firearms (e.g., fencing, starter pistols, and/or archery).
- (4) The use of simulated weapons or firearms in connection with the SCC-related theatrical productions.

The exceptions to the prohibitions of concealed carry do not apply to off-duty law enforcement officers on Campus, including off-duty law enforcement officers attending classes as students.

IV. Location at Which Policy Applies

For purposes of this Policy, “property of SCC” includes any vehicle, building, classroom, laboratory, medical clinic, artistic venue, or entertainment venue whether owned, leased, or operated by SCC, and any real property, including parking areas, sidewalks, and common areas under the control of SCC.

This Policy also applies to all College-related organization property whether leased or owned by SCC, and all SCC-officially-recognized organization property whether leased or owned by SCC.

The SCC President’s Office, in consultation with College Safety Officers, shall determine placement of clearly and conspicuously posted signs at all building and restricted parking area entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.

The SCC President’s Office, in consultation with College Safety Officers, shall be responsible for the placement and maintenance of signage at building and

restricted parking area entrances where vehicles containing weapons or firearms are prohibited.

Parking

A weapon or firearm may be transported into an unrestricted parking area within a vehicle if the weapon or firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. Certain parking areas on Campus may be designated as areas where weapons and firearms are not permitted. “Case” is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box, shipping box, or other container. The weapon or firearm may only be removed for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must first be unloaded before removal from the vehicle, including when exiting a vehicle to store the weapon or firearm in a trunk or compartment of the vehicle as is permitted by law.

Storage and Confiscation of Weapons or Firearms

The primary place of storage for a weapon or firearm is within a locked case out of plain view within a parked vehicle in an unrestricted parking area.

V. Enforcement

With the exception of legally storing a firearm in a person’s vehicle, the following enforcement guidelines will be in place:

- A. Any individual visiting or conducting business on the property of SCC found to have carried a weapon or firearm onto the property of SCC knowingly, or under circumstances in which the person should have known that he or she was in possession of a weapon or firearm, may be banned from the SCC Campus. Any student found to have carried a weapon or firearm onto the property of the SCC knowingly, or found to be carrying a weapon under circumstances in which the student should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, expulsion from SCC.
- B. Any employee found to have carried a weapon or firearm onto the property of SCC knowingly, or found to be carrying a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.
- C. Any individual found to have carried a weapon or firearm onto the property of SCC knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative

action by SCC and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

VI. Reporting Requirement

SCC's Board of Trustees authorizes the President of SCC to promulgate protocols for the implementation of this Policy including, but not limited to, delegating required reporting responsibilities and protocols related to storage and confiscation of weapons or firearms.

VII. Distribution of Information Regarding Policy

SCC Board of Trustees authorizes the President of SCC to promulgate protocols for the development and distribution of information regarding this policy to the SCC Campus Community, SCC Media outlets, and external audiences.

VIII. Definitions

- A. "Bullying" is defined as: Conduct by any person covered by this Policy that is intended or that a reasonable person would know is likely to harm students by substantially interfering with educational opportunities, benefits, or programs of one or more students, faculty members or employees, or conduct that adversely affects the ability of students, faculty members or employees, to participate in or benefit from SCC's educational programs or activities by placing the student, faculty member or employee in a reasonable person's fear of actual substantial physical harm, mental harm, or emotional distress.
- B. A "firearm" is defined as: loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.
- C. A "weapon" is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare, or any other projectile including those powered by CO₂. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, Taser, or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- D. Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor, or other cutting instrument the blade of which is exposed.

STUDENT CODE OF CONDUCT

Section I Offenses

Any of the offenses listed below may result in expulsion, suspension, probation, or reprimand. Any observed violation of this code of conduct should be reported to the Vice President of Student Affairs.

1. Academic dishonesty, plagiarism, or willful falsification of scientific educational data.
2. Forging, alteration, or misuse of Shawnee Community College documents, records, or identification cards.
3. Assaulting or threatening in a menacing manner, striking, or wounding another person.
4. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby.
5. Intentional destruction of, or unauthorized use of, property not one's own.
6. Theft, burglary, or breaking and entering of College property.
7. Carrying or possession of unauthorized weapons, ammunition, or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible materials.
8. To assemble with two or more persons and participate in the violent and forceful violation of any of the offenses contained in this code.
9. Possession, use, furnishing of, on the campus or college-owned or supervised property, any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state, or federal law.
10. Intentional obstruction or disruption of teaching, research, administrative disciplinary proceedings, or other college activities including its public service functions or other authorized activities on the College campus.
11. Intentional and unauthorized entry into any premises owned by the College.
12. Failure to comply with directions of identified Shawnee Community College officers acting within the scope of duty or under any law enforcement officer acting in the performance of his/her duties.
13. Cell phone usage during class time.

Section II Offenses

Any of the following offenses may result in probation or reprimand with or without the loss of privileges.

1. Possession of stolen goods.
2. Gambling on Shawnee Community College and/or supervised property.
3. Participation in hazing as defined by Illinois state statutes.
4. Failure to comply with Shawnee Community College board policy and/or state regulations regarding the consumption of alcohol while on the campus or at any college supervised activity.

5. Intentionally disrupting the peace and good order of the College by fighting, quarreling, wrangling, or intoxication.

Penalties and Sanctions

In order to protect its educational purposes and process, the College has the authority to penalize or impose sanctions on any student found guilty of the commission of an offense or breach of regulations, and the College has provided for certain procedures in cases involving the alleged infraction of college regulations. Possible penalties and sanctions will be applied by the Vice President of Student Affairs.

Penalties and sanctions which require automatic hearings:

Expulsion

This sanction is one of involuntary separation of the student from Shawnee Community College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed may be assigned the grade which would be appropriate if they were withdrawing voluntarily; except in those cases of academic dishonesty, which carry a failing grade as a part of the disciplinary action. Students dismissed under this code may be reinstated only upon the favorable action of a petition for reinstatement by the President or his/her designee.

Penalties and sanctions which do not require automatic hearings but which may be appealed to the Disciplinary Hearing Committee:

Suspension

This sanction is one of involuntary separation of the student from Shawnee Community College for a definite period of time after which the student is eligible to return. Students suspended may be assigned a grade which would be appropriate if they were withdrawing voluntarily; except in those cases of academic dishonesty, which carries a failing grade as a part of the disciplinary action. The Vice President of Student Affairs may establish additional requirements in individual cases and these requirements must be fulfilled to the Vice President's satisfaction prior to reinstatement. In the event a student is suspended, the student shall be afforded an opportunity to request a review hearing before the Disciplinary Hearing Committee.

Probation

This is a sanction which may preclude the individual from representing Shawnee Community College in any official capacity such as intercollegiate activities including athletics or student office and it may include loss of privileges. It is invoked for a specific period but shall not be less than three months or more than one calendar year. A student is liable for dismissal or suspension if involved in any act of misconduct including violation of the terms of probation while on this probation.

Reprimand

This is a sanction imposed with or without loss of designated privileges for a definite period of time not to exceed one calendar year. A reprimand may include the loss of such privileges as may be consistent with the offense committed. The violation of the terms of a reprimand, while under a reprimand, may lead to the student being placed on probation.

Disciplinary Procedures

Effective Date of Penalties and Sanctions

All disciplinary sanctions specified in this code will begin:

1. When the appeal period has expired.
2. When the student has waived his/her right to appeal by not initiating appeal action within the time limit.
3. Upon the completion of an interim suspension by the President.
4. When specified by the final educating body.

Instructor authority to remove students from classrooms

An instructor may temporarily remove a student from a class if it is determined by the instructor that the student's continued presence would unduly disrupt the learning process or endanger the physical wellbeing of other persons willfully in the area. If feasible, a temporary removal of a student from a class should be communicated orally and in writing simultaneously to the student. The reasons for the removal action should be clearly stated. If prompt action makes it difficult to communicate orally and in writing simultaneously, then such removal should be followed by a written communication as soon as possible. All such incidents must be reported to the Vice President of Student Affairs and the Vice President of Academic Affairs in writing as soon as possible. Any student removed from a class may be readmitted to that class only by the Vice President of Student Affairs. Under normal circumstances Vice President of Student Affairs will render a decision within 48 hours.

Authority of the Vice President of Student Affairs to impose penalties and sanctions

Formal disciplinary action shall be instituted against the student after it is determined that such action rather than medical or counseling referral is appropriate. The sanctions outlined below may be imposed upon a student by or in the name of Shawnee Community College as stipulated by this code.

Temporary suspension from class

The Vice President of Student Affairs may temporarily suspend a student from a class for a period not to exceed ten consecutive school days if the student is reported by an instructor to be guilty of an offense as outlined in Section I or II Offenses. Such temporary suspension may be a prelude to the imposition of

formal penalties or sanctions as indicated below. The Vice President of Student Affairs may take this action with or without the opportunity for the student to make up missed classes, work, and assignments. In the event a student is suspended, the student shall be afforded an opportunity to request a review hearing before the Disciplinary Hearing Committee.

Formal penalties and sanctions

The College President may impose the following penalties and sanctions: expulsion, suspension, probation, or reprimand.

President's authority to impose interim suspension from the College

If the presence of any person is an immediate and serious threat to the persons or property willfully on Shawnee Community College's campus, the President of the College or his or her designee may impose an interim suspension from the College against any person in cases in which there is reasonable cause to believe that such person has created an act which is in violation of the offenses listed in this code of student conduct. A person so placed on interim suspension shall be given a prompt notice of charges and a hearing before the Disciplinary Hearing Committee within ten calendar days after the imposition of the interim suspension.

During the period of interim suspension persons shall not, without prior written permission of the President or his or her designee, enter or remain upon the campus of Shawnee Community College other than to attend his/her hearing. Violations of any conditions of the interim suspension shall be grounds for dismissal from the College.

Sanctions against student organizations

Sanctions may be imposed by the Vice President of Student Affairs in the case of offenses by student organizations as follows:

1. Temporary or permanent suspension of chapter recognition.
2. Loss of privileges of a recognized organization and the use of Shawnee Community College facilities.
3. All sanctions against student organizations may be appealed to the Disciplinary Hearing Committee. Organization representatives should file a written request for a hearing with the Vice President of Student Affairs.

Hearing Committee

1. The Disciplinary Hearing Committee shall have original jurisdiction for hearing all disciplinary cases in which the sanction should be disciplinary suspension or disciplinary dismissal from Shawnee Community College. This committee will also hear all appeals involving all other sanctions except temporary class suspensions and interim suspensions from the College. The Disciplinary Hearing Committee shall be comprised of four members of the Student Success & Services Committee and one Student Senate member.

2. The Vice President of Student Affairs shall establish such administrative procedures as will enable the committee to carry out its duties.

Appeals

Right to Appeal:

1. Students and student organizations have the right to appeal decisions in all disciplinary cases. The appeal must be made in writing to the Vice President of Student Affairs within five college working days. A hearing must be held within ten college working days of receipt of the notice of appeal.
2. While an appeal is pending, all sanctions imposed, unless a temporary class suspension from the College has been ordered, shall be held in abeyance and the student's status on campus shall in no way be affected.
3. As briefly stated, all sanctions involving expulsion or suspension are automatically heard by the Disciplinary Hearing Committee.
4. Other sanctions may be appealed to the Disciplinary Hearing Committee on written request to the Vice President of Student Affairs.
5. Final written appeal for the sanctions of expulsion or suspension may be made within five college working days to the President of the College and the Board of Trustees. The President must respond to the appeal within ten college working days. The Board of Trustees may or may not respond within thirty college working days.

PARKING AND TRAFFIC REGULATIONS

Purpose and Enforcement

Section 1-101 - Purpose:

The regulations and monetary charges listed below are for the purpose of providing and maintaining a safe and uncongested means for the movement and parking of vehicular traffic on the campus of Shawnee Community College.

Section 1-102 - Effective Date:

These regulations are effective for Shawnee Community College from and after August 19, 1987.

Section 1-103 - Enforcement:

It shall be the duty and responsibility of all campus security officers employed at the College to enforce these regulations.

Coverage and Definitions

Section 2-101 - Coverage:

The regulations contained herein shall apply to all motor vehicles, and users thereof, coming upon or parking on the campus of Shawnee Community College. Any person who operates or parks a motor vehicle, or owns a motor

vehicle which is operated or parked on Shawnee Community College property, accepts the obligations for monetary charges imposed by these regulations.

Faculty, staff, and students are responsible for knowing the regulations governing the operation of vehicles at Shawnee Community College, and will be responsible for any violation thereof.

Section 2-102 - Illinois Vehicle Code:

All laws of the State of Illinois concerning vehicles and their operation, including but not limited to the Illinois Vehicle Code, are hereby incorporated in these regulations as if reproduced herein in full. Pursuant thereto, the position of signs regulating traffic and parking by the Security Office shall be deemed to have been duly done by local authority as therein defined.

Section 2-103 - Speed Limit:

The speed limit on campus roads, drives, and parking lots shall be 15 miles per hour.

Section 2-104 - Obedience to Traffic Signs:

Every person shall obey the instruction of any traffic control device, sign, or notice, unless otherwise directed by a traffic control officer.

Parking

Section 3-101 - Parking in General:

No person in any way affiliated with the College; any activity or organization operating on the property belonging to, or under the control of, the College; as a student or as an employee; shall park any vehicle on college property except in areas designated by signs.

Every vehicle parked in designated areas must display a Shawnee Community College parking permit. The parking permit should be displayed on the back left bumper or the left side of the back window.

Section 3-102 - Authorized Parking Space:

Parking in any location, other than an authorized parking lot, constitutes a violation of these regulations. No parking is permitted on any campus driveway unless otherwise directed by a traffic control officer, other appropriate college administrators, or by duly posted signs.

Section 3-103 - Location of Parking:

Unless otherwise provided in these regulations, the parking privileges shall be in the prescribed parking lots which are clearly designated for faculty/staff and student parking.

Section 3-104 - Prohibited Parking:

No person shall park a vehicle, unless directed by a traffic control officer or other authorized college administrator:

1. In a location other than an authorized parking lot or space.
2. In a location prohibited by a sign or marking.
3. In the marked loading zone for a period longer than the allotted time.
4. On or over the yellow line or outside the lines of individually marked parking spaces. The fact that one motor vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another operator to do the same.
5. On walks or grass.
6. In a driveway unless marked and posted.
7. So as to block a crosswalk.
8. So as to block cars legally parked.
9. In areas designated for faculty and staff unless so authorized.
10. By backing into a perpendicular parking space.

No person shall park a vehicle:

1. So as to block a wheelchair ramp.
2. In designated handicapped parking spaces, unless a handicapped license has been issued, or a temporary handicapped permit has been obtained through the College security.

Monetary Use Charge

Section 4-101-General:

The Vice President of Student Affairs, or his/her designee, shall have authority to impose a monetary use charge as outlined below:

1. Five dollars for all violations except handicapped.
2. One hundred dollars (\$100.00) in all parking violations involving handicapped parking spaces.

Any student who fails, refuses, or neglects a monetary use charge as set forth in these regulations will be subject to an administrative hold being placed on that student's registration, or the withholding of grades or transcripts until such time as the amount is paid to the Bursar's Office. Repeat offenders may be expelled from the College.

Section 4-102—Payment:

Payment for all violations may be made in person or by mail to the Bursar, Shawnee Community College, 8364 Shawnee College Road, Ullin, Illinois 62992, telephone number (618) 634-3200 or (618) 634-3243. Please submit a copy of the citation when making payment. Payment must be made within seven calendar days of the violation.

Make checks payable to Shawnee Community College. The Student ID number should be placed on the lower left corner of the check. Cash payments sent through the mail are not acceptable.

CLASS SCHEDULE
Fall 2023 Semester

Subject	Instructor	Office	Number

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m.					
9:00 a.m.					
10:00 a.m.					
11:00 a.m.					
12:00 p.m.					
1:00 p.m.					
2:00 p.m.					
3:00 p.m.					
4:00 p.m.					
5:00 p.m.					
6:00 p.m.					
7:00 p.m.					

CLASS SCHEDULE
Spring 2024 Semester

Subject	Instructor	Office	Number

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m.					
9:00 a.m.					
10:00 a.m.					
11:00 a.m.					
12:00 p.m.					
1:00 p.m.					
2:00 p.m.					
3:00 p.m.					
4:00 p.m.					
5:00 p.m.					
6:00 p.m.					
7:00 p.m.					

CLASS SCHEDULE
Summer 2024 Semester

Subject	Instructor	Office	Number

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m.					
9:00 a.m.					
10:00 a.m.					
11:00 a.m.					
12:00 p.m.					
1:00 p.m.					
2:00 p.m.					
3:00 p.m.					
4:00 p.m.					
5:00 p.m.					
6:00 p.m.					
7:00 p.m.					

