



**Student
Policies
and
Procedures
Manual**

Fall 2015

Student policies and procedures are subject to change pending Parkland College Board of Trustees approval. Please contact the Vice President for Student Services, room U334, if you have questions or to request a copy of the most recent board-approved policy or procedure. Policies and procedures are also available at <http://www.parkland.edu/Media/Website%20Resources/PDF/StudentPolicy/Student%20Policies%20and%20Procedures.pdf>

Compiled: 1992, 1994, 1995, 1998, 2000, 2002, 2004, 2006, 2008, 2009, 2010, 2011, 2012, 2013, 2014

Educational Opportunity

Parkland College ensures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, gender expression, sexual orientation, religion, veteran status, Vietnam veteran status, ancestry, or disability. Questions in reference to educational opportunities may be directed to the vice president for student services, 217/351-2551, who is responsible for gender equity (Title IX), minorities, (Title VI), and the Americans with Disabilities Act (ADA). You may also contact the director of disability services, X-149, 217/353-2082, for issues regarding students with disabilities (Section 504).

All students and alumni (“Students”) are advised that Parkland College (“Parkland”) Marketing and Public Relations Offices take photographs and videotapes of Students throughout the year. These photographs and videotapes often include Students in classrooms, study areas, and at athletic events and Parkland-related activities. Parkland reserves the right to use these photographs and videotapes as a part of its publicity and marketing efforts. Students who enroll at Parkland do so with the understanding that these photographs and videotapes might include their names, pictures, images, voices and likenesses, and such photographs or videotapes might be included, published, or used in Parkland publications including print, broadcast, or electronic media, for publicity, commercial, or marketing purposes, and enrollment at Parkland constitutes Students’ consent to the inclusion, publication, or use of their names, pictures, images, voices, and likenesses in Parkland publications, both printed and electronic, for publicity, commercial, promotional or marketing purposes.

TABLE OF CONTENTS

Table of Contents	5
Academic Exceptions	3
Academic Exclusion	3
Academic Honesty	3
Academic Standards	5
ADA(Americans With Disabilities Act) Grievance Policy And Procedures	6
Admission Policy	8
Alcohol And Other Drug Use.....	11
Assessment And Course Placement.....	14
Chronic Communicable Diseases	15
Computer/Network Usage	16
Concurrent Enrollment At Parkland And The University Of Illinois	17
Drop/Withdrawal Procedures Policy.....	18
E-Mail Access And Use.....	19
Financial Aid: Satisfactory Academic Progress Policy	20
Grade Appeal	24
Graduation.....	27
Harassment/Discrimination - Students.....	27
Permit To Peacefully Assemble	31
Refund Policies: Tuition And Fees.....	32
Residence Classification.....	33
Sexual Assault	34
Tobacco Use Policy	35
Student Grievance Policy And Procedure	35
Student Records	40

Transcripts41
Parkland College Student Rights And Responsibilities.....41
Parkland College Student Conduct Code45
Index62

ACADEMIC EXCEPTIONS

Requests for late withdrawals, medical withdrawals, and drops without record may be made to the Dean of Academic Services. Information on the individual policies is located in the 2014-2015 Catalog, page 50. Forms are available in the Dean's Office, room U307.

ACADEMIC EXCLUSION

Parkland College grants two types of academic exclusion: Exclusion of Academic Record and Individual Grade Exclusion. Information on the individual policies is located in the 2014-2015 Catalog, page 47. Forms for both types of academic exclusion are available in the Dean's Office, room U307.

ACADEMIC HONESTY

POLICY

Parkland College's values include honesty, integrity, and responsibility. Students, faculty, and staff are all expected to maintain academic integrity in their work and take collective responsibility for preventing violations of intellectual ownership. Academic dishonesty is unacceptable, and the institution is committed to helping students learn these values through development and growth. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. The process of determining the consequences of academic dishonesty begins with the faculty member and may proceed to include the department chair and/or the Office of the Vice President for Academic Services. All incidents of academic dishonesty, including developmental or punitive action, should be referred in writing to the Office of the Vice President for Academic Services.

PROCEDURE

1. Academic Honesty can be broadly defined as performing academic work without cheating, fabrication, or plagiarism:
 - a. ***Cheating:*** Using or attempting to use unauthorized materials, information, or study aids in any academic activity.

Submitting as one's own work term papers, homework, and examinations that are not one's own work or for which a student received unauthorized help.

Copying the work of another, or allowing another to copy one's own work, without proper acknowledgment.

- b. **Fabrication:** Falsifying or inventing any information or citation in an academic activity.
- c. **Plagiarism:** External information borrowed and directly quoted must be indicated by use of quotation marks, and any changes, omissions, or addition to the direct quotation must be shown in bracket, and the source documented. All cited external information that has been paraphrased and summarized must also be documented.
- d. **Collaboration:** Students at Parkland College are encouraged to work together on group projects, study, and other activities. However, work submitted to fulfill an assignment not specifically identified as a group activity must be substantially the work of the author. Instructors should provide guidelines to students to maintain the academic integrity of these collaborative activities. Collaboration beyond this constitutes academic misconduct.

2. Repercussions of Violations

The consequences of a violation of the expectations of academic honesty begins with the concerned faculty member. The faculty member will inform the student privately of her/his findings and attempt a resolution of the problem. Depending upon the nature of the case, such resolution could include additional assignments to help educate the student of the nature and negative consequences of academic dishonesty, resubmission of the assignment, a failing grade for that assignment, or failure of the course. The faculty member will notify the student of her/his decision and will file incident reports with the respective department chair and the Office of the Vice President for Academic Services.

If the student is not satisfied with the instructor's decision, he or she may contact the department chair or designee (e.g., program director) within 10 (ten) school days of the incident. The department chair will proceed to review the actions taken by gathering all relevant information from the student and the instructor. The department chair will meet together with the student and the instructor to attempt to resolve the issue to both parties' satisfaction.

An incident report, and possible subsequent disciplinary action, will not be halted due to withdrawal from the course in which academic dishonesty has occurred. Students will not be allowed to withdraw from a course in which they received a failing grade for academic dishonesty.

3. Appeal Process:

If the student is not satisfied with the result of an appeal, he or she may petition the Student Affairs Committee.

- a. The committee may review the process followed by the department and determine whether it has been carried out completely and fairly, in accordance with due process. If not, the case will be remanded to the department for reconsideration following the appropriate guidelines. If all procedures have been followed appropriately and no errors detected, the appeal process is complete and the consequences of the incident will remain the same as originally issued.
- b. No reprisal shall be taken by the Board of Trustees, administration, faculty, or staff against any student or faculty because of participation in an appeal.

4. Multiple Offenses

In cases where three or more incident reports have been filed with the vice president’s office, the student will be charged with an alleged violation of the Student Conduct Code, specifically Acts of Dishonesty. Conduct Code violations will follow the process as outlined in the Student Conduct Code. The Office of the Vice President of Academic Services may direct the judicial officer to impose the sanction of written warning, conduct probation, or restitution. In the event that a more serious sanction is recommended by the Office of the Vice President for Academic Services, a Student Conduct Hearing Committee will be convened to determine if suspension or expulsion is appropriate.

Adopted by the Board of Trustees November 11, 1991. Revision approved by the Board of Trustees June 16, 2004.

ACADEMIC STANDARDS

ACADEMIC WARNING

A student will be placed on academic warning if, after attempting six or more credit hours, his/her cumulative grade point average is less than:

6-11 inclusive — 1.5	23-32 inclusive — 1.7	45-55 inclusive — 1.9
12-22 inclusive — 1.6	33-44 inclusive — 1.8	56 and above — 2.0

Students placed on academic warning must meet with an academic advisor before midterm of the semester immediately following placement on academic warning. Students on warning who fail to meet with an academic advisor or counselor could have registration privileges discontinued.

ACADEMIC PROBATION

A student will be placed on academic probation if, after attempting six or more credit hours, his/her cumulative grade point average is less than:

6-11 inclusive — 1.0	23-32 inclusive — 1.5	45-55 inclusive — 1.8
12-22 inclusive — 1.3	33-44 inclusive — 1.6	56 and above — 1.9

While on probation, a student may continue to enroll in the college if he or she complies with the conditions listed on pages 47 and 48 of the 2014-2015 Catalog.

ACADEMIC SUSPENSION

Any student on academic probation who fails to achieve a minimum 1.75 semester grade point average will be academically suspended from the college. The suspension will be for a full semester (fall or spring) following the term of current enrollment. A student on academic suspension may not register for any courses. The policies and procedures regarding returning from or appealing an academic suspension are listed on pages 48 and 49 of the 2014-2015 Catalog.

ACADEMIC DISMISSAL

Any student, previously suspended, reenters the college on academic probation. If the student does not achieve a minimum 1.75 semester grade point average at the end of that first semester, he or she will be academically dismissed. Academic dismissal will be for no less than one calendar year. While on academic dismissal, the student may not register for any courses. The policies and procedures regarding returning from or appealing an academic dismissal are listed on pages 48 and 49 of the 2014-2015 Catalog.

PROGRAM DISMISSAL

A student may be dismissed from a program of study if his or her behavior in a classroom, laboratory, or clinic jeopardizes the safety of others. This action can be taken only by the appropriate department chair or academic dean.

ADA (AMERICANS WITH DISABILITIES ACT) GRIEVANCE POLICY AND PROCEDURES

The ADA of 1990 and ADA Amendments Act of 2008 requires that educational programs, when viewed in their entirety, be readily accessible to qualified individuals with disabilities. Parkland College's intent is to foster communication with individuals requesting readily accessible programs, services, and activities and to respond to requests for accommodations or modifications.

Students who desire to review the ADA regulations should contact the director of

disability services.

DEFINITIONS

A “complainant” is any individual with a documented disability who files a complaint form provided by the director of disability services.

A “grievance” is a formal complaint filed under the ADA by an individual with a disability who meets the essential eligibility requirements for participation in or receipt of benefits of a program, activity, or service offered by Parkland College and who believes he or she has been excluded from participation in, or denied the benefits of, any program, service, or activity of Parkland College or feels he or she has been subject to discrimination by Parkland College due to his/her disability.

If a student has a complaint about the accessibility of programs, activities, or services, the student should attempt to resolve the matter informally with the supervisor of the particular program, activity, or service.

PROCEDURES

1. Grievances must be properly submitted through the channels defined below within the specified time limits. Time limits are stated in school days and may be extended by mutual agreement between the complainant and the reviewer at the designated coordinator and final levels.
2. A complainant’s failure to submit a grievance, or to submit or appeal it to the next level according to procedures, within the specified time limits, shall mean the complainant has withdrawn the grievance or has accepted the last official response given during the grievance process as the college’s final response.
3. During the ADA grievance resolution process, college officials will make reasonable efforts to protect the confidentiality of the complainant, including complainant’s name and identifiable information. The college will not be responsible for any disclosure made by the complainant.

DESIGNATED DIRECTOR LEVEL

1. If an individual desires to file a formal written grievance, the individual should promptly (but not later than forty-five [45] days after the occurrence that prompted the grievance) submit the grievance to the director of disability services (telephone number 217/353-2082 Voice or 217/353-2251 TTY). The grievance must be submitted in writing on the Grievance Form prescribed for that purpose. The Grievance Form must be completed in full in order to receive proper consideration by the director.
2. Upon request, the director or representative shall provide assistance in completing the Grievance Form.

3. A college official, appointed by the vice president for academic services or the vice president for student services, will investigate the grievance and make reasonable efforts to resolve it. A written response will be provided to the complainant, with a copy to the vice president for academic services or the vice president for student services, as appropriate, within ten (10) school days after receipt of the fully completed Grievance Form.

FINAL REVIEW LEVEL

1. If the individual is not satisfied, or if a reply has not been received within the specified time, the individual may then appeal, in writing, within ten (10) school days, to the vice president for academic services, if it is an academic matter, or to the vice president for student services, if it is a student services matter. A written response will be given to the individual within ten (10) school days.
2. If the individual is still not satisfied, he or she may appeal in writing, within ten (10) school days from receipt of the final response, to the college president and, if still not satisfied, then to the Board of Trustees.

GRIEVANCE RECORDS

Grievance records will be maintained for at least five years by the director of disability services and then destroyed.

ADMISSION POLICY

Admission is open to anyone who is a graduate of an accredited high school or is at least 18 years of age and able to benefit from college-level instruction. High school students under the age of 18 who have not earned a high school diploma or GED may request an exception to the admissions policy of the college. They must complete, prior to registration, the Underage Enrollment Approval form which may be obtained from the Office of Admissions and Records (U214; 217/351-2482).

All students seeking degrees or certificates of 30 credit hours or more must be assessed according to the Comprehensive Assessment Policy explained on page 45 of the 2014-2015 Catalog. Students who place below minimum requirements will not be considered eligible for degree- or certificate-seeking status, but instead will be changed to a "Course Enrollee" status by the Office of Admissions and Records.

Admission to the college does not ensure admission to a particular course or program of study; some students may be required to enroll in specific courses before taking others. Admission to health career programs is selective; see Health Career Program Admission information, following.

Because of state regulations, students who apply to Associate in Arts, Associate in Science, Associate in Engineering Science, or Associate in Fine Arts degree transfer

programs will be accepted to the college but may be admitted to the program on a provisional basis until certain minimum entrance requirements are satisfied. See Transfer Program Admission, following.

Should it be necessary to limit enrollment, priority will be given to residents of Parkland College District 505.

International students are welcome at Parkland. The college is authorized under federal law to enroll nonimmigrant students. Prospective international students should contact the international student services advisor in room U214 (217/351-2890) to discuss their eligibility for admission.

Parkland does not discriminate in the admission of students on the basis of race, color, national origin, age, gender, gender expression, sexual orientation, religion, veteran status, Vietnam veteran era, marital status, ancestry, or disability. Information regarding admission to the college and to specific programs may be obtained from the Office of Admissions and Records (U214; 217/351-2482).

Each student is encouraged to consult with a Parkland counselor or advisor in the selection of a program consistent with the student's interests and abilities.

TRANSFER PROGRAM ADMISSION

Illinois state law (Public Act 86-0954) specifies that 15 units of high school course work or the equivalent are required for admission to all public institutions. This act affects students at Parkland who wish to be admitted to an Associate in Arts, Associate in Science, Associate in Engineering Science, or Associate in Fine Arts (transfer) program.

Parkland College's minimum entrance requirements for students who wish to enroll in A.A., A.S., A.E.S., or A.F.A. programs are as follows:

- Four years of English — written and oral communications, literature
- Three years of mathematics — minimum of one year of Algebra I, one year of geometry, and one year of Algebra II (intermediate algebra)
- Two years of science — laboratory science
- Two years of social studies — history and/or government
- Two years of electives — foreign language, music, art, or vocational education
- Two flexible academic units — two additional courses (years) from any one or two of the science, social studies, and/or electives categories in addition to approved courses in mathematics and English such as advanced mathematics, computer science, journalism, speech, and creative writing.

This requirement pertains only to A.A., A.S., A.E.S., and A.F.A. degree transfer programs; it does not affect the career programs (A.A.S. or certificates) or the Associate in General Studies (A.G.S.) program.

HEALTH CAREER PROGRAM ADMISSION

Admission to Parkland's health career programs (Dental Hygiene, Dietetic Technician, Emergency Medical Services-Basic and Emergency Medical Services-Paramedic, Massage Therapy, Medical Assisting, Nurse Assistant, Nursing, Practical Nursing, Occupational Therapy Assistant, Radiologic Technology, Respiratory Care, Surgical Technology, and Veterinary Technology) involves special procedures and deadlines. Those considering applying to a health career program should obtain a copy of the checklist explaining admission procedures for their specific program from the Office of Admissions and Records. The application deadline for most health professions programs is March 1 prior to fall semester enrollment. Programs with spring semester admissions also have an October 1 application deadline.

Most programs require a \$20 nonrefundable processing fee that must be submitted with the application for admission. The application will be processed only after this fee has been paid. This fee will be assessed only once, unless a period of five years or more has elapsed since the last fee assessment. NOTE: Students seeking admission to Kankakee's Medical Laboratory Technology program must apply through Kankakee Community College.

Persons seeking admission to a health career program are encouraged to submit all required credentials as early as possible. Once the selection process begins, qualified applicants will continue to be accepted on a monthly basis until programs are filled. Students considering application to a health career program need to be aware of potential legal limitations on licensure. Upon making application for the licensure exam, graduates may be required to complete the following personal history information:

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)?
2. Do you now suffer, have you suffered from, been diagnosed as having, or been treated for any disease or condition which is generally regarded by the medical community as chronic, i.e., (1) mental or emotional disease or condition, (2) alcohol or other substance abuse, (3) physical disease or condition that presently interferes with your ability to practice your profession?
3. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere?
4. Have you ever been discharged other than honorably from the armed service or from a city, county, state, or federal position?
5. Are you a U.S. citizen or a lawfully admitted alien of the United States?

The Illinois Nurse Practice Act and Rules state that the Illinois Department of Professional Regulation may refuse to issue a license because of any “deceptive statement in any document connected with the practice of nursing pursuant to this Act.” Students should also be aware that many health care institutions now require drug and alcohol screening as well as a national criminal background check.

On the first day of class of the nurse assistant (CNA) course (NAS 111), students are required to complete a live scan fingerprint background check. More information about selective admissions can be found on p. 161 of the 2014-2015 Catalog.

ALCOHOL AND OTHER DRUG USE

In recent years, the abuse of alcohol and other drugs has become a serious problem for many people. Alcohol and other drug abuse can damage body organs, impair brain activity, and harm mental and emotional health. The illnesses, accidents, and violence caused by alcohol and other drug abuse can even result in death.

To address the serious problem of alcohol and other drug use at Parkland College and to comply with federal laws governing drug use and abuse in schools and the workplace, Parkland College has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

ALCOHOL AND OTHER DRUGS POLICY

The use of alcohol and the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined in 720 ILCS 570/100, et seq. [1992 State Bar Edition], now in effect and as from time to time amended) is prohibited on the Parkland College campus and off campus when the student is involved in an officially sanctioned college class or activity. Behaviors that are inappropriate, disruptive, and/or endangering as a result of the consumption of alcohol or other drugs will not be tolerated.

PROCEDURE

1. Enforcement

- a. Reports of behaviors, as described in the policy, will be made to the vice president for student services, dean of students, and/or the Department of Public Safety for appropriate action.
- b. The vice president for student services or the dean of students will review each incident and if deemed appropriate, a discipline or an administrative hearing committee will convene in a timely manner to review the case and recommend disciplinary action, which would include one or more of the following:

- i. a written warning;
- ii. conduct probation while attending an approved outpatient drug rehabilitation program;
- iii. suspension or expulsion from school;
- iv. report of such incident and person(s) involved to local, state, or federal law enforcement agencies;
- v. notification of parent/guardian as appropriate.

2. Appeal

If the student finds the above disciplinary action unjustified, she or he may elect to file an appeal according to the existing appeal procedures, as described in the Student Conduct Code.

3. Program Description

The vice president for student services, dean of students, Department of Public Safety, Counseling and Advising Center, the Office of Disability Services, and the Wellness Center strive to maintain a drug-free environment. Education and training programs exist in order to make every effort to ensure that all college individuals are aware of issues regarding alcohol and other drug use and abuse, including the following:

- a. the dangers involved;
- b. the policies of the college regarding drug use;
- c. community resources for alcohol/drug treatment and counseling;
- d. the sanctions that may be imposed upon college students for alcohol and other drug violations.

4. Referral

If a student feels that he or she has a problem with substance abuse, the college will assist in the identification of a program that specializes in this type of problem. Students with such problems should contact the vice president for student services, dean of students, or Counseling and Advising Center for possible referral to one of the substance abuse counseling and treatment programs available in the community.

ALCOHOL AND OTHER DRUG LAWS IN ILLINOIS

Under Illinois law:

1. It is a Class A misdemeanor, with a possible fine of \$2500, to knowingly allow individuals to gather at a residence where alcohol is being served to minors.

2. It is illegal to sell or give alcoholic beverages to a person under the age of 21.
3. It is illegal if under 21, to buy, attempt to buy, drink, possess, or transport alcohol (unless as part of employment).
4. It is illegal to possess an open container of alcohol in a public parking lot or garage, a public street, sidewalk, alley, park, or in a motor vehicle.
5. It is illegal to drive under the influence of alcohol. A driver is considered legally intoxicated in Illinois if he/she is:
 - a. under the influence of alcohol and/or any other drugs to a degree that renders such person incapable of safely driving; or
 - b. the alcohol concentration in such person's blood or breath is .08 or more.
6. It is illegal to possess or distribute illegal drugs or controlled substances. In Illinois, a person can be held liable for injuries or damage to property caused by intoxicated persons to whom she or he has served or sold alcoholic beverages ("Dram Shop" liability).
7. Under the Zero Tolerance law, drivers under age 21 with any trace of alcohol can lose their driving privileges.

The legal sanctions that are applicable if one is found guilty of violating these laws can include fines, probation, restitution, loss of driving privileges, forfeiture of property, and imprisonment, along with other sanctions.

WHO TO CONTACT ON CAMPUS

The following offices are available on campus to provide assistance and possible referral for persons with substance abuse problems:

- Counseling and Advising Center
- Director of Department of Public Safety
- Vice President for Student Services
- Dean of Students
- Wellness Center

COMMUNITY RESOURCES

These community agencies and/or groups are available to provide assistance to persons with substance abuse problems. Unless otherwise listed, call for information on meeting time and place.

- ***Adult Children of Alcoholics*** (ACOA), 217/373-4200

Support group for adult children of alcoholic parents.

- **Alcoholics Anonymous**, 217/373-4200
Support group for alcoholics.
- **Alanon**, 217/373-4141
Support group for family members and significant others of the alcoholic.
- **Alateen**, 217/373-4141
Support group for teenage family members of the alcoholic.
- **Carle Addiction Recovery Center, 204 W. University, Urbana, 217/373-1777**
Offers an outpatient treatment program, DUI evaluations and an after-care program.
- **Narcotics Anonymous**, 217/373-2063
Support group for people addicted to narcotics and/or other drugs.
- **The Pavilion New Choice Center for Addiction Recovery**, 809 W. Church, Champaign, 217/373-1700
Offers an outpatient treatment program and inpatient detoxification service for adults, inpatient program for adolescents, after-care program for adults and adolescents, and a community education series.
- **Prairie Center for Substance Abuse**, 122 W. Hill, Champaign, 217/328-4500
Residential and outpatient treatment, detoxification, and crisis intervention for adults and adolescents; family counseling; training and education for business, industry, and community groups; and DUI evaluation and education. 24-hour crisis line: 217/359-1160.

ASSESSMENT AND COURSE PLACEMENT

Parkland College is committed to placing students in appropriate courses in order to provide each student with the greatest chance of success in those classes and future coursework. Assessment is a set of procedures used to determine academic skills which students bring to Parkland and to match those skills with appropriate courses offered by the college. Students should be placed at a level that will challenge them but that is not beyond their reach. Accurate and proper placement is the goal of the assessment program. Consequently, placements made through the assessment process are mandatory.

All entering students must be assessed prior to registration. The assessment will determine student skills in three basic areas: reading, writing, and mathematics. Assessment results will be used by academic advisors to match students with courses

that are consistent with their skill level. Any student registering for a college-level course must provide evidence of appropriate reading proficiency before enrolling.

METHODS OF ASSESSMENT

1. Review of credit already earned at any accredited college or university, including Parkland College.
2. Appropriate standardized test scores, e.g., ACT, SAT.
3. Placement testing.

CHRONIC COMMUNICABLE DISEASES

POLICY

The Illinois Department of Public Health (IDPH) has specified diseases which are contagious, infectious, communicable, and dangerous to the public health in Section 690.100 of the Rules and Regulations for the Control of Communicable Diseases. The purpose of this policy is to insure College compliance with those and other existing state and federal rules, regulations, and laws.

Parkland College places a high priority on protecting the health and safety of its campus community and aims to reduce communicable disease exposure risk without unlawfully discriminating in enrollment or employment practices. To that end, Parkland College will adhere to the following guidelines:

1. Parkland College will be in full compliance with the Americans with Disabilities Act (ADA) as it relates to those students and employees who have communicable diseases. Any college decisions made resulting from a student or employee's health-related circumstances will be made with input from the office of Disability Services and will depend on each unique instance, applicable confidentiality considerations, and relevant medical facts.
2. Parkland College will follow guidelines as directed by the Illinois Department of Public Health.
3. Parkland College will consider the welfare of the campus community while respecting the privacy and needs of the individuals involved.
4. Parkland College will make available to all members of the college community educational opportunities about disease transmission and prevention and will encourage preventive measures including, but not limited to, immunizations against meningitis and flu as recommended by the Centers for Disease Control and the American College Health Association.
5. Parkland College will provide appropriate and non-discriminatory services for

persons living with infectious disease(s).

6. Parkland College will comply with NCAA regulations to reduce infection risk for those students involved in varsity and intramural contact sports.
7. Parkland College will follow occupational safety and health standards mandated under federal and state law with regard to the transmission of blood-borne pathogens in an effort to prevent transmission of disease in classrooms, laboratories, and work spaces as outlined in the Exposure Control Plan. This compliance will be coordinated by the Wellness Coordinator.
8. Parkland College will, when necessary, isolate infected persons and/or quarantine their contacts in accordance with the Illinois Department of Public Health guidelines and within the parameters of the College Emergency Plan as managed by the Crisis Management Team.
9. The Vice President for Student Services will administer this policy subject to applicable personnel policies and collective bargaining agreements. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, Parkland College policies and the best interest of all parties involved. The Vice President for Student Services will also act as spokesperson for the campus regarding all communicable disease policy-related decisions and/or changes.

COMPUTER/NETWORK USAGE

Parkland College computers are to be used only by students and employees of the college. Community access to computers is allowed in and limited to the open lab in the Parkland Library. Students and employees who use a Parkland College computer must do so in a manner consistent with the institution's computer/network usage policy and the college's Mission and Purposes. College computer use that violates this policy or that is detrimental to the fulfillment of the college's Mission and Purposes may result in suspension of computer privileges, disciplinary review, suspension or expulsion from the college, termination of employment, and/or legal action.

All members of the college are bound by local, state, and federal laws relating to copyright, security, and other statutes regarding telecommunications and media.

In designated open computer labs, academic class work takes precedence over recreational use. Specific computer labs may post computer use policies to supplement this policy.

Examples of inappropriate and prohibited use of college computing facilities include the following:

- cheating;

- plagiarism;
- any illegal use, including but not limited to uses that infringe on the rights of others to enjoy an environment free of harassment; software copyright infringement; unauthorized distribution of copyrighted materials, including sharing copyrighted music and other materials with others.
- computer and/or network vandalism;
- advertising or commercial use for private gain;
- unauthorized alteration of computer hardware or software configuration;
- unauthorized use of someone else's password or reading of someone else's e-mail or personal files, except in compliance with legal proceedings/investigations;
- displaying, creating, or transmitting images or messages that are inconsistent with or detrimental to the college's Mission and Purposes.

For student e-mail use policy, see p. 19.

CONCURRENT ENROLLMENT AT PARKLAND AND THE UNIVERSITY OF ILLINOIS

The University of Illinois at Urbana-Champaign (UIUC) and Parkland College have a concurrent enrollment agreement that permits Parkland students to enroll in UIUC courses that are not available at Parkland while the students are also enrolled at Parkland. Similarly, UIUC students may enroll in selected Parkland courses with the permission of the appropriate associate dean or representative of their college at the university. For further information, contact the director of Parkland's Counseling and Advising Center.

During the semester for which concurrent enrollment is sought, the student must register for at least as many (and normally more) semester hours at the principal institution and meet the admission requirements of the cooperating college. Students will be required to pay the tuition and fees regularly assessed at each institution in accordance with the number of semester hours taken. The application fee for the University of Illinois, however, will be waived.

PARKLAND STUDENTS

Parkland students wishing to enroll on a concurrent basis at the University of Illinois should follow the procedures described on page 28 of the 2014-2015 Catalog.

UNIVERSITY OF ILLINOIS STUDENTS

University of Illinois students wishing to enroll on a concurrent basis at Parkland should consult the associate dean or representative of their college at the university regarding procedures and approval. An approved Permit to Enter for Concurrent Enrollment is required before registration. The full procedure is described on page 28 of the 2014-2015 catalog.

DROP/WITHDRAWAL PROCEDURES POLICY

Students have the privilege of dropping from full-semester courses during the first five (5) instructional days of each full semester without the withdrawal from the courses becoming part of their permanent academic records. Students withdrawing after the fifth day (or equivalent) of classes each semester will have a grade of W recorded on their permanent academic record. Each student is responsible for submitting the withdrawal in writing to the Office of Admissions and Records. All withdrawals must be filed no later than one week prior to the last day of instruction of any regular length semester, or, for a course less than a full semester in length, any time before the last week during which the course meets. The specific dates for withdrawal from full-semester courses are published in the college calendar that appears in the catalog and class schedules.

Withdrawal from a course may be initiated by either the student or the college as follows.

Student initiative: A student enrolling in a class automatically assumes certain responsibilities. One of these responsibilities is to properly drop or withdraw from a class if the student decides not to take or complete the course. A student having been enrolled in a class, remains enrolled until the student initiates a drop or a withdrawal or the student is administratively dropped or withdrawn.

Faculty/administrative action: A student who never attends, or ceases to attend, any course in which he or she has enrolled may be administratively withdrawn upon recommendation of the instructor. A student also may be withdrawn from a course by administrative action as a result of emergency or disciplinary procedures under the provisions of board policy on student rights and responsibilities.

At the census day, to officially drop a student without record, each faculty member notifies the Office of Admissions and Records of those students on the class roster who have never attended the class. The students will be administratively dropped, the course will not appear on the students' permanent academic records, and no refund will be

given. Students cannot withdraw from classes after the fifth class day (or equivalent) using *WebAdvisor*. Withdrawal must be in writing or in person. See page 50 of the 2014-2015 catalog for procedures

At midterm, the instructor is required to certify students' attendance according to the requirements of the Illinois Community College Board. Each faculty member must sign the following statement at midterm: "I hereby certify that the above listed students, unless W grade has been marked, are currently enrolled and actively pursuing completion of the course at midterm, and I have proper documentation to support this certification." At midterm or at any other time prior to midterm, the faculty member may administratively withdraw any student who does not satisfy the conditions of the previous statement. After midterm, faculty cannot withdraw any student; withdrawal from a course must be done by the student prior to 5 p.m. on the last day to withdraw as published in the Parkland Class Schedule.

Should a student who has been administratively withdrawn return to class and the faculty member determines it is possible for the student to earn a quality grade, the faculty member and appropriate department chair or academic dean may sign an Authorization to Add a Class form, and the student will be allowed to re-register in the course with no additional financial cost, assuming that the student has not received any refund. The Business Office will determine whether additional tuition and fees are due.

The Office of Admissions and Records notifies students of faculty/administrative withdrawal actions. The Office of Financial Aid and Veteran Services is also notified.

The student is responsible for understanding that withdrawal may result in loss of financial aid and that failing to properly withdraw from a course may result in receiving a failing grade of F for that course.

A degree- or certificate-seeking student who is taking more than six (6) semester hours who wishes to withdraw from all course work must complete the Official Withdrawal/Checkout Authorization procedure. Forms and instructions may be obtained from the Office of Admissions and Records.

E-MAIL ACCESS AND USE

The college's e-mail system is not an open forum, but rather is owned and managed by the college for the purpose of promoting teaching and learning. Personal use of the e-mail system by students is permitted, but only within the scope of college policy. E-mail includes, but is not limited to, all electronic mail and messaging systems, bulletin board, mail boxes, websites, and Internet access.

The college reserves its right to access, inspect, and disclose all communications transmitted or received by e-mail at any time. Use of the e-mail system by a student constitutes consent to acquisition of any e-mail transmitted or received by the student.

Any e-mail communications are the property of the college. Students have no personal privacy rights in any materials created, received, or sent using e-mail. Students should be aware that use of a password or deleting e-mail will not prevent it from being accessed or monitored.

Students using e-mail for internal or external communication must follow the standards applicable to other professional education communications. As with other professional education communications, e-mail containing obscenities or any language that could be construed as harassment or discrimination on the basis of age, race, religion, disability, national origin, or gender will not be tolerated. Transmission of any material in violation of any federal or state statute or regulation is strictly prohibited. E-mail may be monitored by the college at any time and without notice to prevent its abuse or misuses.

In addition to not being private, e-mail sent over the Internet is not secure and can be read by system administrators and hackers. Therefore, confidential, proprietary, or trade secret information should not be transmitted over the Internet for any reason.

Any violation of the policy may constitute grounds for disciplinary action, which can include elimination of e-mail privileges, and in some circumstances, student expulsion.

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with the U.S. Department of Education, Parkland College is required by Federal Regulations 34CFR Parts 668.32(f) and 668.34 to establish satisfactory academic progress standards for federal and state financial aid recipients enrolled in eligible degree and certificate programs. These minimum standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objective continue to receive financial assistance.

The following are “minimum standards” required for a student to be eligible for the following types of student financial aid **regardless** if a student has previously received student financial aid: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program (FWSP), Federal Direct Stafford/Ford Loans, Federal Parental Loan for Undergraduate Students (PLUS), Illinois Monetary Award Program (MAP), and the Illinois Incentive Access Grant (IIA).

MINIMUM STANDARDS REGARDING MAXIMUM HOURS ATTEMPTED

Students enrolled in eligible degree programs cannot exceed 150 percent of the number of credits needed to complete the program.

Attempted hours include all Parkland 100–299 level classes, remedial hours, repeated hours, all transfer credit, military credit and proficiency exam credit. Withdrawals, failures, incompletes, and “N” grades are also considered attempted hours. Note: Military Withdrawal grades are excluded from attempted hours.

Students enrolled in eligible certificate programs cannot exceed 150 percent of the number of credits needed to complete the program.

Attempted hours include all Parkland 100–299 level classes, remedial hours, repeated hours, all transfer credit, military credit, and proficiency exam credit. Withdrawals, failures, incompletes, and “N” grades are also considered attempted hours. Note: Military Withdrawal grades are excluded from attempted hours.

MINIMUM STANDARDS FOR SATISFACTORY COURSE COMPLETION RATE

All degree/certificate students must comply with the minimum standards for Satisfactory Course Completion Rate of 67 percent regardless of the student previously receiving financial aid at Parkland or any other institution of higher education. The 67 percent Satisfactory Completion Rate refers to the percentage of cumulative Parkland hours successfully completed (earned) in relation to cumulative Parkland hours attempted (excluding transfer hours). Attempted hours include all Parkland 100–299 level classes, remedial hours, repeated hours, and proficiency exam credit. Withdrawals, failures, incompletes, and “N” grades are also considered attempted hours. Note: Military Withdrawal grades are excluded from attempted hours.

Successfully completed Parkland (earned) hours are those classes for which there is a letter grade of A, B, C, D, or proficiency exam credit.

Example: To meet the minimum completion rate of 67 percent, a student who has attempted 28 cumulative Parkland hours at the end of a semester must have successfully completed (earned) a minimum of 19 cumulative Parkland hours (round up).

MINIMUM STANDARDS REGARDING GPA

Students who have attempted 60 or more Parkland credit hours (excluding transfer and military credit) must maintain a minimum cumulative college GPA 2.0 or better.

1. *Review Period*

Every student who applies for financial aid for the first time at Parkland will be reviewed to determine if the student has met the three minimum standards set by this policy (i.e., minimum completion rate, GPA, and maximum hours attempted). Students who have not successfully completed 67 percent of the previous Parkland attempted hours will be placed on Financial Aid Warning; students who have

attempted 60 or more Parkland hours with less than a 2.0 cumulative college GPA will be placed on Financial Aid Warning. Degree seeking students who have attempted 150 percent of the number of credits needed to complete the program (including all transfer credit hours and military credit) will be placed on Financial Aid Suspension at the beginning of that semester and not eligible for financial aid. Certificate seeking students who have attempted 150 percent of the number of credits needed to complete the program (including all transfer credit hours and military credit) will be placed on Financial Aid Suspension at the beginning of that semester and not be eligible for financial aid.

At the end of each semester, the record of every student who has completed a FAFSA and received financial aid for which satisfactory academic progress must be maintained will be reviewed to determine if the student has made progress according to the three minimum standards set by this policy.

The Office of Financial and Veteran Services is NOT notified when a student finishes an incomplete class or receives a grade change. Therefore, it is the student's responsibility to notify the Office of Financial Aid when incomplete courses are finished and/or grade changes are made.

2. *Financial Aid Warning*

If a student is not making satisfactory progress under the minimum completion rate standards, he/she will be placed on Financial Aid Warning and allowed the following semester of enrollment to achieve the minimum satisfactory completion rate of 67 percent of all Parkland cumulative hours attempted. If at the end of that semester the student has not met the minimum completion rate of 67 percent of all Parkland cumulative attempted hours, the student will be placed on Financial Aid Suspension status.

If a student is not making satisfactory progress under minimum cumulative college GPA requirement, he/she will be placed on Financial Aid Warning and allowed the following semester of enrollment to achieve the minimum cumulative college GPA of 2.0 or better. If at the end of that semester the student has not met the minimum GPA requirement, the student will be placed on Financial Aid Suspension status.

Note: There is no Financial Aid Warning period for degree or certificate seeking students who have attempted the maximum of 150 percent of the number of credits needed to complete the program (immediate financial aid suspension occurs).

3. *Financial Aid Suspension*

A student who has not met the minimum completion rate of 67 percent after one semester on Financial Aid Warning will be placed on Financial Aid Suspension and not eligible to receive financial aid funds covered under this progress policy.

A student who has attempted 60 or more Parkland credit hours and does not have a

cumulative college GPA of 2.0 or better after one semester on Financial Aid Warning will be placed on Financial Aid Suspension and not eligible to receive financial aid funds covered under this progress policy.

A student enrolled in a degree program who has exceeded 150 percent of the number of credits needed to complete the program (***including all transfer and military credit***) will be placed on Financial Aid Suspension status without a period of Financial Aid Warning.

A student enrolled in a certificate program who has exceeded 150 percent of the number of credits needed to complete the program (***including all transfer and military credit***) will be placed on Financial Aid Suspension status without a period of Financial Aid Warning.

4. ***Financial Aid Reinstatement***

There are two ways a student's eligibility can be reinstated from suspension status:

- a. Meet minimum cumulative completion rate and/or cumulative college GPA requirement standard(s) as set forth in this policy; or
- b. Submit an appeal that is approved by the Financial Aid Appeals Committee placing the student on Financial Aid Probation or Extension.

5. ***Financial Aid Probation Status***

A student who submits a Minimum Course Completion Rate and/or GPA appeal that is approved by the Financial Aid Appeals Committee will be placed on Financial Aid Probation, and financial aid will be reinstated.

Note: While on Financial Aid Probation, the student must complete a minimum of 100 percent of the semester attempted hours with a minimum of a 2.0 semester college GPA. Failure to do so will result in Financial Aid Suspension.

6. ***Financial Aid Extension Status***

A student who submits a Maximum Hours Attempted appeal that is approved by the Financial Aid Appeals Committee will be placed on Financial Aid Extension and have his/her aid reinstated for ONE semester of enrollment.

7. ***Appeal Process***

Students who fail to meet the Parkland Satisfactory Progress requirements defined by this policy may submit a written appeal to the Satisfactory Progress Appeals Committee. Appeal forms are available from the Office of Financial Aid or the Office of Financial Aid website. Appeals must clearly explain why the minimum standard was not met. The Committee will take circumstances, such as medical reasons, family crisis, personal problems, or other circumstances which adversely affected academic performance under consideration. Supporting

documentation should be included with the appeal. The appeal and any supporting documentation should be sent to the Appeals Committee in care of the Parkland Office of Financial Aid.

The Appeals Committee meets at least three times each semester to review appeals. The Office of Financial Aid and Veteran Services will email notification of the Committee's decision to the student's college email. The Appeals Committee is comprised of staff members from other offices within Parkland's Student Services.

A student who submits a Minimum Course Completion Rate and/or GPA appeal that is **not approved** by the Financial Aid Appeals Committee must meet the minimum cumulative completion rate and/or cumulative college GPA requirement standard(s) as set forth in this policy. **Note: The decision of the committee is final.**

A student who submits a Maximum Hours Attempted appeal that is **not approved** by the Financial Aid Appeals Committee will be placed on Financial Aid Cancellation Status. The committee will not accept future appeals for review. **Note: The decision of the committee is final.**

Return of Title IV Funds Policy

The Higher Education Amendment of 1998 requires institutions to calculate the amount of Title IV aid earned by students who totally withdraw from the institution before completing 60 percent of the enrollment term. Parkland must calculate the amount of Title IV funds the student earned for the period enrolled before withdrawing. This process requires Parkland to determine whether any Title IV funds received by or on behalf of that student must be returned or if the student is entitled to further disbursements of awarded Title IV funds. A student who attended more than 60 percent of the payment period earns 100 percent of his or her aid.

The return of Title IV funds formula calculates the amount of Title IV aid to which a withdrawn student is entitled in direct proportion to the percentage of the period that the student attended.

Parkland will notify the student that he or she must repay the overpayment or make satisfactory repayment arrangements within 30 days of determining that a student has completely withdrawn from all classes.

GRADE APPEAL

The awarding of grades for work done in courses is the domain of the faculty.

Students have a right to a grade review to correct an erroneous grade and to a grade

appeal as a remedy for an unfair grade in a course. The term appeal used herein refers to any of the following:

1. the assignment of a grade to a particular student on some basis other than academic or behavioral performance in the course;
2. the assignment of a grade to a particular student by using more exacting or demanding standards than were applied to other students in that course;
3. the assignment of a grade by a substantial departure from the instructor's previously announced or written standards.

Grades found to be in error may be changed by the instructor or, if the instructor is unavailable, the appropriate department chair or academic dean, upon discovery and confirmation of the error. Judgments of unfair grading, however, can only be made by a grade appeal committee, usually within the same discipline.

During the grade appeal process, all procedures and meetings, including names and related information, will be confidential unless otherwise agreed upon by all parties involved.

To request a grade change or appeal, this procedure is to be followed as expediently as reasonably possible, using the following guidelines.

1. The student contacts the instructor by midterm of the following semester (excluding summers) and requests a review and an accounting of how the grade was determined. If the student is satisfied with the response, the procedure ends. (If the student does not wish to or is unable to contact the instructor, he or she may begin with step 2, by midterm of the following semester [excluding summers].)
2. If the student is not satisfied with the instructor's response, he or she then contacts the department chair or designee (e.g., program director). The department chair will proceed to review the grade by gathering all relevant information from the student and the instructor.
 - a. If the department chair determines that an error has occurred, and the instructor is in agreement, the student's grade will be changed accordingly.
 - b. If the instructor, upon review, reconsiders the grade and believes a different grade is more suitable, he or she may change the grade accordingly.
 - c. If the review does not result in a grade change, and if the student accepts the grade, no change is made.
 - d. If the review does not result in a grade change, and the student still wishes to appeal the grade, the department chair will arrange for a grade appeal.
 - e. A student utilizing the grade appeal process is precluded from using the Student Grievance hearing process for the same occurrence.

3. A grade appeal will involve three impartial faculty members, selected by the department chair, from the discipline or a closely related discipline who are knowledgeable about the requirements of the course and the criteria for evaluating student performance. One student selected by student government who has earned a minimum of fifteen (15) hours with at least a 3.0 GPA will also serve on the committee as a voting member. The appeal faculty and student government representative will independently and separately consider all relevant information from the student and the instructor, the student work in the course, and all the other performance requirements (attendance, timeliness of work, etc.) in determining whether the student's grade is in line with normal course, discipline, departmental, college, and professional guidelines and standards.
 - a. If the appeal committee finds, by simple majority vote, that the grade is fair and correct and should not be changed, the appeal for a grade change will be denied.
 - b. If the appeal committee finds, by simple majority vote, that the grade is not fair or correct and should be changed, its decision will be forwarded to the department chair, who will change the grade.
 - c. In the case of a tie vote among the appeal committee members, the department chair will vote to break the tie.
4. If the student is not satisfied with the result of the appeal, he or she may petition the Student Affairs Committee.
 - a. The committee may review the process followed by the department and determine whether it has been carried out completely and fairly, in accordance with due process. If not, the case will be remanded to the department for reconsideration following appropriate guidelines. If all procedures have been followed appropriately and no errors detected, the appeal process is complete and the grade will remain the same as originally issued.
 - b. The committee may review the case to determine if the instructor's requirements and demands are compatible with college policies (attendance, etc.). If not, the case will be remanded to the department for reconsideration with recommended changes in course requirements and reconsideration of the grade appeal. If there are no policy violations, the appeal process is complete and the grade will remain the same as originally issued.
 - c. No reprisal shall be taken by the Board of Trustees, administration, faculty, or staff against any student or faculty because of participation in a grade appeal.
(Approved by PCA 10/16/97)

GRADUATION

CONFERRAL OF DEGREES AND CERTIFICATES

Associate degrees and certificates are conferred at the end of each semester. Students who plan to graduate are encouraged to file a Petition to Graduate form early in the semester prior to the semester in which they anticipate graduation. This form and all other graduation credentials must be on file in the Office of Admissions and Records, room U214, no later than the twelfth week of the fall or spring semester, the third class day of the early summer session, or the sixth week of the full summer session.

Commencement is held each year at the completion of the spring semester. All students who have graduated with an associate's degree or certificate with 30 or more credits since the last commencement, or who expect to graduate at the end of the spring semester or the following summer session, are encouraged to participate. The deadline for filing Spring and Summer Petitions to Graduate in order to participate in commencement is March 1st.

HARASSMENT/DISCRIMINATION - STUDENTS

Parkland College values and respects each and every student and is committed to fostering a diverse educational environment that cultivates the best in each student. This harassment/discrimination policy represents a vital part of maintaining a respectful and productive educational environment.

In general, harassment or discrimination based on race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation, or retaliation for complaining about harassment or discrimination is a violation of federal and state law. Harassment is prohibited in all areas of the College, including off-campus sites. However, this policy does not prohibit constitutionally protected expressions.

HARASSING/DISCRIMINATING BEHAVIOR

Harassment or discrimination is any conduct which is so severe or pervasive that it actually:

- Interferes with an individual's work or education because of expressions based on race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran); marital status, ancestry, disability or sexual orientation or retaliation for complaining about harassment or discrimination;
- Creates an intimidating, hostile, or offensive environment through written, graphic,

or verbal communications including comments, jokes slurs, or negative stereotyping; or interferes with an individual's performance.

Additionally, sexual harassment is specifically prohibited and defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission is made either explicitly or implicitly a term or condition of a student's education or employment;
- Submission to, or rejection of, such conduct by a student is used as a basis for academic decisions affecting the student;
- The sexual conduct has the effect of actually interfering with a student's academic performance or has the effect of creating an intimidating, hostile, offensive, or demeaning educational environment.

Examples of sexual harassment include, but are not limited to:

- Demeaning and/or derogatory harassment toward one's gender, gender expression, or sexual orientation;
- Demeaning behavior, staring, pinching, touching and other physical contact, or blocking the movements of another person
- Unwelcome sexual comments, innuendoes, jokes, abusive personal remarks, etc.
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area
- Offering or implying a reward or threat concerning academic assignments, grades, discipline, or other terms or conditions of the academic situation in exchange for sexual favors
- Unwelcome amorous advances or propositions, physical conduct, obscene gestures
- Obscene, pornographic, discriminatory or sexually explicit phone calls, e-mails, or other communications
- Unwelcome requests for sexual favors or repeated unwelcome social contact
- Sexual assault or other unwelcome sexual contact

Sexual harassment, sexual assault, domestic violence, dating violence, and stalking by any member of the Parkland community will not be tolerated.

RETALIATION PROHIBITED

Students who complain of harassment or discrimination, or provide information related

to such complaints, or oppose harassing and/or discriminating behavior, shall be protected against retaliation. Retaliation is considered as serious as prohibited harassment and immediate and appropriate disciplinary action, up to and including expulsion shall be instituted. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation can include negative actions such as, but not limited to:

- poor performance evaluations;
- change in class assignments or other negative decisions;
- laughing at, ignoring, or failing to take seriously reports/complaint of harassment;
- continuing/escalating harassing behavior after the student objects.

ADDRESSING HARASSMENT/DISCRIMINATION

If you feel you are being harassed, discriminated against, or retaliated against, you are encouraged to notify the Vice President for Student Services, the Office of Human Resources, or a trusted faculty or staff member at the College. If you wish to explore your concerns and options related to harassment, you are encouraged to contact a counselor in the Counseling and Advising Center at the College.

TIMELY REPORTING

An objective of this policy is preventing or intervening when such unwelcome conduct occurs before it creates an uncomfortable or disruptive academic environment. Therefore, students who believe that they have been victims of conduct prohibited by this policy are encouraged to report it immediately.

INVESTIGATION PROCEDURES

In determining alleged harassment/discrimination, the circumstances, the nature of the harassment/discrimination, and the context in which it allegedly occurred may be investigated by the Vice President for Student Services, the office of Human Resources, or a designee as named by the President if there is the potential for a conflict of interest (e.g., the incidents involve either of those offices). The ability of the Vice President for Student Services, the office of Human Resources, or designee, to properly investigate and/or respond to allegations of harassment/discrimination will be limited if the alleged victim is unwilling to provide adequate information, and/or requests confidentiality, and/or the time elapsed has compromised the evidence. Complainant as well as alleged perpetrator may request updates as to the general progress of the investigation.

HEARINGS

Student to student complaints will be referred to the Vice President for Student Services for disposition. If the charges cannot be disposed of by mutual consent

(mediation) or if either party does not adhere to agreed upon sanction(s) or the charges result from a violation of major offense in which suspension or expulsion would be recommended, the Vice President for Student Services will refer the case to a special sub-committee of the student conduct hearing committee. Members of that special sub-committee will be trained to deal with such matters. The composition of the committee will consist of two faculty/staff, two students, and a nonvoting Chair except in the case of a tie vote. At least one member of the voting committee must be of the same gender as the complainant. The Vice President for Student Services will not serve as a member of the committee or as the Chair. The hearing will take place in a timely manner.

The response to student complaints against an employee of the College alleging harassment /discrimination will adhere to the procedures as outlined in Parkland College Employee Policy 3.01 “Harassment/Discrimination - Employees”.

Employee complaints against a student alleging harassment/discrimination will be disposed of by the office of Human Resources and the Vice President for Student Services. If the charges cannot be disposed of by mediation or agreed upon sanctions, the case will be remanded to a special sub-committee of the student conduct hearing committee, as outlined above. The hearing will take place in a timely manner.

HEARING OUTCOME

- If the charges of harassment/discrimination are found to have merit, sanctions will be imposed. These sanctions may include one or several of the following: a written warning, probation, suspension, expulsion, academic accommodations, separation of harasser and harassed, counseling and/or training. If the offender is an employee of the College, the office of Human Resources will be responsible for sanctioning which could include warning, training or termination.
- If the charges of harassment/discrimination are found to have no merit, no sanctions will be imposed.
- Either party may appeal the outcome of the hearing. The appeal process will follow the prescribed procedures as outlined in the Student Conduct Code under Appeals if both parties are students.

RIGHTS OF THE ALLEGED VICTIM/ALLEGED PERPETRATOR

- Advocates for both the alleged victim and alleged perpetrator will be allowed during the investigation and/or hearing.
- The alleged victim may withdraw the charges at any time during the process, although the College may continue with the processes if deemed appropriate.

CONFIDENTIALITY

The confidentiality of all parties who are interviewed or who present information

throughout the proceedings shall be maintained to the extent possible. Information about the allegation of harassment/discrimination shall be shared only on a “need to know” basis.

PROGRAMS

- The College will make every effort to provide a copy of the Harassment/Discrimination policy to all students.
- The College will provide educational awareness programs to address the issue of harassment/discrimination.

PERMIT TO PEACEFULLY ASSEMBLE

POLICY

Parkland College recognizes that students have the right to assemble peacefully. Such assembly may include protests and demonstrations against or in support of any topic or cause.

PROCEDURES

Students wishing to assemble may only do so in one of the designated areas on campus (Flag Lounge, fountain area, or gymnasium) and must complete a permit to do so, available from the Office of Student Life. Only currently enrolled Parkland College students are eligible to file a permit to assemble. The permit to assemble must be approved by the director of student life and the director of public safety at least 48 hours prior to the assembly.

It should be made clear that students choosing to assemble in this manner speak only for themselves and are responsible to ensure that the assembly:

1. does not interfere with the individual rights of others;
2. does not disrupt the normal processes of college life — classes, administration, research;
3. does not utilize amplification equipment — electric or otherwise (megaphones, bullhorns, etc.);
4. does not block entrances to buildings or obstruct traffic in the hallways, on streets, in parking lots, or on sidewalks;
5. does not pose a safety concern.

The Department of Public Safety and/or the vice president for student services has the

authority to regulate, and if necessary, disperse the assembly for reasons listed above.

Approved by Student Government, November 2001; Parkland College Association, April 2002; the Board of Trustees, June 2002.

REFUND POLICIES: TUITION AND FEES

By registering for classes at Parkland College, you assume financial responsibility for all charges billed to your student account. To avoid financial responsibility, if you decide not to attend a class, you must officially drop that class within the stated refund period. Do not assume that your classes are automatically dropped for non-payment or non-attendance. Classes that are not dropped will be graded.

- There will be a full refund of tuition and fees for any course cancelled by the college.
- Dropping a full-semester credit course and at the same time adding a full-semester course is permitted only during the drop without record period. Exceptions will be made after the registration period for schedule changes made for the same course prefix resulting from placement adjustments and will be possible only with the department chair's signature of approval on an Authorization to Add a Class form. Charges or credits will occur if there is a difference in course fees or credit hours of the courses involved in the transaction.
- If a student owes money to the college, the refund will be withheld.
- No refund will be granted when a student is administratively withdrawn from a course or dismissed from the college for disciplinary reasons.
- A student who believes an exception should be made to the refund policy should complete a Request for Billing Adjustment form. Forms are available from the Business Office, room U247.

FULL-SEMESTER COURSES

- A 100 percent refund of tuition and fees will be made if official drop without record from full-semester courses occurs during the first week of the semester.
- No refund of tuition or fees will be made for official withdrawal from full-semester courses after the first week of the session.

PART-SEMESTER COURSES

- For courses that are fewer than fifteen (15) but at least eight (8) weeks in length, a 100 percent refund will be made if the official drop without record occurs during the first week of the session.

- For courses that are fewer than eight (8) weeks in length, the official drop without record must be within one (1) calendar day of the start of the session to qualify for a 100 percent refund.

SUMMER COURSES

- For all summer session courses, a 100 percent refund of tuition and fees will be made if an official drop without record occurs by the end of the day following the first day of class. The last day for students to withdraw from any summer session course is always the Monday before the final exam.

NONCREDIT COURSES

- Refunds are processed by the Business Office, 217-351-2233. You will be responsible for payment of fees associated with these workshops/courses unless you officially drop before the first day of the workshop/course. If the college cancels a course, your drop from the course and your refund of all fees are processed automatically.

Refund dates are printed in the Class Schedule each semester.

RESIDENCE CLASSIFICATION

A resident of District 505 is one who has established a permanent dwelling place (domicile) in the district and shows evidence of continuing intent to remain in the district for non-educational purposes. Evidence of the applicant's residency should be submitted to the Office of Admissions and Records.

A student who takes exception to non-residency ruling should pay the applicable fee and then file an Application for Change of Residence Classification, claiming a refund of the portion in excess of the resident rate within thirty (30) days from the date instruction begins for the semester (15 days for summer term) for which the rate is assessed. A refund will be provided only if a change of residence classification is granted.

For further information, consult the Residency Regulations booklet available from the Office of Admissions and Records.

ADDITIONAL CHARGE FOR NONRESIDENT STUDENTS

Illinois students who are not residents of District 505 must pay an additional charge to cover the difference between the regular tuition and state support and what it costs the college to provide instruction. The additional charge is not assessed a student who obtains an approved Authorization for Partial Student Support (commonly called a chargeback) from his or her local community college district. A chargeback may be obtained to attend Parkland if the program of study the student wants is not available at

his or her community college. To obtain charge-backs, students should apply to their local community college at least thirty (30) days before the start of the semester they expect to enroll at Parkland.

If the community college in a student's district has a cooperative agreement with Parkland for the student's program of study, the proper forms should be obtained from the community college in the student's district and submitted to the Parkland Office of Admissions and Records.

Out-of-state students must pay a charge equal to the college's per capita cost per semester hour, less federal funding. Foreign citizens who attend Parkland must pay the college's full per capita cost per semester hour for the past year.

A current list of fees for out-of-district students is available at the Admissions and Records or Business offices.

SEXUAL ASSAULT

Sexual assault and sexual abuse by any member of the college community will not be tolerated. The college will respond in a firm and judicious manner to all reports of alleged incidents of sexual assault and sexual abuse.

DEFINITIONS

Sexual assault is defined as sexual penetration by the use of force or threat of force. Sexual penetration includes intercourse, sodomy, oral sex, and penetration with an object.

Sexual abuse is defined as acts of a sexual nature not covered under sexual assault and which include but may not be limited to fondling and touching of sexual body parts without consent.

REPORTING

Alleged victims of sexual assault and/or abuse or persons with knowledge of such incidents should file a report immediately to the Department of Public Safety at Parkland College (room X109; phone 217/351-2369) and/or their local law enforcement agency. In the event of actual or suspected sexual assault, immediate medical attention at a local medical emergency department should be obtained. All reports will be thoroughly investigated and referred to the vice president for student services who will conduct a separate investigation.

After investigation and charges are filed by the alleged victim, the case will progress according to the Student Conduct Code. Student conduct investigations and proceedings will be instituted against a student charged with sexual assault or abuse independent of any external criminal charges; these may be carried out prior to, simultaneously with, or

following criminal investigation and/or proceedings off campus. If the charges of sexual assault or abuse are found to have merit, sanctions such as conduct probation, suspension, or expulsion may be imposed. The influence of alcohol and other intoxicants will not be used as a defense for sexual assault or sexual abuse.

Federal law requires that all incidents of sexual assault are to be included in the college's annual crime statistics report available to the public.

EVIDENCE

Every effort should be made by the alleged victim and others to preserve any and all evidence obtained as a result of the incident and present such evidence to the appropriate law enforcement officials for possible use later either in criminal action or college disciplinary action.

RIGHTS OF THE ALLEGED VICTIM/ALLEGED PERPETRATOR

Confidentiality of both the alleged victim and alleged perpetrator will be maintained throughout the investigation and hearing. The case will be handled as any other student discipline case. However, the results of the investigation and findings of the student conduct hearing will be reported to the alleged victim as well as the alleged perpetrator.

EDUCATIONAL PROGRAMS

For detailed information regarding sexual assault and sexual abuse, prevention, preserving evidence, and resources, please refer to the brochure entitled "Sexual Assault," available from the vice president for student services' office, room U334; Department of Public Safety, room X109; the Wellness Center, room U116; and the Counseling and Advising Center, room U267.

TOBACCO USE POLICY

Smoking and use of smokeless tobacco are prohibited in all College buildings and College vehicles. Smoking is also prohibited within fifty (50) feet of all entrances to the College. Smoking receptacles will be located at those locations until the campus becomes smoke-free July 1, 2015.

STUDENT GRIEVANCE POLICY AND PROCEDURE

POLICY

A student grievance exists when a student claims that a violation, misapplication, or misinterpretation of a Parkland College policy, procedure, or practice has occurred. A

student filing a grievance should follow the procedures outlined.

PROCEDURES

Should a condition exist that a student feels is in violation of the rules, procedures, policies, or other standards of the college, it is important that he or she bring it to the attention of the appropriate person or committee.

During the process of a grievance, all procedures, meetings, names, and related information will be confidential unless otherwise mutually agreed upon by all the parties involved.

INFORMAL PROCESS

It is best for everyone concerned if problems can be resolved informally. Therefore, before the formal grievance process is instituted, the student is expected to meet with the person whom s/he believes has violated, misapplied, or misinterpreted the policy or procedure. If the student does not believe that s/he is able to do that, s/he needs to meet and discuss the incident with the supervisor of the staff or department chair of the faculty member. This informal meeting needs to take place no later than five (5) days after the occurrence that gave rise to the complaint. The vice president for student services is available to give students guidance in the informal process as well as in the formal process.

If a student believes s/he has been discriminated against because of race, color, sex, gender, gender expression, national origin, religion, age, veteran status (including Vietnam veteran), marital status, ancestry, disability or sexual orientation in any way by college personnel, it is important that s/he bring the situation to the attention of the employee relations manager in the Office of Human Resources, vice president for student services, or a designee named by the president if there is a potential for a conflict of interest (e.g., the condition involves the department of human resources or vice president). If a student believes s/he has been discriminated against because of disability, it is important that s/he bring the situation to the attention of the director of disability services.

FORMAL PROCESS

If the student is not satisfied with the results of the informal process, s/he should initiate the formal process no later than 10 (ten) school days after the completion of the informal process and no later than 15 (fifteen) school days after the occurrence that caused the complaint. (School days are defined as weekdays - Monday through Friday- when classes are in session during the fall and spring semesters). Items not resolved prior to the end of the spring semester or during summer semesters may be suspended until the first day of classes of the immediate subsequent fall semester, following the guidelines below.

1. The student must obtain a Grievance form from the vice president for student services, who will discuss with the student the procedure for filing a formal

grievance.

2. As instructed on the Grievance form, the student must submit the grievance to the supervisor of the person charged. The supervisor will immediately deliver a copy to the charged employee, who must respond in writing to the student within five (5) school days and provide the supervisor with a copy of the response.
3. The student, if not satisfied by the reply, or if not in receipt of a reply within five (5) school days, may then appeal, in writing, within five (5) additional school days to the Student Grievance Committee. The student appeal goes to the vice president for student services who will initiate the hearing process. The charged party will be informed. This appeal should include copies of any responses from the charged employee and the supervisor. The chair of the Student Grievance Committee will initiate a hearing within twenty (20) school days.
4. Items not resolved prior to the end of the semester will be suspended until the following semester. The vice president for student services and chair of the Student Grievance Committee may at their discretion continue the grievance process during the breaks or summer sessions.
5. A student utilizing the Student Grievance hearing process is precluded from using the Grade Appeal process for the same occurrence.

STUDENT GRIEVANCE COMMITTEE

Composition of the committee

1. The Student Grievance Committee shall be composed of three faculty members from three different disciplines and three students selected from a pool of students approved and trained by the dean of students. In addition, the chairperson of the PCA Student Affairs Committee shall be an ex officio member of the Student Grievance Committee and have voting power only in case of a tie vote. Student Grievance Committee members must be present at the hearing in order to vote.
2. No charged or charging party in a grievance shall serve as a member of the Student Grievance Committee when the grievance is being considered. If the chairperson of the Student Grievance Committee is a party in the grievance, a temporary chairperson shall be appointed by the Parkland College Association's president.

Charge guidelines

Charges brought before the Student Grievance Committee should be presented in the following format:

1. full name, address, and telephone number (if any) of the person(s) making the charge;
2. full name of each person being charged and a list of specifics against each person charged;

3. a list of charges and a concise chronological description of the incident(s) on which each charge is based (including dates, times, locations, and persons present);
4. a list and brief description of all physical evidence to be presented to the Student Grievance Committee;
5. a list of all witnesses to be presented and a brief description of the relevance of the testimony of each witness; The list of witnesses must include the name(s) of the charged party(ies) in order for them to be called as witnesses by the charging party. The charging party retains the option to call or not call the charged party(ies) as a witness as long as the charged parties' names appear on the list of witnesses;
6. a description of the recommendation sought from the Student Grievance Committee.

Hearing guidelines

1. The involved parties shall have the right to be assisted by any relative, Parkland College student, Parkland College employee, or any other designee who serves as an advisor. The advisor's role is limited to advising the involved parties. Each of the involved parties is responsible for presenting his or her own case, and therefore, advisors are not permitted to speak to committee members during the hearing or participate directly in any hearing before a Student Grievance Committee.
2. The hearing shall be private (restricted to committee members, the grievant, the charged party, the parties' advisors, and witnesses).
3. A tape recording of the hearing (except for executive sessions) will be made by a designated employee of the college and copies of the tape recording will be available at cost to the involved parties. No other recordings shall be allowed.
4. The chair of the Student Grievance Committee shall have the power to call the hearing into executive session.
5. The Student Grievance Committee shall consider only information pertaining to the list of specific charges and introduced as evidence at the hearing. No new charges or evidence may be introduced by the charging party during the hearing.
6. The burden of proof shall lie with the charging party. The charging party may opt not to require the charged party to appear as a witness. However, such option shall not exclude the committee from calling upon the charged employee for testimony if the committee so desires.
7. Seven (7) copies of any materials from either party to be read by the committee must be submitted to the chair no later than ten (10) school days before the hearing.
8. The charged party will provide a list to the chair of all witnesses to be presented, and a brief description of the relevance of the testimony of each witness.

Hearing procedures

1. The chair of the Student Grievance Committee will preside over the hearing and introduce all participants.
2. The chair will read aloud the list of the specific charges being made against each charged party and actions sought against each.
3. The charging party will present his or her case first, including testimony of witnesses, if any. Following testimony, each witness may be asked questions. The questioning must pertain to the original testimony. Witnesses will provide information to, and answer questions from, the Student Grievance Committee. Questions may be suggested by the involved parties to be answered by each other or by other witnesses. Questioning will be conducted by the Student Grievance Committee with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.
4. The charged party will present his or her case in the same manner as the charging party.
5. Upon conclusion of the charged party's case, the charging party may summarize, followed by the summary by the charged party.

Report of hearing

The chair of the Student Grievance Committee shall write or delegate the writing of the final report to be completed within seventy-two (72) hours of the decision. The report shall consist of the following:

1. a copy of the charges and responses;
2. a summary of the Student Grievance hearing;
3. the conclusions reached by the Student Grievance Committee on the basis of the evidence presented;
4. the decisions for the disposition of the case. The report shall be sent to the appropriate vice president who will act on or send it to the proper college official responsible for action and will communicate to the parties within five (5) school days, or as soon as possible.

Withdrawal

The student may withdraw the grievance at any time.

Right of appeal

Within ten (10) school days after the decision of the Student Grievance Committee is presented, an appeal may be made in writing by either party to the college president. An appeal shall be limited to the review of the verbatim record and supporting

documents of the Grievance Hearing. No new information is to be presented.

No reprisals

No reprisals shall be taken by the Board of Trustees, administration, faculty, or staff against any student or faculty because of participation in a grievance.

Grievance records

Grievance records will be maintained for at least one (1) year by the vice president for student services.

For more information concerning the student grievance process, contact the vice president for student services.

STUDENT RECORDS

Educational records are maintained by the Office of Admissions and Records in room U214. In accordance with college policy and state and federal regulations, student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. For further information, consult the “FERPA—What You Should Know about Your Rights” booklet available at the Office of Admissions and Records.

PRIVACY ACT

The Family Educational Rights and Privacy Act (PL 93-380) includes provisions that protect the privacy of students. One provision requires educational institutions to allow students to suppress certain information regarded as public directory information. A full description of Parkland College’s policies and procedures for release of information about students can be found in the Parkland College Policy and Procedure Manual: <http://www.parkland.edu/Media/Website%20Resources/PDF/policiesandprocedures/Policy%20and%20Procedures.pdf#page=121>

PUBLIC DIRECTORY INFORMATION

Parkland defines public directory information as: name; addresses; Parkland e-mail address; photo ID pictures; telephone numbers; major field of study; dates of attendance; enrollment status (full- or part-time, hours enrolled in or completed); degrees, honors, certificates received or anticipated; weight and height if athletic team member; participation in officially recognized activities and sports; and institutions previously attended.

A student may suppress the above public information items by completing and submitting a Public Directory Information form prior to the second week of class (first week of class for summer term). Forms may be obtained from the Office of Admissions

and Records in room U214.

RELEASE OF FINANCIAL INFORMATION

The Financial Aid office will release information about the financial status of a student to those parties within the college concerned with financial welfare as related to the student's attendance at Parkland. Inquiries from off-campus agencies and individuals such as landlords will be answered only if the student has completed a Consent to Release Information form, which is available from the Financial Aid and Veteran Services office, room U286.

TRANSCRIPTS

A transcript is an official record of a student's academic history of course enrollment and achievements. All courses officially attempted are listed.

An official Parkland transcript, available from the Office of Admissions and Records, is signed and dated by the registrar and mailed directly to another institution or business. A fee of \$3 is charged for each transcript requested. All transcript requests must be in writing and signed by the student whose official record is being requested.

Parkland cannot forward the original or a copy of any document received by Parkland from another institution or agency to a third party. Transcripts, test scores, and other documents must be requested by the student from the originating institution or agency.

PARKLAND COLLEGE STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment, and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the

classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards, and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

SECTION I — FREEDOM OF ACCESS TO HIGHER EDUCATION

Parkland College is an open-door institution that, within the limits of its facilities and subject to the prevailing admissions policy, is open to all students. The facilities and services of the college are open to all of its enrolled students.

SECTION II — IN THE CLASSROOM

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of freedom of expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against improper academic evaluation

Students are protected through orderly procedures against prejudice or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection against improper disclosure

Information about student views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

SECTION III — STUDENT RECORDS

Parkland has a written policy as to the information which should be part of a student's

permanent educational record, and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records are separate, and the conditions of access to each are set forth in an explicit policy statement. No records are kept which reflect the political activities or beliefs of the students. Provisions are also made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members shall respect confidential information about students that they acquire in the course of their work.

SECTION IV — STUDENT AFFAIRS

The following standards will be maintained:

A. Freedom of association

Students are free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization are determined by vote of only those persons who are bona fide Parkland students.
2. Affiliation with an extramural organization does not itself disqualify a student organization from institutional recognition.
3. Each organization is free to choose its own advisor, and institutional recognition will not be withheld or withdrawn solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They are not required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, religion, disability, gender, sexual orientation, color, age, marital status, veteran status, Vietnam veteran era, ancestry, or national origin.

B. Freedom of inquiry and expression

1. Students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students are allowed to invite and to hear any person of their own choosing. The routine procedures required by Parkland before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. It should be emphasized to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student participation in institutional government

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy, and on matters of general interest to the student body. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government and both its general and specific responsibilities are explicitly stated in the Parkland College Student Association Constitution.

D. Student publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion, and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities, and of formulating student opinion on various issues on the campus and in the world at large.

The development and interpretation of student publication policies are the responsibility of a Publications Board composed of an equal number of students and faculty.

SECTION V — OFF-CAMPUS FREEDOM OF STUDENTS

A. Exercise of rights of citizenship

Parkland students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

B. Institutional authority and civil penalties

Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional

authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his or her off-campus activity, such as those relating to class attendance, will be subject to no greater penalty than would normally be imposed. Institutional action is independent of community pressure.

SECTION VI — PARKLAND COLLEGE STUDENT CONDUCT CODE

See following section in this booklet.

PARKLAND COLLEGE STUDENT CONDUCT CODE

PREAMBLE

In assisting students to develop responsible behavior, the Student Conduct Code has been developed to play a complementary role to counseling, guidance, and other forms of student development actions. At the same time, the college has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for its students and through the regulations of the use of its facilities.

Discipline will be administered so as to guarantee procedural fairness to an accused student. The regular disciplinary procedures and standards of conduct, including the student's right to appeal a decision, will be clearly formulated and communicated in advance. Disciplinary procedures may vary in formality with the gravity of the offense and the sanctions that may be applied. Some Student Conduct Code violations may be adjudicated informally under prescribed procedures.

Parkland College will adhere to procedural fair play by requiring that in all situations the student be informed of the nature of the charges against him or her, and that he or she be given a fair opportunity to refute them.

ARTICLE I: DEFINITIONS

- A. The term Parkland College means Parkland College District 505. The term "Parkland College" includes all land, buildings, facilities, and other property in the possession

of or owned, used, or controlled by Parkland College (including adjacent streets and sidewalks).

- B. The term “student” includes all persons taking courses at Parkland College, both full-time and part-time, credit or noncredit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Parkland College are considered “students.”
- C. The term “faculty member” means any person hired by Parkland College to conduct classroom activities, including counselors and librarians who hold faculty status.
- D. The term “Parkland College official” includes any person employed by Parkland College, performing assigned administrative or professional responsibilities.
- E. The term “member of Parkland College community” includes any person who is a student, faculty member, Parkland College official, or any other person employed by Parkland College.
- F. The term “complainant” means any person who submits a charge alleging that a student violated the Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
- G. The term “accused student” means any student accused of violating the Student Conduct Code.
- H. The term “organization” means any number of persons who have complied with the formal requirements for Parkland College Student Government Recognition.
- I. The term “Student Conduct Committee” means any person or persons authorized by the vice president for student services to determine whether a student has violated the Student Conduct Code and to recommend imposition of sanctions.
- J. The term “student conduct advisor” means a Parkland College official authorized on a case-by-case basis by the dean of students to impose sanctions upon students found to have violated the Student Conduct Code. The dean of students may authorize the student conduct advisor to serve simultaneously as a student conduct advisor and the sole member or one of the members of a Student Conduct Committee. Nothing shall prevent 1) the dean of students from authorizing the same student conduct advisor to impose sanctions in all cases or 2) the dean of students to serve as the student conduct advisor.
- K. The term “Appellate Board” means any person/persons authorized by the dean of students to consider an appeal from a Student Conduct Committee’s determination that a student has violated the Student Conduct Code or from the sanctions imposed by the student conduct advisor.

- L. The term “shall” is used in the imperative sense.
- M. The term “may” is used in the permissive sense.
- N. The dean of students is that person designated by the Parkland College vice president for student services to be responsible for the administration of the Student Conduct Code.
- O. The term “policy” is defined as the written regulations of Parkland College as found in, but not limited to, the college catalog and Parkland College Student Policies and Procedures Manual.
- P. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Parkland College faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- Q. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ARTICLE II: JUDICIAL AUTHORITY

- A. The chairperson of the PCA Student Affairs Committee shall determine the composition of the Student Conduct Committee and Appellate Boards and determine which Student Conduct Committee, student conduct advisor, and Appellate Board shall be authorized to hear each case.
- B. The dean of students shall develop policies for the administration of the student conduct program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Conduct Code.
- C. Decisions made by a Student Conduct Committee and/or student conduct advisor shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

- A. Jurisdiction of Parkland College

Generally, Parkland College jurisdiction and discipline shall be limited to conduct which occurs on Parkland College premises and other officially recognized off-campus locations or events in which Parkland College is represented as a sponsor or participant. Conduct that adversely affects the Parkland College community and/or

the pursuit of its objectives may be included and adjudicated, however, regardless of location of said conduct. It is the sole discretion of the dean of students to decide on a case by case basis whether the Student Conduct Code shall be applied to conduct occurring off campus. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, which may include conduct occurring before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, and even conduct not discovered until after a degree is awarded.

B. Conduct — Rules and regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty, including but not limited to the following:
 - a. cheating, plagiarism, or other forms of academic dishonesty covered under the Student Policies and Procedures Manual;
 - b. furnishing false information to any Parkland College official, faculty member, or office;
 - c. forgery, alteration, or misuse of any Parkland College document, record, or instrument of identification;
 - d. tampering with the election of any Parkland College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Parkland College activities, including its public service functions on or off campus, or other authorized non-Parkland College activities, when the act occurs on Parkland premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. This is to include acts or threats to one's personal safety and/or life.
4. Attempted or actual theft of and/or damage to property of Parkland College or property of a member of the Parkland College community or other personal or public property, on or off campus.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense, nor will apathy or acquiescence in the presence of hazing.
6. Failure to comply with directions of Parkland College officials or law enforcement

officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

7. Unauthorized possession, duplication, or use of keys to Parkland College premises or unauthorized entry to or use of Parkland College premises.
8. Violation of any Parkland College policies, rules, or regulations published in hard copy or available electronically on the Parkland College website.
9. Violation of federal, state, or local law on Parkland College premises or at Parkland College sponsored or supervised activities.
10. Use, possession, manufacture, or distribution of illegal drugs or controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages on property, or intoxication at any college sponsored event on or off campus, or appearance on campus while under the influence of intoxicants. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, look-alike weapons, or dangerous chemicals on Parkland College premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
13. Participation in a campus demonstration which disrupts the normal operations of Parkland College and infringes on the rights of other members of the Parkland College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian traffic inside or outside the facilities or vehicular traffic on Parkland College premises or at Parkland College sponsored or supervised functions.
15. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Parkland College premises or at functions sponsored or participated in by Parkland College. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio, video, or photographic record of any person while on Parkland College premises without his/her prior knowledge, or without his/her effective consent when such a record is likely to cause injury or distress.
16. Theft or other abuse of computer facilities and resources, including but not limited to:

- a. unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
- b. unauthorized transfer of a file or software;
- c. unauthorized use of another individual's identification and password;
- d. use of computing facilities to interfere with the work of another student, faculty member, or Parkland College official;
- e. use of computing facilities to send obscene or abusive messages;
- f. use of computing facilities to interfere with normal operation of any Parkland College computing system;
- g. use of computing facilities and resources in violation of copyright laws;
- h. violation of the Parkland computer/e-mail use policies.

17. Abuse of the student conduct system, including but not limited to:

- a. failure to obey the notification from a Student Conduct Committee or Parkland College official;
- b. falsification, distortion, or misrepresentation of information before a Student Conduct Committee;
- c. disruption or interference with the orderly conduct of a student conduct proceeding;
- d. interruption of a student conduct proceeding knowingly without cause;
- e. attempting to discourage an individual's proper participation in, or use of, the student conduct system;
- f. attempting to influence the impartiality of a member of the Student Conduct Committee prior to, and/or during the course of the student conduct proceeding;
- g. harassment (verbal or physical) and/or intimidation of a member of the student conduct system and/or a Student Conduct Committee prior to, during, and/or after a student conduct proceeding;
- h. failure to comply with the sanction(s) imposed under the Student Conduct Code;
- i. influencing or attempting to influence another person to commit an abuse of the student conduct system.

- 18. Violating special safety regulations that are necessary to govern various facilities and activities of the college.

19. Violating the sexual assault policy of the college.

20. Violating the policy on harassment/discrimination of students.

C. Violation of law and Parkland College discipline

1. Parkland College administration may institute disciplinary proceedings against a student charged with violation of a law that is also a violation of this Student Conduct Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, Parkland College will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before a Student Conduct Committee under the Student Conduct Code, Parkland College may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters will be handled internally within the Parkland College community. Parkland College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

D. Standards and procedures for involuntary administrative withdrawal

Standards for withdrawal

1. A student will be subject to involuntary administrative withdrawal from their course(s) and/or Parkland College, if it is determined, by clear and convincing evidence, that the student:
 - a. engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others;
 - b. engages or threatens to engage in behavior which would cause significant property damage, or directly and substantially impedes the lawful activities of others;
 - c. engages or threatens to engage in behavior which significantly disrupts or obstructs teaching and learning; or
 - d. lacks the ability to comply with the published Parkland College policies, rules, and regulations as a result of a mental disorder.

2. These standards do not preclude removal from Parkland College, in accordance with provisions of other college rules or regulations.

Violations of disciplinary regulations

3. A student accused of violating the Parkland College Student Conduct Code may be diverted from the student conduct process and withdrawn in accordance with these standards, if the student, as a result of mental disorder:
 - a. lacks the capacity to respond to pending student conduct charges; or
 - b. did not know the nature or wrongfulness of the conduct at the time of the offense.
4. Students subject to student conduct charges who wish to introduce relevant evidence of any mental disorder must so inform the dean of students in writing at least two (2) business days prior to any student conduct hearing. If the dean of students determines that the information provided may have merit, the case shall then be resolved in accordance with these standards and procedures. Thereafter, if it is determined that the student does not meet the criteria set forth in part 3, the case will be returned to the student conduct process. Evidence of any mental disorder may not be admitted into evidence or considered by the Student Conduct Committee in any student conduct proceeding.

Referral for evaluation

5. The dean of students may refer a student for evaluation by an independent licensed psychiatrist or psychologist chosen by Parkland College, if the dean of students reasonably believes that the student may meet the criteria set forth in paragraph 1, or if a student subject to student conduct charges wishes to introduce relevant evidence of any mental disorder. Parkland will incur all expenses for the initial evaluation. The student will assume future costs associated with evaluation, hearing, etc.
6. Students referred for evaluation in accordance with this part shall be so informed in writing, either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The evaluation must be completed within five (5) business days from the date of the referral letter, unless an extension is granted by the dean of students in writing. Students may be accompanied by a licensed psychologist or psychiatrist of their choice, who may observe, but not participate in the evaluation process. Legal representation will not be permitted.
7. Any pending disciplinary action may be withheld until the evaluation is completed, at the discretion of the dean of students.
8. A student who fails to complete the evaluation in accordance with these

standards and procedures may be withdrawn on an interim basis, as set forth in paragraphs 9-12, or referred for disciplinary action, or both.

Interim withdrawal

9. An interim administrative withdrawal may be implemented immediately if a student fails to complete an evaluation, as provided by paragraphs 5 and 6 of these standards and procedures. Also, an interim withdrawal may be implemented immediately if the dean of students determines that a student may be suffering from a mental disorder, and the student's behavior poses an imminent danger of:
 - a. causing serious physical harm to the student or others; or
 - b. causing significant property damage, or directly and substantially impeding the lawful activities of others.
10. A student subject to an interim withdrawal shall be given written notice of the withdrawal either by personal delivery or by certified mail, and shall be given a copy of these standards and procedures. The student shall then be given an opportunity to appear personally before the dean of students two (2) business days from the effective date of the interim withdrawal, in order to review the following issues only:
 - a. the reliability of the information concerning the student's behavior;
 - b. whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage, or directly and substantially impeding the lawful activities of others;
 - c. whether or not the student has completed an evaluation, in accordance with these standards and procedures.
11. A student subject to interim withdrawal may be assisted in the proceeding specified in paragraph 10 by a family member and a licensed psychologist or psychiatrist, or in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of Parkland College. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student. Students will be expected to speak for themselves whenever possible. Associated costs for legal counsel or licensed psychologist or psychiatrist shall be incurred by the student.
12. An informal hearing, as provided in paragraph 3, will be held within seven (7) school days after the student has been evaluated by the appropriate mental health professional. Such evaluation should be undertaken within two (2) school days after the student submits a proper request for an appointment. The student will remain withdrawn on an interim basis pending completion of the informal hearing, but will be allowed to enter upon the campus to attend the hearing, or

for other necessary purposes, as authorized in writing by the dean of students.

Informal hearing

13. Students subject to an involuntary withdrawal shall be accorded an informal hearing before the dean of students. The following guidelines will be applicable.
 - a. Students will be informed of the time, date, and location of the informal hearing, in writing, either by personal delivery or certified mail, at least two (2) business days in advance.
 - b. The entire case file, including an evaluation prepared pursuant to paragraph 5 of these standards and procedures, and the names of prospective witnesses, will be available for inspection by the student in the dean of students' office during normal business hours. The file, which should be available at least two (2) school days before the informal hearing, need not include the personal and confidential notes of any institutional official or participant in the evaluation process.
 - c. The informal hearing shall be conversational and non-adversarial. Formal rules of evidence will not apply. The dean of students shall exercise active control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Any person who disrupts the hearing may be excluded.
 - d. The student may choose to be assisted by a family member and a licensed psychologist or psychiatrist or, in lieu of a licensed psychologist or psychiatrist, by a member of the faculty or staff of Parkland College. Furthermore, the student may be accompanied by legal counsel, although the role of counsel will be limited to providing legal advice to the student.
 - e. Those assisting the student, except for legal counsel, will be given reasonable time to ask relevant questions of any individual appearing at the informal hearing, as well as to present relevant evidence.
 - f. Whenever possible, the student will be expected to respond to questions asked by the dean of students. Students who refuse to answer due to concerns about incrimination may be informed that the dean of students could draw a negative inference from their refusal, which might result in their dismissal from the institution, in accordance with these standards and procedures.
 - g. The informal hearing may be conducted in the absence of a student who fails to appear after proper notice.
 - h. The mental health professional who prepared the evaluation pursuant to paragraph 5 of these standards and procedures may be expected to appear at the informal hearing, and to respond to relevant questions, upon request of

any party, if the dean of students or designee determines that such participation is essential to the resolution of a dispositive issue in the case.

- i. The dean of students or designee may permit a Parkland official and the mental health professional who prepared the evaluation to appear at the informal hearing and to present evidence in support of any withdrawal recommendation. Such evidence will not be presented by legal counsel for the college.
- j. The informal hearing shall be tape recorded by the dean of students or designee. The tape(s) shall be kept with the pertinent case file for as long as the case file is maintained by the institution.
- k. A written decision shall be rendered by the dean of students within five (5) school days after the completion of the informal hearing. The written decision, which should be mailed or personally delivered to the student, should contain a statement of reasons for any determination leading to involuntary withdrawal. The student should also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.
- l. The decision of the dean of students shall be final and conclusive and not subject to appeal.

Deviations from established procedures

14. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless significant prejudice to a student may result.

** Adapted from "The Dismissal of Students with Mental Disorders," by Gary Pavela, J.D.*

ARTICLE IV: JUDICIAL POLICIES

A. Charges and hearings

1. Any member of the Parkland College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the dean of students who is responsible for the administration of the Parkland College student conduct system. Any charges should be submitted as soon as possible after the event takes place, preferably within five (5) school days.
2. A member of the Parkland College community may receive a complaint from a person who is not a member of the Parkland College community as defined in this code. Charges presented directly to the dean of students by persons "outside" of the Parkland community will be evaluated for possible disposition action under the provisions of the Student Conduct Code. Other Parkland

community members should refer complaints or charges that indicate a possible violation of the Student Conduct Code to the dean of students for disposition action within five (5) school days.

3. The dean of students or student conduct advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively or through mediation with the consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings provided all parties adhere to the agreed upon sanctions. If the charges cannot be disposed of by mutual consent or if either party does not adhere to agreed upon sanction(s) or the charges result from a violation of a major offense, the dean of students may refer the case to the student conduct advisor who shall proceed with a disciplinary hearing.
4. All charges shall be presented to the accused student in written form and mailed to the student's local address of record. A time shall be set for a hearing, not less than five (5) nor more than ten (10) school days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the dean of students.
5. The accused student shall be presented with a summary of the documentation. In addition, the accused student shall be allowed to examine any pertinent information that will be presented in the hearing. At a student conduct hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply.
6. Hearings shall be conducted by the Student Conduct Committee under the following guidelines.
 - a. Composition of the Committee
 - i. Two students selected from a pool of students approved and trained by the dean of students. If absolutely necessary and to expedite the hearing, one student may be used.
 - ii. Two employees of the college selected from a pool of employees appointed by the Parkland College Association Senate. This pool will perform as an ad hoc subcommittee of the Student Affairs Committee of the Senate.
 - iii. The chair will be the student conduct advisor or his or her designee. This position will be nonvoting except in tie votes.
 - iv. Other college policies may dictate a variance of this committee composition to include specially trained members — both faculty and students. Composition is dictated by that policy's procedure.
 - b. The hearing shall be private, (restricted to committee members, the complainant, the charged party(ies) the charged parties' advisors, and

witnesses). Admission of any person to the hearing shall be determined at the discretion of the dean of students and normally with the consent of the accused student.

- c. In hearings involving more than one accused student, the chairperson of the Discipline Hearing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted jointly.
- d. The involved parties shall have the right of counsel by any relative, Parkland College student, Parkland College employee, or any other designee who serves as an advisor. The advisor's role is limited to advising the student. The complainant and the accused are responsible for presenting their own cases, and therefore, advisors are not permitted to speak to committee members during a hearing or participate directly in any hearing before a Student Conduct Committee.
- e. The complainant, the accused student, and the Student Conduct Committee shall have the privilege of presenting witnesses. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Student Conduct hearing. Witnesses will provide information to, and answer questions from, the Student Conduct Committee. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. Questioning will be conducted by the Student Conduct Committee with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.
- f. Pertinent records, exhibits, and written statements may be presented for consideration by a Student Conduct Committee at the discretion of the chairperson.
- g. All procedural questions during the hearing are subject to the final decision of the chairperson of the Student Conduct Committee
- h. After the hearing, the Student Conduct Committee shall determine (by the majority vote) whether the student has violated each section of the Student Conduct Code which the student is charged with violating.
- i. The Student Conduct Committee determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code.
- j. The accused student will be notified of his or her right to appeal.

- k. To ensure the student understands his or her rights, the “Garrity Procedures” will be read to the accused student prior to questioning and/or allowing the student to make a statement. *(Please refer to Article III.D.13f of the Parkland College Student Conduct Code)*
7. There shall be a single verbatim record, such as a tape recording, of all formal proceedings during a discipline hearing. The record shall be the property of Parkland College.
8. If an accused student, with notice, does not appear before a Student Conduct Committee hearing, the information in support of the charges shall be presented and considered even if the accused student is not present.
9. The Student Conduct Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing through the use of written statements or other means, where and as determined in the sole judgment of the student conduct advisor to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code.
 - a. Warning — A notice in writing to the student that the student is violating or has violated the Student Conduct Code and if the conduct continues more stringent sanctions shall be imposed.
 - b. Probation — Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any conduct code during the probationary period.
 - c. Loss of privileges — Denial of specified privileges for a designated period of time.
 - d. Fines — Previously established and published fines may be imposed.
 - e. Restitution — Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary sanctions — Work assignments, service to Parkland College, or other related discretionary assignments (such assignments must have the prior approval of the student conduct advisor or vice president for student services).
 - g. Administrative Withdrawal—Removal of the student from one or more Parkland College courses.
 - h. Parkland College suspension — Separation of the student from Parkland

College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- i. Parkland College expulsion — Permanent separation of the student from Parkland College. Student may petition for reentry after a minimum of one (1) academic year has elapsed since imposition of expulsion.
 - j. Revocation of admission and/or degree — Admission to, or a degree awarded from, the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - k. Withholding degree — The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than Parkland College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions and Parkland College suspension. Parkland College expulsion records may be expunged upon written request by the student to the student conduct advisor or dean of students.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in B1, a through f.
 - b. Deactivation — Loss of all privileges, including Parkland College recognition, for a specified period of time.
 5. In each case in which a Student Conduct Committee determines that a student has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the student conduct advisor. In cases in which persons other than or in addition to the student conduct advisor have been authorized to serve as the Student Conduct Committee, the recommendation of all members of the Student Conduct Committee shall be considered by the student conduct advisor in determining sanctions. The student conduct advisor is not limited to sanctions recommended by members of the Student Conduct Committee. Following the hearing, the Student Conduct Committee and student conduct advisor or dean of students shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

C. Interim suspension

In certain circumstances, the dean of students may impose suspension prior to the

hearing before a Student Conduct Committee.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the Parkland College community or preservation of Parkland College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of Parkland College.
2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other Parkland College activities or privileges for which the student might otherwise be eligible, as the dean of students or the student conduct advisor may determine to be appropriate.

D. Appeals

1. A decision reached by the Student Conduct Committee or a sanction imposed by the student conduct advisor may be appealed by accused students or complainants to an Appellate Board within ten (10) school days of the decision. Such appeals shall be in writing and shall be delivered to the dean of students or student conduct advisor. A student utilizing the Student Conduct hearing appeal process is restricted from using the Student Grievance hearing process for the same occurrence. The student may use the Student Grievance process, however, if the grievance has no parties or charges related to the conduct process that is being appealed.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes.
 - a. To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial information; that is, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information

and/or facts were not known to the person appealing at the time of the original Student Conduct hearing.

3. If an appeal is upheld by the Appellate Board, the matter shall be remanded to the original Student Conduct Committee and student conduct advisor for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).
4. In cases involving appeals by students accused of violating the Student Conduct Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student.
5. In cases involving appeals by the complainant(s), the dean of students or student conduct advisor may, upon review of the case by the Appellate Board, remand it to the original Student Conduct Committee for reconsideration.
6. In the event the student disagrees with the decision of the Appellate Board, the student may file a final appeal to the president. After receipt of the Appellate Board's decision, the student may file in writing the reason for the appeal to the president within five (5) school days. The president shall have the option of hearing the matter and may remand the matter consistent with the Appellate Board's decision.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of the interpretation regarding the Student Conduct Code shall be referred to the dean of students or student conduct advisor.
- B. The Student Conduct Code shall be reviewed every two (2) years under the direction of the dean of students.
- C. If any provision in this Student Conduct Code is or shall at any time be contrary to or unauthorized by federal or state law, then such provisions shall not be applicable, performed, or enforced except to the extent permitted by law.

Note: The Parkland College Student Conduct Code is based on the work of Edward N. Stoner, II and John Wesley Lowery (2004). See The Journal of College and University Law, Vol. 31, No. 1, published by the National Association of College and University Attorneys and the Notre Dame Law School.

INDEX

A

Academic

- dismissal, 6
- exceptions, 3
- exclusion, 3
- honesty, 3-5
- probation, 6
- standards, 5-6
- suspension, 6
- warning, 5

Admission policy, 8-11

Alcohol and other drug use, 11-14

- Community resources, 13-14

Americans with Disabilities Act

- grievance policy and procedures, 6-8

Appeals

- disciplinary, 60
- financial aid, 23-24

Assembly rights 31-32

Assessment and course placement, 14-15

C

Certificate conferral, 27

Chargebacks, 33-34

Cheating, 3-4, 16

Chronic communicable diseases, 15-16

Commencement, 27

Computer/network usage, 16-17

D

Degree conferral, 27

Disabilities grievances, 6-8

Discipline

- charges, 55
- hearings, 55-61
- expulsion, 59
- sanctions, 59

Discrimination, 27-31

Drop/withdrawal procedures policy, 18-19

E

E-mail access and use, 19-20

F

Financial aid: satisfactory academic progress policy, 20-24

Freedoms (student rights), 42-45

G

Grade appeal (change), 24-26, 37

Graduation, 27

Grievance policy and procedures, 6-8, 35-40

H

- Harassment/discrimination, 27-31, 47-51
- Hazing, 48
- Health career program admission, 10-11
- Hearings,
 - disciplinary, 55-61
 - harassment/discrimination, 29-30

I

- Interim suspension, 59
- Interim withdrawal, 53
- International student admission, 9
- Interpretation and revision,
 - Student Conduct Code, 61
- Involuntary administrative
 - withdrawal, 51-55

J

- Judicial authority,
 - Student Conduct Code, 47
- Judicial policies,
 - Student Conduct Code, 55-61

M

- Mental disorder as cause for
 - withdrawal, 51-53

N

- Nonresident tuition, 33-34

P

- Petition to graduate, 27
- Plagiarism, 4, 17
- Privacy Act (FERPA), 40
- Probation:
 - academic, 6
 - disciplinary, 58
 - financial aid, 23
- Program dismissal, 6
- Proscribed conduct,
 - Student Conduct Code, 47-55
- Public directory information (Student Records), 40-41

R

- Refund policies, 32-33
- Residence classification, 33-4
- Retaliation (prohibition), 28-29

S

- Sexual assault, 34-36
- Sexual harassment, 29-33
- Smoking policy, 36
- Student affairs, 43
- Student Conduct Code, 45
- Student government, 44
- Student grievance policy
 - and procedure, 7, 31

Student publications, 44

Student records, 40

Student rights and responsibilities, 41-45

Suspension

 academic, 6-7

 disciplinary, 59

 Financial Aid, 24

T

Tobacco Use Policy, 36

Transcripts, 41

U

University of Illinois,

 concurrent enrollment, 18

W

Withdrawal,

 disciplinary, 59

 involuntary, 52

 policy, 19

 voluntary, 20

Telephone Directory

(Area code 217)

General Parkland College information	351.2200
Academic Records, U214	353.2625
ADA compliance, U334	351.2551
Admissions and Records, U214	353.2625
Assessment Center, U203	351.2432
Business Office, U247	351.2233
Career Center, U238	351.2536
Counseling and Advising Center, U267	351.2219
Dean of Academic Services, U307	353.2048
Dean of Students, U242	353.2048
Department of Public Safety, X109	351.2369
Discipline Hearing Committee	351.2477
Disability Services, U260	353.2338
Financial Aid, U286	351.2222
Housing assistance, U111	351.2206
Human Resources, X213	351.2220
International Student Advisor, U214	351.2584
Publications Board	353.2627
Student Government (Student Senate), U111	351.2477
Student Life, U111	351.2492
Telephone Device for the Deaf (TDD/TTY)	353.2251
Vice President for Academic Services, U333	373.3716
Vice President for Student Services, U334	353.2355
Wellness Center, U112	353.2323