

P A R K L A N D  C O L L E G E

STUDENT
POLICIES
AND
PROCEDURES
MANUAL

Fall 2006

TELEPHONE DIRECTORY

(Area code 217)

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ACADEMIC EXCLUSION

Parkland College recognizes that students may return to the college after an absence of at least two years and be seriously encumbered by a prior academic record that is exceptionally poor, i.e., consisting primarily of D and F grades. The college further recognizes that for a variety of reasons, a student's prior record may not accurately represent the student's current abilities and commitment to education. Possible reasons for the poor previous performance may include, but not be limited to, immaturity, personal crisis, or unclear vocational/educational goals.

In such cases, the college acknowledges that it may be reasonable to exclude all of the prior academic record from the computation of the student's cumulative grade point average. For further information, contact the Office of Admissions and Records, room A167.

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.
- c. *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 Discipline 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.

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; however, he or she:

1. must have developed a plan for educational success in conjunction with an academic advisor or counselor;

2. will have registration privileges discontinued until an academic plan of study is developed and approved by an academic/faculty advisor or counselor;
3. may enroll in no more than thirteen (13) hours at the 100 level or above;
4. must be enrolled prior to the first scheduled meeting of the class;
5. may be required to take reading and study skills courses or tutoring in specific areas upon the advice of an academic advisor or counselor.

A student is removed from academic probation when his/her cumulative grade point average satisfies the requirements in this section for the number of credit hours attempted.

Academic suspension

Any student on academic probation who attempts one or more college credit courses at the 100 level or above and fails to achieve a minimum 1.5 semester grade point average will be academically suspended from the college.

1. The suspension will be for the full semester (fall or spring) following the term of current enrollment.
2. While on suspension, readmission for developmental course work will be considered if the student files an appeal through the dean of academic services in room A113.
3. If the appeal is approved, the student may enroll only in courses below the 100 level and/or in Applied Learning Skills and/or repeat courses and only with the consent of a counselor or advisor. Written notification will be sent to the student explaining the suspension and outlining the appeal process, as well as normal reinstatement procedures.
4. The student will be required to meet with a counselor or academic advisor to review his/her educational plan prior to being permitted to register for classes.
5. The dean of academic services will clear the student's records for registration in remedial or developmental courses only after obtaining approvals outlined in steps 2 through 4.
6. The student must be enrolled prior to the first scheduled meeting of the class.

Academic dismissal

Any student, previously suspended, who reenters the college and does not achieve a minimum 1.75 semester grade point average while on probation will be dismissed for not less than one calendar year. While on academic dismissal, the student may not register for any courses.

Written notification will be sent to academically dismissed students explaining the duration and conditions of dismissal and reinstatement procedures.

Only the dean of academic services may clear a student's record for registration activities prior to the end of the dismissal period.

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.

ADA (AMERICANS WITH DISABILITIES ACT) GRIEVANCE POLICY AND PROCEDURES

The ADA of 1990 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 coordinator of disability services in the Counseling and Advising Center.

Definitions

A "complainant" is any individual with a documented disability who files a complaint form provided by the coordinator 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 coordinator 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 coordinator of disability services (telephone number 217/353-2620 Voice or 217/351-5721 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 coordinator.
2. Upon request, the coordinator or representative shall provide assistance in completing the Grievance Form.
3. A college official, appointed by the vice president for academic 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 student services, within ten 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 one year by the coordinator of disability services and then transferred to the college archives where they will be maintained for five years and then destroyed.

ADMISSION POLICY

Admission is open to anyone who is a high school graduate or at least eighteen years of age and able to benefit from college-level instruction. 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. Should it be necessary to limit enrollment, priority will be given to residents of Parkland College District 505. Admission into health career programs requires special procedures.

International students are welcome at Parkland. The college is authorized under federal law to enroll nonimmigrant students. Prospective foreign students should contact the international student advisor in room X114 to discuss their eligibility for admission.

Parkland does not discriminate in the admission of students on the basis of race, religion, color, gender, sexual orientation, disability, age, marital status, Vietnam Veteran Era, veteran status, ancestry, or national origin. Information regarding admission to the college and to specific programs may be obtained from the Office of Admissions and Records, room A167.

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

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 and/or the Department of Public Safety for appropriate action.

- b. The vice president for student services will review each incident and if the dean deems it 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, Department of Public Safety, Counseling and Advising Center, the Office of Services for Students with Disabilities, 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 or his/her designee 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
- 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.
- *LW's Place*, 403 S. State, Champaign, 217/356-4600
Outpatient treatment program for adults and adolescents, family counseling, and DUI evaluation and education. Available 8 a.m.-5 p.m. Monday through Friday, and 8 a.m.-12 noon Saturday.
- *Narcotics Anonymous*, 217/373-2063
Support group for people addicted to narcotics and/or other drugs.
- *New Choice, The Pavilion*, 809 W. Church, Champaign, 217/373-1700
Outpatient treatment program and inpatient detoxification service for adults, inpatient program for adolescents, after-care program for adults and adolescents, and 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.

ASSEMBLE, PERMIT TO PEACEFULLY

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.

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

Parkland College places a high priority on the need to prevent the spread of chronic communicable diseases on its campus and is committed to educating its staff, students, and the community about communicable diseases. Specifically, because there currently is no cure or vaccine for Acquired Immune Deficiency Syndrome (AIDS), education regarding methods by which this virus may be trans-

mitted and how to prevent transmission is essential. By adopting this policy, it is the intention of the college to promote the health and regular school attendance of our students so that they may attain their maximum potential for learning.

In general, students, faculty, and staff with a chronic communicable disease are expected to continue to study or work in an unrestricted setting. This policy is based on current epidemiological data and may be modified as required by new scientific and medical information.

When a Parkland College class is offered in conjunction or in agreement with an outside agency, Parkland students and employees must abide by policies and procedures of the outside agency relating to chronic communicable diseases.

Students with chronic communicable diseases

A student who has a chronic communicable disease or who is a carrier may attend college whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from college. Placement decisions will be made by using this standard in conjunction with current public health department guidelines concerning the disease in question. The determination of whether a student with a chronic communicable disease may attend college shall be made on an individual basis, according to procedures implemented by the college in consultation with appropriate college personnel and a consulting physician, the student's primary physician, public health personnel, the college's legal counsel, and the student.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study whenever such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

The college shall respect the right to privacy of any student who has a chronic communicable disease or is a carrier. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose the information. The multidisciplinary team responsible for making initial evaluations and placement decisions will be responsible for determining who has "a direct need to know."

The vice president for student services may establish additional rules and regulations designed to implement this policy.

Procedure

The Parkland College wellness coordinator will be responsible for complying with the current standards of medical practice and public health guidelines from recognized authorities (e.g., Center for Disease Control, World Health Organization, etc.), for keeping abreast of pending legislation relevant to these diseases, and for keeping others informed, especially those in charge of laboratories.

Students with chronic communicable diseases placement procedures

1. *Temporary exclusion*

Upon being informed that a student is suspected of having a communicable disease, a staff member shall inform the vice president for student services or designee who will consult with a multidisciplinary team consisting of appropriate college personnel and a consulting physician, the student's primary physician, public health personnel, the college's legal counsel, and the student. Pending determination of placement, a student who has a chronic communicable disease or is a carrier of a chronic communicable disease, or a student who is reasonably suspected of having a chronic communicable disease or being a carrier, may be temporarily excluded from the college.

2. *Initial evaluation*

Each student's case shall be evaluated within one week of the report by the multidisciplinary team convened by the vice president for student services or designee. The student's failure to cooperate with the evaluation procedure shall not prevent the multidisciplinary team from performing its job and providing recommendations regarding the case.

3. *Placement decision*

Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of determining the student's placement. Recommendations concerning the student's placement shall be made at these multidisciplinary conferences by consensus of the participating personnel and shall be determined in accordance with the standards set forth in college policy and based upon the following factors:

- a. the risk of transmission of the disease to others;
- b. the health risk to the particular student;
- c. reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others.

The team's placement decision shall be communicated in writing to the student and the vice president for student services or designee.

4. *Appeal*

A decision on a student's placement may be appealed in accordance with the college's grievance procedures.

5. *Subsequent evaluations*

The student shall be reevaluated on a regular basis by the multidisciplinary team to determine whether the student's placement continues to be appropriate. The frequency for the reevaluations shall be determined by the team, but in no event shall the student be reevaluated less frequently than twice per academic year. In the event of a change in the student's medical condition or a change in the college environment, the multidisciplinary team shall determine if a change in placement is appropriate. If an emergency occurs, the vice president for student services or designee shall have the right to take appropriate action. Any such action will be reviewed by the multidisciplinary team as soon as possible.

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) designated open labs (D209/D210/M108). 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;
- 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 do the following:

1. enroll at Parkland for the semester being considered;
2. determine the university course desired;
3. have a completed Concurrent Enrollment Request form signed by the director of Parkland’s Counseling and Advising Center or designee and the associate dean or representative of the college at the University of Illinois that offers the desired course;
4. complete a non-degree admission application for the University of Illinois;
5. take the application and Concurrent Enrollment Request form to the Office of Admissions, University of Illinois, Henry Administration Building. Enrollment at the university will not be processed until after the third day of classes and only on a space-available basis.

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**.

DROP/WITHDRAWAL PROCEDURES POLICY

Students have the privilege of dropping from full-semester courses during the first ten (10) instructional days of each full semester without the withdrawal from the courses becoming part of their permanent academic records. Students withdrawing after the tenth 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 course automatically assumes certain responsibilities. One of these responsibilities is to properly withdraw from a course if the student decides not to complete the course. A student having enrolled in and attended a course remains enrolled in the course until the student initiates a withdrawal or the student is withdrawn under provisions stated below.

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.

During the one-week period immediately following the last day to officially “drop 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 tenth class day (or equivalent) using *Parkland Connection*. Withdrawal must be in writing or in person.

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 department chair 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 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 go through 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 offensive and off-color language, vulgarities, obscenities, derogatory remarks, 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 by 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 96 attempted hours. 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 48 attempted hours. 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 96 or more hours (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 48 or more hours (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 Aid 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 seeking students who have attempted the maximum of 96 hours, or for certificate students who have attempted the maximum of 48 hours (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 96 attempted hours (*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 an eligible certificate program who has exceeded 48 attempted hours (*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. Financial aid will be reinstated for the following semester of enrollment. Note: While on Financial Aid Probation, the student must complete a minimum of 67 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 the following semester of enrollment. Note: In order to receive financial aid beyond that semester, the student must submit a new appeal to the Committee upon completion of the semester for which financial aid eligibility was extended.

8. *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 Web site. 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 will mail written notification of the Committee's decision to the student's permanent address. 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.*

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 department chair, 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 expeditiously 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 A167, 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.

HARASSMENT/DISCRIMINATION — STUDENTS

Parkland College values and respects each and every student. We are 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.

Parkland faculty and staff are responsible for maintaining an environment where neither the fair evaluation of student's academic performances nor the quality of students' educations are diminished by hostility, discrimination, or harassment from faculty, staff, or fellow students.

In general, harassment or discrimination based on race, color, sex or sexual orientation, religion, national origin, age, disability, veteran or marital status, 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.

Harassing/discriminating behavior

Harassment or discrimination is any conduct that:

- degrades or shows hostility toward an individual because of race, color, sex or sexual orientation, religion, national origin, age, disability, veteran or marital status, 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 in which:

- 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 purpose or effect of unreasonably 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;
- 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.

Retaliation prohibited

Students who complain of harassment or discrimination, provide information related to such complaints, or oppose harassing and/or discriminating behavior, shall be protected against retaliation. Retaliation is considered to be 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 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 will be investigated by the vice president for student services, the director of human resources, or a designee 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 director 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 request confidentiality, and/or the time elapsed has compromised the evidence. The complainant as well as the 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 subcommittee of the student discipline hearing committee. Members of that special subcommittee will be trained to deal with such matters. The composition of the committee will consist of two faculty/staff members, 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 3.05 “Harassment/Discrimination – Employees.”

Employee complaints against a student alleging harassment/discrimination will be disposed of by the director of human resources or designee 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 subcommittee of the student discipline 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 vice president for administrative services 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, however the college may continue with the process 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 area of harassment/discrimination.

REFUND POLICIES: TUITION AND FEES

- 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 (late registration) period. Exceptions will be made after the late 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 dismissed or suspended 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 A108.

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.
- A 50 percent refund of tuition and fees will be made if official drop without record from full-semester courses occurs during the second week of the semester.
- No refund of tuition or fees will be made for official withdrawal from full-semester courses after the second week of the semester.

- For the full and middle summer sessions, a 100 percent refund of tuition and fees will be made if an official drop without record occurs during the first two calendar days of the session. There is no 50 percent refund period.
- For early and late summer sessions, a 100 percent refund of tuition and fees will be made if an official drop without record occurs on the first calendar day of the session. There will be no 50 percent refund period.

Part-semester courses

- For courses that are less 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 less 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.

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 nonresidency 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 chargebacks, 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. Disciplinary proceedings will be instituted against a student charged with sexual assault or abuse independent of any external criminal charges which 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. 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 discipline 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 A124; Department of Public Safety, room X109; the Wellness Center, room L122; and the Counseling and Advising Center, room A251.

SMOKING POLICY

In accordance with the State of Illinois Public Act 86-1018, the Illinois Clean Indoor Air Act (effective July 1, 1990), smoking is prohibited in all Parkland College buildings, entrances to buildings, and college vehicles, except at designated external entrances (effective January 1, 1994). Smoking material receptacles will be located only at entrances designated as external smoking areas; smoking will not be permitted at other entrances to avoid air-intake contamination.

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 meeting needs to take place no later than twenty (20) 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, sex, sexual orientation, color, religion, age, veteran status, Vietnam veteran era status, marital status, ancestry, or national origin in any way by college personnel, it is important that s/he bring the situation to the attention of the vice president for administrative services, 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 coordinator 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 thirty (30) 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. 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 thirty (30) 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. 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.
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. Temporary members shall be appointed by the Student Government or Parkland College Association as needed.

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 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;
6. a description of the recommendation sought from the Student Grievance Committee.

Hearing guidelines

1. 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 advocate.
2. The hearing shall be private (restricted to committee members, the grievant, and the charged party) if requested by either party.
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. The charged must be provided with the list of charges at least one week prior to the hearing. No new charges or evidence may be introduced by the charging 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 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.

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.
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 recommendations 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 thirty (30) school days after the decision of the Student Grievance Committee is presented, an appeal may be made by either party to the college president.

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 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 A167. 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.

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 A167.

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 office, room A172.

T RANSCRIPTS

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. Each student is furnished one official transcript free of charge. A fee of \$2 is charged for each transcript requested thereafter. Special requests for transcripts to be prepared within one hour will be honored upon payment of a \$3 fee (except at registration periods). 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 student conduct advisor 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 student conduct advisor 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 Parkland College, if it is determined, by clear and convincing evidence, that the student is suffering from a mental disorder and as a result of the mental disorder:
 - a. engages or threatens to engage in behavior which poses a danger of causing physical harm to self or others; or
 - b. engages or threatens to engage in behavior which would cause significant property damage, or directly and substantially impedes the lawful activities of others.

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

Violations of student conduct 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 13, 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.

* 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 fifteen (15) 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 chosen and appointed by the Student Senate. 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. Hearings normally shall be conducted in private.
- c. 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.
- d. In hearings involving more than one accused student, the chairperson of the Student Conduct Committee, at his or her discretion, may permit the hearings concerning each student to be conducted either separately or jointly.
- e. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be a counselor, attorney, or any member of the Parkland College community. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
- f. 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.
- g. Pertinent records, exhibits, and written statements may be presented for consideration by a Student Conduct Committee at the discretion of the chairperson.
- h. All procedural questions during the hearing are subject to the final decision of the chairperson of the Student Conduct Committee.
- i. 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.
- j. 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.
- k. The accused student will be notified of his or her right to appeal.

- h. 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.
 - i. 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.
 - j. 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.
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.

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