

ing relevant witnesses and cross-examine any witnesses presented by the Vice President of Instruction. The panel members may question the witnesses. Opening and closing statements will be allowed in this order: the degree recipient, the advisor to the degree recipient, the Vice President of Instruction and the college's legal counsel.

- 1.9 The panel will provide for the hearing to be recorded by tape recorder and/or stenographer. A copy of the recording shall be provided to the degree recipient or the advisor, at their expense, upon request.
- 1.10 After hearing the case, the panel shall render a decision regarding the allegation. If the panel finds by the greater weight of the evidence that the degree recipient engaged in misconduct concerning the degree, certification or course work, the panel shall recommend an appropriate sanction to the President.
- 1.11 Sanctions may include revocation of grade(s), the degree(s), decertification of credit and/or rescission of certification.
2. If the panel finds against the degree recipient, the degree recipient may file an appeal to the President within 15 calendar days of the panel's decision.
 - 2.1 Appeals must be in writing and include the degree recipient's valid mailing address and telephone number. The Vice President of Instruction will be afforded an opportunity to respond to the appeal in writing. A copy of the response will be made available to the degree recipient.
 - 2.2 The only grounds for appeal are errors of due process, findings of facts not supported by the greater weight of the evidence, or discovery of substantial new facts not available at the time of the hearing.
 - 2.3 The President shall consider the appeal prior to acting upon the recommendation of the hearing panel. If no appeal is made within the 15 calendar day requirement or if the appeal is denied, the President shall then act upon the panel's findings and recommendation.
 - 2.4 In reaching a decision, the President may review all or any part of the proceedings and shall make a recommendation to the Board of Trustees for approval.
 - 2.5 If the recommendation to revoke a degree is approved by the Board of Trustees, the degree recipient's official transcript will be corrected to reflect the sanction. A corrected transcript will be forwarded to all individuals and entities who were sent an official transcript after the degree was initially posted to the transcript.
 - 2.6 If at any time during the proceedings the responsible body or person finds in favor of the degree recipient, the charge will be dropped and no further record shall be made. All documents collected in reference to the charge will be sealed.

XI. Policy on Students with Disabilities

I. INTRODUCTION – Rend Lake College is committed to providing a well-considered, comprehensive and well-coordinated system of educational support for qualified students with disabilities. It is our goal to invite and celebrate diversity within our campus community. Our approach is designed to promote self-reliance, effective problem solving skills, enhanced academic and personal development and equal access to all aspects of college life for qualified students with disabilities.

II. POLICY STATEMENT

Equal Opportunity/Non-Discrimination – Rend Lake College is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights and privileges of college services, programs and activities, in the most integrated setting appropriate to the student's needs, in compliance with the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. No student shall, on the basis of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any college program or activity. Rend Lake College is committed to providing qualified students with disabilities the same opportunity as their non-disabled peers – the opportunity to be evaluated on the basis of their ability rather than their disability.

Reasonable Accommodation – Rend Lake College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. The purpose of this policy is to identify the rights and responsibilities of students under Section 504 of the Rehabilitation Act of 1973, and the 1990 Americans with Disabilities Act, and to establish clear guidelines for seeing and receiving reasonable accommodations.

To qualify for and receive accommodations in an appropriate and timely manner, students are responsible for requesting accommodation and documenting the nature and extent of their disability in a timely manner. This policy establishes the scope of and the procedures for requesting those accommodations.

III. SCOPE

Reasonable accommodations will be provided to qualified students with disabilities for recruitment, the application process, enrollment, registration, financial aid, course work, academic counseling and non-academic programs and services.

Rend Lake College will make modifications to its academic requirements that (1) are necessary to ensure that those requirements do not discriminate, or have the effect of discriminating, against a qualified student with a disability based on that and (2) do not impose an undue hardship on the college or require significant alteration of essential program requirements.

IV. DEFINITIONS

- A. Reasonable accommodations under this policy are: modifications of college programs, services, policies, practices and procedures that enable a qualified student with a disability to have an equal opportunity to benefit from and have access to those programs and services. This includes, but is not limited to; (a) academic adjustments, such as modification of academic requirements and flexibility in test-taking arrangements; (b) adjustments in nonacademic services and rules; and (c) the provision of auxiliary aids and services. Accommodations that impose an undue hardship on the college or that require significant alteration of essential program requirements are not defined as reasonable.
- B. “Student” is a person enrolled at the college, a prospective student or a person applying for admission to the college.
- C. A “student with a disability” is a student who: (1) has a physical, mental or sensory impairment that substantially limits one or more of his/her major life activities; (2) has a record of such an impairment or (3) is perceived to have such an impairment.
- D. A “qualified student with a disability” is one who, with or without reasonable accommodations, meets the academic and technical standards required for admission to, participation in, and/or fulfillment of the essential requirements of college programs or activities.
- E. “Undue hardships” is any excessively costly, extensive, substantial or disruptive modification or one that would substantially alter the nature or operation of the institution or any of its programs or services, or threaten the health or safety of the college community.
- F. “Program accessibility” means that all programs and services, when viewed in their entirety, are accessible to persons with a disability.
- G. “Core Services” are those services listed in the chapter 28B.10 RCW that are necessary to ensure students with disabilities are reasonably accommodated at the college.
- H. “Course substitution” is the replacement of a specific course required for a degree program with another course that measures the same learning objectives/skills as the required course.

V. OBLIGATIONS OF THE COLLEGE

The college is obligated to provide reasonable accommodation to a qualified student with a known disability. What accommodation is appropriate for a student is determined on a case-by-case basis.

Section 504 of the Rehabilitation Act states in part:

“No person with a disability shall, on the basis of the disability, be excluded from participation in, be denied

the benefits of, or otherwise be subjected to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletic, recreation, transportation, other extracurricular or other post-secondary education program or activity.”

Section 202 of the 1990 Americans with Disabilities Act states in part:

“No qualified individual with a disability shall, by reason of such disability be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by such an entity.”

The college shall:

- A. Comply with Section 504 of the Rehabilitation Act of 1973 and Section 202 of the Americans with Disabilities Act of 1990, as amended.
- B. Notify students of the college’s policy of nondiscrimination on the basis of disability, and of steps the student may take if he/she believes discrimination has taken place. This notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student’s status or rights with the college. This notice shall include the phone numbers of the United States Department of Education and the U.S. Office of Civil Rights.
- C. Make available to all students information on the services available to students with disabilities, including the name and location of the Office of Access Services for Students with Disabilities, and the process for accessing those services.
- D. Work with the student, faculty staff on a case-by-case basis to select and provide those accommodations/core services appropriate for each qualified student with a disability.
- E. Collect and maintain information obtained regarding the medical condition or medical history of the student, which will be treated as confidential medical records.
- F. Maintain the academic integrity of its programs.
- G. Refrain from pre-admission inquiry as to whether the applicant has a disability, except as allowed by law.
- H. Work collaboratively with qualified students with disabilities to determine what accommodations are reasonable and appropriate.

To identify the accommodations that are reasonable based on the nature and extent of a student’s disability, the college may require specific documentation from the student’s physician.

VI. OBLIGATIONS AND RIGHTS OF STUDENTS

A student who seeks accommodation for a disability is responsible for providing the college with documentation regarding the nature and extent of the disability, must self-identify, and must request accommodations.

To ensure that needed accommodations are provided in a timely manner, the student shall:

- A. Contact the Disability Coordinator in Student Services to initiate an intake interview. This is the first step toward receipt of the services provided by this office, including, but not limited to, disability accommodation.
- B. Provide timely notice and documentation of the nature and extent of the disability and, if known, the accommodations needed to the Disability Coordinator in the Student Services. Many accommodations require time to arrange. Requests for accommodations should be received by the college six weeks prior to the beginning of the semester for which the request is made, when possible. Lack of advance notice may delay the availability of an accommodation.
- C. Provide such additional documentation on the nature and extent of the disability as the college may require to determine appropriate accommodations. This may include but is not limited to documentation provided by a licensed medical practitioner which identifies tests administered, explains test results and described the covered disabilities and any recommended accommodations. The documentation must be no older than 3 years. If documentation is older than 3 years, the student will be given accommodation for 1 semester and required to provide new documentation.

- D. Cooperate with the Disability Coordinator in Student Services to develop an appropriate curriculum plan and/or reasonable accommodations.
- E. Promptly notify the Disability Coordinator in Student Services of any problems in receiving the agreed-upon accommodations.

VII. SERVICES FOR STUDENTS WITH DISABILITIES

- A. The Disability Coordinator in Student Services is responsible for the coordination of services to qualified students with disabilities requiring reasonable accommodations.
- B. The Disability Coordinator in Student Services is committed to a reasonable approach in the identification of students with disabilities, including contacting all students who voluntarily self-identify during the college admission or orientation process.
- C. The Disability Coordinator in Student Services will assist each qualified student with a disability who requests accommodations under this policy. This assistance may include, but is not limited to, assistance in: developing a curriculum plan if needed, identifying those reasonable accommodations appropriate for the student, and ensuring that agreed-upon accommodations are provided.
- D. The Disability Coordinator in Student Services may, with permission from the student, act as an advocate for academic/disability related issues. A signed Release of Information form may be required of the student for this purpose.

VIII. REASONABLE ACCOMMODATIONS – EXAMPLES BY CATEGORIES

The process for identifying and providing reasonable accommodations for each qualified student with a disability shall be made on a case-by-case basis, based in part on the nature and extent of the student's disability. Reasonable accommodations may include, but are not limited to:

- A. Academic modifications may include, but are not limited to:
 1. flexibility in timelines for completion of programs/course, certification and degree requirements;
 2. adaptation of the manner in which specific programs/course are conducted;
 3. flexibility in teaching methods and test-taking arrangements; and
 4. flexibility in credits required to satisfy institutional eligibility for financial aid.
- B. Auxiliary aids and services may include but are not limited to:
 1. flexible procedures in the admissions process, (early registration for priority registration);
 2. qualified sign language, oral and tactile interpreters, or other technological alternatives;
 3. access to adaptive equipment including, but not limited to, TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low-vision reading aids, listening devices, player/recorders for 15/16 4-track tapes, photocopy machine able to use eleven-by-seventeen inch paper, Braille devices and computer enhancements;
 4. textbooks and other educational materials in alternative media, including, but not limited to large print, Braille, electronic format, and audio tape;
 5. provision of readers, note takers and/or proofreaders; and
 6. release of syllabi, study guides, and other appropriate instructor-produced materials in advance of general distribution; and access beyond the regular classroom session to slides, films, overheads and other media and taping of lectures.
- C. Access may include, but is not limited to:
 1. ongoing review and coordination of efforts to ensure campus accessibility, including barrier-free design, signage, identification hazards of mobility barriers, maintenance of access during construction, snow and ice clearance and adequate disability parking for all facilities;
 2. facilitating physical access to programs and services including relocating classes, activities, and services to accessible facilities;
 3. referral to appropriate on-campus and off-campus resources, services and agencies; and

4. accessibility to tutoring, mentoring, peer counseling, academic advising and career counseling, if available on campus, for students with disabilities.

IX. PROCEDURES FOR PROGRAM / COURSE MODIFICATION

A. Policy – Every student enrolled in an academic program at the college must meet the essential requirements of that program to receive credit. Under the ADA, the college is not required to waive essential requirements of a student's program of instruction. Students with disabilities will be expected to attempt to successfully complete program/course requirements with accommodations.

If a qualified student with a disability has demonstrated that, even with academic adjustments and auxiliary aids/services provided by the college, he/she is unable to complete the program/course requirements solely because of his/her disability, then the student may request modification to the program/course. Such request will be granted, according to the procedure that follows, when it is determined that program/course modification is necessary, reasonable and can be made without compromising the integrity of the academic program/course.

B. Procedure for Requesting Program/Course Modification

1. All requests for program/course modification shall be submitted to the Disability Coordinator in Student Services in a timely manner and shall include the following information:
 - a. a description of the accommodations previously provided to the student for the program/course;
 - b. an explanation of the relationship of the student's disability to the lack of success in completing the program/course;
 - c. the proposed program/course modification, if known; and
 - d. a statement by the student describing the efforts made to date to complete the required program/course activities with appropriate accommodations.
2. The Disability Coordinator in Student Services shall work with the student and the faculty member/team to examine the need for and, if necessary, to design acceptable program/course modification.
3. If consensus cannot be reached regarding the necessity for or reasonableness of a modification, the Disability Coordinator in Student Services will forward the request and pertinent documentation to the appropriate Vice President.

X. REASONABLE ACCOMMODATION – APPEALS

If a student believes that the college has not identified or provided reasonable accommodation, the student has the right to appeal.

A. For appeals regarding services provided by the Student Services Department:

1. The student will submit the written appeal to the Vice President of Student Services. The student's written appeal should include:
 - a. the nature of the disability, an explanation of how this disability affects the student's ability to receive educational as well as other relevant services;
 - b. details of the reasonable accommodation being requested; and
 - c. a description of any/all accommodations provided or offered by the college and an explanation of why the accommodations are insufficient or ineffective.
2. The Vice President of Student Services will review the student's position and respond within ten (10) working days.
3. If resolution is not reached by the student and the Vice President of Student Services, the Vice President will refer the appeal to the President of the College.
4. The President will review the appeal and make recommendations in writing for appropriate resolution within ten (10) working days of the date the appeal was received in the President's office.
5. The decision of the Vice President of Student Services is the final decision regarding the provision of accommodations in services and programs provided by Student Services.

- B. For appeals regarding reasonable accommodations in academic programs/courses:
1. The student will submit the written appeal to the Vice President of Student Services for a description of what the appeal should contain.
 2. The Vice President of Student Services will review the student's position and respond within ten (10) working days.
 3. If resolution is not reached by the student, the faculty, and the Vice President, the Vice President will refer the appeal to the President.
 4. The President will review the appeal and make recommendations in writing for appropriate resolution with ten (10) working days of the date the appeal was received in the President's Office.
 5. The decision of the President is final.

XI. INTERNAL AND EXTERNAL COMPLAINT PROCEDURES

In addition to the above described appeal rights, any student who believes that he or she has been discriminated against on the basis of his or her disability may file a formal discrimination complaint with the College Affirmative Action Officer(s) which are listed in the Non-Harassment and Discrimination Policy of the Student Handbook. Rend Lake College has adopted an Affirmative Action and Equal Employment Opportunity Policy that provides for prompt and equitable resolution of complaints alleging discrimination on the basis of disability.

Students are encouraged to resolve disputes over reasonable accommodations by utilizing on-campus appeals, however, students also have the right to file a complaint with the U.S. Department of Education, the Human Rights Commission and/or seek other legal remedies under state and federal law. The U.S. Department of Education requires complaints of discrimination to be filed within 180 days of the last known incident of discrimination. Anyone who believes there has been an act of discrimination by the college on the basis of disability, against any person or groups, may file a complaint with the:

U.S. Department of Education, Office of Civil Rights

THIS POLICY DOES NOT PROVIDE RIGHTS OR OBLIGATIONS NOT PROVIDED BY APPLICABLE LAWS

XII. Smoking Policy

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke-Free Illinois Act and the Smoke-Free Campus Act. Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the College.

XIII. Alcohol and Drug Policy

The Board of Trustees believes that the use of illegal drugs and alcohol and the abuse of legal drugs and alcohol by students may have an adverse impact in an educational environment. Therefore, the Board prohibits the use, illegal possession, sale, distribution or transfer of alcohol or illegal drugs on College premises or property owned or supervised by Rend Lake College. The Board also prohibits the use and possession of alcohol, illegal drugs and the abuse of legal drugs in any manner which impairs a student's ability to safely and effectively attend class or participate in school activities.

Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College sponsored event. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be unduly under the influence of any legal