



STUDENT HANDBOOK

2019-2020



REND LAKE COLLEGE

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Ina, IL 62846

www.rlc.edu

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*Visit us online at **www.rlc.edu**.*

*View our updated catalog and explore the
opportunities awaiting you at Rend Lake College!*

ESTABLISHED 1967

(Originally founded – Mt. Vernon Community College, 1955)

ACCREDITATION

Higher Learning Commission

The college has been accredited by HLC since 1969.

Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504

<http://hlcommission.org>

Phone (312) 263-0456
Toll-free 1-800-621-7440
Fax (312) 263-7462

info@hlcommission.org

APPROVAL

Illinois Community College Board
Illinois Board of Higher Education
Illinois Department of Professional Regulations

Published by the

Board of Trustees, Community College District 521 / July 2019

REND LAKE COLLEGE STUDENT HANDBOOK

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COLLEGE MISSION

MISSION:

The mission statement is the essential purpose of the college from which all college activities originate:

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

Value Statement: In serving our students and community, we strive to be student-focused, authentic, and resourceful.

INSTITUTIONAL OUTCOMES:

Rend Lake College has adopted four essential learner outcomes, fundamental learning objectives embedded in every program of study, that all degree-completing students should be able to demonstrate. They are as follows:

Critical Thinking: Demonstrate the ability to think in a self-directed, reflective manner when understanding, evaluating and solving problems.

Problem-Solving: Demonstrate the ability to resolve computational problems.

Oral Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through verbal and non-verbal language.

Written Communication: Demonstrate the ability to communicate clearly, concisely, and effectively through written language.

WHO WE ARE

The College history defines the College from the perspective of organization and assets; however, the personnel who operate within the college systems and manage those assets are the primary element for successful education. Rend Lake College believes all employees, regardless of their job description, are part of each student's education. Administrative, community outreach, student service, and physical plant personnel all support the student learning process. Our instructors are primary points of contact with the Rend Lake College educational experience. These educators are generally organized into five divisions: Allied Health; Applied Science & Technology; Arts & Sciences; Community & Corporate Education. Whether in a supporting role or as a direct point of contact, each college employee draws upon professional expertise and academic accomplishment to promote the success of every student.

WHO WE SERVE

Student-centered colleges are best defined by who they serve. An understanding of the distinctiveness of our College's student population allows us to effectively meet the goals of our programs and succeed in our mission.

Diversity of Culture

Traditionally, Rend Lake College can be characterized as serving a relatively homogenous, rural, small-town culture. This population's cultural distinctiveness is centered on age and socioeconomic status more than diverse ethnic origin. As global connectivity broadens, so too do Rend Lake College's program offerings. We continue to serve groups with diverse characteristics, such as:

- Age
- Disability
- Gender
- National origin
- Race/ethnicity
- Religion
- Socioeconomic status
- Special populations

Diversity of Purpose

Rend Lake College provides general, transfer, and career technical education to both traditional and non-traditional students through the use of reciprocal agreements; regional, state, and national education programs; dual-credit high school classes; and the endorsement of international students to help broaden our base. Rend Lake College offers skill and trade opportunities for students seeking employment and economic mobility. Additionally, Rend Lake College provides professional and personal fulfillment as well as growth through community and corporate education classes.

Often, an individual's purpose for engaging with the college is a combination of factors such as:

- Discovery/Curiosity
- Educational requirements
- Enrichment / Hobby
- Healthy lifestyle
- Life-long learning
- New/Enhanced skills
- Retraining

COMMON OUTCOME

Regardless of the diverse cultural backgrounds, purposes and origins of our students, Rend Lake College serves each student equally with its open admission policy and an equal opportunity for success. Furthermore, the shared commitment by student, faculty and staff to meet all the expected institutional, general education and program objectives unifies all those that Rend Lake College serves.



STATEMENT ON GENERAL EDUCATION

To be educated and worthy of a diploma is not only a mastery of one discipline area or technical skill, but also includes learning a broad range of knowledge and skill sets. General Education is one way in which students prepare to function in a diverse and changing world. Upon graduation, a degree-completing student will be expected to demonstrate the competencies outlined in the college's mission and by the student's respective program outcomes as well as the following:

- *Knowledge* – It is important for students to have a knowledge base from a variety of disciplines. In addition to demonstrating an understanding of the fundamental concepts and vocabulary of their specific programs, degree-completing students will demonstrate basic and broad knowledge of science, social science, math and the arts.
- *Skills* – With a broad-based knowledge, students should have specific skills. In addition to the institutional outcomes of effective oral and written communication, problem-solving and critical thinking skills, degree-completing students will demonstrate an understanding of the modes of discovery, cooperate as a member of a team to complete assignments and use applicable technology proficiently.
- *Values* – In an evolving global society, students will benefit from the ability to formulate their own values while remaining open-minded to the views of others. Degree-completing students will demonstrate an awareness of a wide range of perspectives as well as have opportunities to appreciate and understand the fine arts and to explore individual values in a multi-cultural world.

ASSESSMENT STATEMENT

Rend Lake College is committed to assessing its students and programs to assure continuous improvement and success.

NOTICE OF DISCLAIMER

The content of this handbook is provided for information to the student. It is accurate at the time of printing, but is subject to change from time to time as deemed appropriate by the College President or Board of Trustees in order to fulfill the College's role and mission, not to accommodate circumstances beyond their control. The provisions of this handbook do not constitute a contract, expressed or implied, between the College, an applicant, student, or student's family. Students are responsible for the information contained in this handbook and are presumed to have knowledge of the rules set forth herein.

NOTICE OF NON-DISCRIMINATION

Rend Lake College does not discriminate in any of its policies on the basis of race, color, national origin, sex, disability, or any other status protected by law. Questions about Title IX or Disability Access may be directed to titleix@rlc.edu or das@rlc.edu, respectively.

A MESSAGE FROM THE PRESIDENT



Welcome to Rend Lake College!

We're glad to have you with us, whether you're enrolling or considering it. As your community college, we have continued to work hard to provide you with the education and training programs you need to move to a university or find the career that's right for you. With more than 100 degree and certificate programs, you have a wide range of opportunities at your disposal.

Having just come away from a successful 10-year visit by our regional accreditor, the Higher Learning Commission, we are as committed as ever to maintaining the level of quality that you deserve. We continue to invest in improving student success and making data-driven decisions as we look to the future.

RLC remains one of the most affordable options for higher education, and there are a myriad of financial aid options and scholarships for which you might find yourself eligible. Also look at our articulation agreements with various four-year universities and our new apprenticeship programs as ways to reach your goals.

We are your community college, so feel free to pay us a visit, give us a call, send us an email, browse our website or check us out on our social media platforms.

Once again, welcome to Rend Lake College.

A handwritten signature in black ink, which appears to read "Terry Wilkerson". The signature is fluid and cursive, with a large initial "T" and "W".

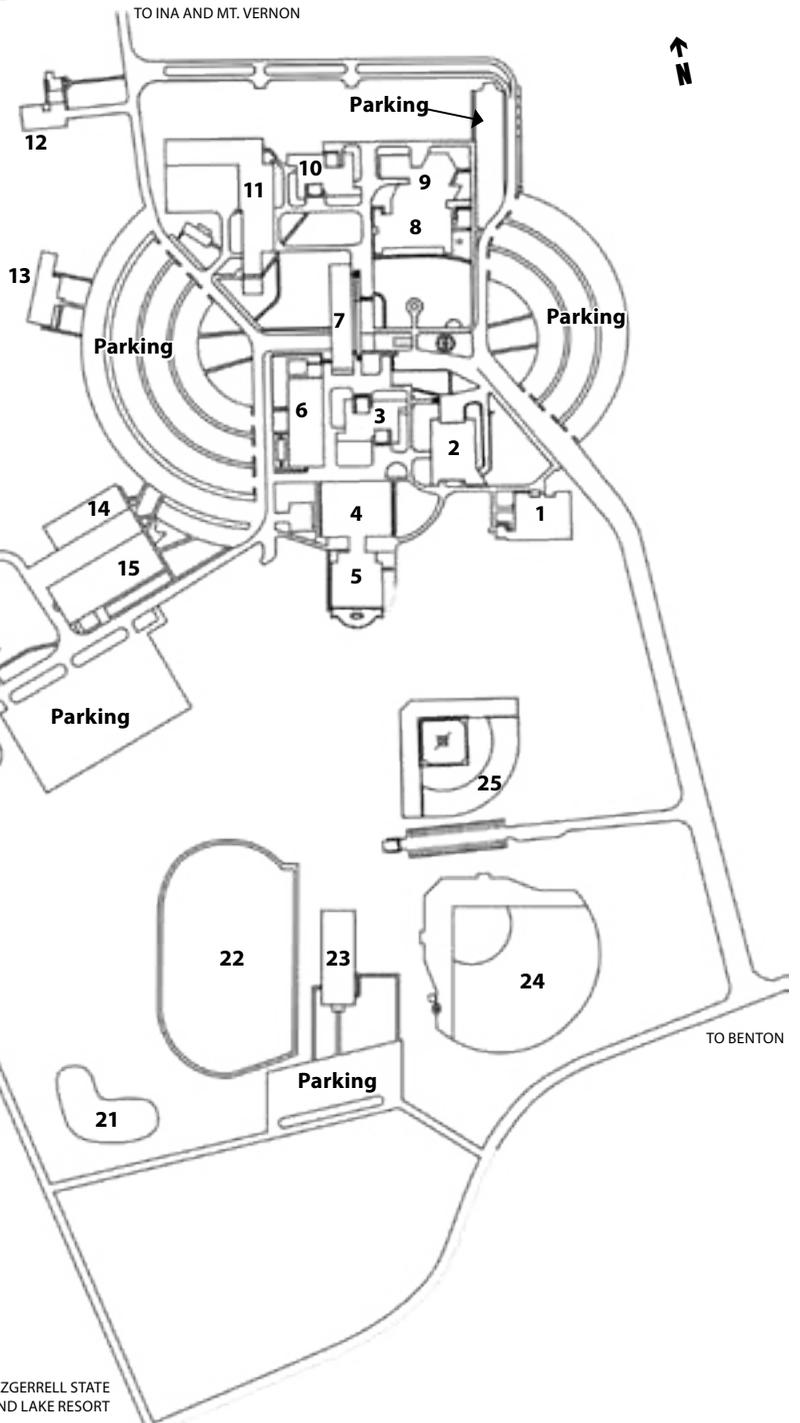
Terry Wilkerson
President

REND LAKE COLLEGE

CAMPUS MAP

1. Dr. Allen Y. Baker Administration Building
2. Student Center (STC)
3. South Oasis (OSS)
4. James "Hummer" Waugh Gymnasium (GYM)
5. Aquatics Center (AQU)
6. Science Building (SCI)
7. Academic Building (ACA)
8. Learning Resource Center (LRC)
9. Theatre (THEA)
10. North Oasis (OSN)
11. Vocational Building (VOC)

12. One-Room "Independence" Schoolhouse
13. RLC Foundation Children's Center
14. Maintenance Building
15. Advanced Technology Center (ATC)
16. Mark S. Kern Applied Science Center (ASC)
17. Coal Mine Training Center (CMTC)
18. Mine Rescue / Fire Training Facility
19. Fire Rescue Training
20. Shooting Range
21. Aquaculture Ponds
22. Track
23. The Rec (RLC Recreational Center)
24. Baseball Field
25. Softball Field



ACADEMIC CALENDAR

2019-2020

FALL SEMESTER 2019

July 31 / Aug. 7 / Aug. 17	Warrior Days Orientation Workshops
Aug. 15	Part-Time Faculty Orientation
Aug. 16	Student Success Workshop (<i>Faculty</i>)
Aug. 19	First Day of Classes
Sept. 2	Labor Day Holiday
Sept. 6	Fall 2019 Graduation Application Deadline
Sept. 11	Fun Fest (<i>No classes from Noon-3 pm; morning and night classes will meet</i>)
Oct. 11	Midterm
Oct. 14	Columbus Day Holiday
Oct. 15	Faculty / Staff In-Service (<i>No classes day or night, on- or off-campus</i>)
Oct. 23	Grant & Scholarship Refund Checks Issued
Nov. 11	Veterans Day Holiday (Observed)
Nov. 28-30	Thanksgiving Holiday
Dec. 6	Last Day of Regular Classes
Dec. 6	Spring 2020 Graduation Application Deadline
Dec. 7-12	Semester Exams
Dec. 24-Jan. 1	Holiday Break (offices closed)
	INTERSESSION
Dec. 16-Jan. 17	Five-Week Intercession (<i>Online Classes and Telecourses only</i>)

SPRING SEMESTER 2020

Jan. 8	Warrior Days Orientation Workshop
Jan. 10	Student Success Workshop (<i>Faculty</i>)
Jan. 13	First Day of Classes
Jan. 20	Martin Luther King Jr. Day
Feb. 12	First Day to File for Student Trustee Candidate
Feb. 17	Presidents' Holiday
Feb. 18	Faculty / Staff In-Service (<i>No classes day or night, on- or off-campus</i>)
Feb. 26	Last Day to File for Student Trustee Candidacy
Feb. 28	Scholarship Applications Due
Feb. 28	Last Day to Withdraw as Candidate for Student Trustee
March 2	Student Trustee Ballots Ready for Inspection
March 3	Student Trustee Absentee Voting
March 4 & 5	Student Trustee Elections
March 6	Midterm
March 9-14	Spring Break
March 18	Grant & Scholarship Refund Checks Issued
April 10	Good Friday Holiday
May 1	Summer 2020 Graduation Application Deadline
May 8	Last Day of Regular Classes
May 9-14	Semester Exams
May 16	Commencement

SUMMER TERM 2020

June 8	First Day of Classes
July 1	Grant & Scholarship Refund Checks Issued
July 3	Midterm
July 3	Independence Day (<i>observed</i>)
July 31	Last Day of Classes



FIND ALL OF RLC'S CALENDARS

AT WWW.RLC.EDU/CALENDAR

Call Us ⇨

618-437-5321

See Us ⇨

8-4:30 p.m. Mon-Thur, 8-4 pm Fri
8-4 p.m. Mon-Thur During Summer

Visit Us ⇨

www.rlc.edu

Email Us ⇨

advising@rlc.edu

Join Us ⇨



Fax To ⇨

618-437-5677

Mail To ⇨

468 N. Ken Gray Pkwy, Ina, IL 62846

WEATHER-RELATED COLLEGE CLOSINGS

In situations where inclement weather may affect the normal operation of Rend Lake College, or when circumstances beyond the college's control may affect working conditions and create a need to call off classes or close the campus for whatever reason, this information will be announced in several ways. In these cases, the announcement will be made as soon as possible when a decision to close has been reached. Campus closures will be announced via these methods:

- **Wireless Emergency Notification System** – This free service alerts subscribers to school closings via text message and / or email. Register for WENS at www.rlc.edu/wens.
- **RLC Home Page** – www.rlc.edu
- **Facebook** – www.facebook.com/rendlakecollege

- **Twitter** – twitter.com/RendLakeCollege
- **WarriorMail** – Email to all student WarriorMail accounts
- **Campus Switchboard** – Automated message

In addition, the college will notify the main television stations in our district – WSIL, WPSD and KFVS. Additional media may also be notified.

Because of the size of the Rend Lake College district, it is possible that weather conditions will vary from location to location. In these cases, it is up to the student to choose whether or not to attend. When classes have not been cancelled and a student chooses not to attend, the attendance policies for the student's classes remain in effect.

WHO TO SEE

ENROLLMENT SERVICES

..... **Vickie Schulte**, *Dean of Enrollment Services* (Ext. 1331)
Student Records **Kelly Downes**, *Director / Registrar* (Ext. 1327)
Abbi Kash, *Records Specialist* (Ext. 1233)..... **Amy Newell**, *Records Specialist* (Ext. 1230)
..... **Summer Braden**, *Records Specialist* (Ext. 1231)
Academic Advisement / Testing **Jena Jensik**, *Director of Advisement* (Ext. 1293)
Heather Bauersachs, *Academic Advisor* (Ext. 1361/3001) **Jessica Phillips**, *Academic Advisor* (Ext. 1246)
..... **Tommy Holder**, *Testing & Placement Specialist* (Ext. 1268)
..... **Beth Stevens**, *Testing & Placement Specialist* (Ext. 1266)
Office of Financial Aid **Cheri Rushing**, *Director* (Ext. 1238)
Amy Epplin, *Financial Aid Specialist* (Ext. 1386)..... **Kacie Hunter**, *Financial Aid Specialist* (Ext. 1297)

ADMINISTRATIVE OFFICES

President..... **Terry Wilkerson**, *President* (Ext. 1242)
..... **Cathy DeJarnette**, *Executive Assistant* (Ext. 1243)
..... **Felicia Follmer**, *Administrative Assistant to the President* (Ext. 1262)
Instruction & Student Affairs..... **Lori Ragland**, *Vice President* (Ext. 1200)
..... **Holly Boyd**, *Executive Assistant* (Ext. 1247)
Academic & Student Services..... **Henry “Buster” Leeck**, *Associate Vice President* (Ext. 1790)
Career-Technical Education & Student Support..... **Kim Wilkerson**, *Associate Vice President* (Ext. 1775)
Business Services..... **Angie Kistner**, *Vice President of Finance and Administration* (Ext. 1221)
..... **John Gulley**, *Controller* (Ext. 1216)
Institutional Outreach **Chad Copple**, *Associate Vice President* (Ext. 1237)
Rend Lake College Foundation / Scholarships **Kay Zibby-Damron**, *CEO* (Ext. 1214)
Britt Fullerton, *Development Coordinator* (Ext. 1213)..... **Kelsey Page**, *Assistant Director* (Ext. 1324)

ACADEMIC DIVISIONS

Allied Health **Bria Robinson**, *Dean* (Ext. 1777)
..... *Administrative Assistant* (Ext. 1251)
Applied Science & Technology **Gabriele Farner**, *Dean* (Ext. 1292)
..... **Taylor Atchison**, *Administrative Assistant* (Ext. 1261)
Arts & Sciences **Andrea Banach**, *Dean* (Ext. 1258)
..... *Administrative Assistant* (Ext. 1263)
Community & Corporate Education..... **Margo Wagner**, *Dean* (Ext. 1367)
..... **Charlotte Loss**, *Specialist* (Ext. 1714)

ADDITIONAL OFFICES

<i>Adult Education and Literacy / GED® Classes</i>	Christina Hutcheson, Director (Ext. 1220)
<i>Aquatics Center</i>	Laura Johnston, Coordinator (Ext. 1207)
<i>Athletics</i>	Tim Wills, Athletic Director (Ext. 1270)
.....	Julie Oxford, Administrative Assistant (Ext. 1250)
<i>Career Technical Education Support</i>	
<i>CTE Success Center</i>	Joseph Marlo, Coordinator (Ext. 1769)
.....	Joy Fitts, Specialist (Ext. 1280)
<i>Distance Learning / Media Technology</i>	Jaron Hubbard, Project Manager (Ext. 1344)
<i>First-Year Experience</i>	Hillary Halsey, Coordinator (Ext. 1323)
<i>Information Technology</i>	Help Desk (Ext. 1259)
<i>Learning Enhancement Center/Disability Services</i>	Sue Cunningham, Specialist (Ext. 1204)
<i>Library Services</i>	Beth Mandrell, Reference Librarian (Ext. 1276)
.....	Sandy West, Tech Services / Collection Development Coordinator (Ext. 1249)
<i>Music</i>	Sara Alstat, Professor (Ext. 1817)
<i>Recreational Center</i>	Tyler O’Daniel, Director (Ext. 1279)
<i>RLC Foundation Children’s Center</i>	Brooke May, Director (Ext. 1393)
<i>RLC MarketPlace</i>	Corey Phillips, Director (Ext. 2020)
<i>RLC Murphy-Wall Pinckneyville Campus</i>	Heather Bauersachs, Director (Ext. 3001)
<i>Security</i>	Gary McGill, Chief (Ext. 1212)
<i>TRIO Grant Programs</i>	Nathan Biggerstaff, Director (Ext. 1366)
.....	Rebekah Busler, Program Specialist / Administrative Assistant (Ext. 1236)
<i>STARS Program</i>	
.....	Amy Cook, Advisor (Ext. 1720)
.....	Advisor (Ext. 1326)
<i>Upward Bound Program</i>	
.....	Beth Hoffman, Advisor (Ext. 1219)
.....	Lynanne Page, Advisor (Ext. 1365)
<i>Student Payment</i>	Emily DeForest, Accounts Receivable Specialist (Ext. 1235)
<i>RL-Cares</i>	Jena Jensik, Director of Advisement (Ext. 1293)
<i>Textbook Sales and Rental / Retail Store</i>	Casey Rhine, Manager (Ext. 1281)
.....	Hannah Webb, Assistant Manager (Ext. 1320)
<i>Theatre</i>	Tracey Webb, Professor (Ext. 1295)

GENERAL INFORMATION

ACADEMIC STANDARDS:

Students must have a cumulative grade-point average of 2.0 or higher and be in good standing to receive a degree or certificate from Rend Lake College. Grade reports are available online through the RLC website, www.rlc.edu. Grade reports are maintained confidentially online and only available to be accessed by the respective student. See the College Catalog for information regarding how to compute your GPA.

Students are considered to be in good standing unless disciplinary or academic sanctions have been placed against them or they have overdue financial obligations to the College.

ACADEMIC PROBATION:

A degree- or certificate-seeking student who is enrolled in three (3) or more credit hours during Fall or Spring Semester and whose cumulative grade-point average falls below 2.0 will be placed on Academic Probation. While on Academic Probation, students may continue to enroll at Rend Lake College. However, they:

1. Must register with an academic advisor in the Academic Advisement Center.
2. Must maintain at least a 2.0 grade-point average per semester for courses taken while on Academic Probation.
3. May be required to seek tutoring assistance through the Learning Enhancement Center upon the recommendation of an academic advisor.
4. May only enroll in a maximum of fifteen credit hours during the following Fall or Spring Semester, and one course in the Summer Term.

A student will remain on Academic Probation until a cumulative grade-point average of 2.0 or higher is attained.

ACADEMIC SUSPENSION:

A degree- or certificate-seeking student who was on Academic Probation the previous Fall or Spring Semester of enrollment and has a current semester and cumulative GPA of less than 2.0 will be placed on Academic Suspension. Students placed on Academic Suspension:

1. Will not be allowed to attend during the following Fall or Spring Semester and will be withdrawn from classes. However, a suspended student may enroll in one course during the Summer Term to attempt to raise his / her cumulative grade point average. If the suspended student successfully raises his / her cumulative GPA to 2.0 after the Summer Term, he / she may enroll in fall classes and the academic standing will be changed to Academic Probation.
2. May enroll in Adult Education, Community Education and non-credit courses during the Academic Suspension period.
3. When the student enrolls after the suspension period of one Fall or Spring Semester, he / she will again be placed on Academic Probation.
4. If a student is placed on Academic Suspension more than two times, he / she will be placed on a one-year suspension period each time he / she is suspended.

ASSESSMENT FOR PLACEMENT PURPOSES:

Placement – Students must take a placement test if they plan to take a math class, an English class or a class with a reading prerequisite. All students registering for 12 or more credit hours or students who have accumulated 12 credit hours must take the assessment test prior to registration. However, students are exempt if they meet current placement testing guidelines.

Testing takes place on campus and at the extension centers by appointment. Test scores are valid for five years. Students are allowed to take the placement test a maximum of two times after the beginning of the student's senior year in high school.

College credit by examination – Students may elect to earn college credit by demonstrating proficiency in subject area examinations such as the College-Level Examination Program or General and Subject Examinations.

GRADING SYSTEM:

An alphabetical grading system is used by Rend Lake College. Each letter grade denotes a certain level of achievement in a particular course:

- A - Outstanding accomplishment
- B - Accomplishment above that attained by the average student
- C - Acceptable performance
- D - Work of an inferior quality, barely passing
- E - Fail

Other abbreviations often used when grades are noted:

- AU - Audit
- CR - Credit only, no grade given (Transfer; CLEP; Proficiency; Military; Advanced Placement; Correctional/Law Enforcement Academy)
- I - Incomplete work
- NC - No credit given
- R - Repeat
- TC - Transfer credit
- W - Student withdrew after refund period but before the last date to drop

GRADUATION:

It is the student's responsibility to ensure he or she has met all academic and administrative requirements for graduation. Students must apply for graduation one semester prior to their anticipated graduation date. Graduation applications are available on the college website or by visiting the Student Records department in the Administration Building. More information about the diploma and certificate application process is available at rlc.edu/graduation.

BANK MOBILE DISBURSEMENTS:

Refunds are made only if the proper procedures are followed during the refund periods. Rend Lake College has partnered with BankMobile in order to process refunds (financial aid, dropped classes, etc.) which are due to the students. Every new student receives a Refund Selection Kit in the mail at the beginning of each semester. The Refund Selection Kit will be mailed in a green envelope and will include a unique personal code that students will use to select their refund preference. Students can choose from having their refund amounts transferred to an existing account, or deposited onto a BankMobile Vibe account card, or delivered by paper check processed from BankMobile. Credit balances cannot be transferred to future terms. More information about BankMobile is available in the Business Office, located in the Administration Building.

PARKING:

Parking lots on campus are available to faculty, staff, students and visitors at no cost. The college reserves the right to ticket illegally parked vehicles and / or tow them at the owner's expense. Students needing a handicap parking sticker should contact Security in the Student Center.

There is a speed limit on all the entrances and roads around the campus. Penalties for parking and traffic violations are fines that may be paid by mail, through Illinois E-Pay at www.epayillinois.com, or in person to the cashier in the Business Office, located in the Administration Building. Failure to pay may result in a hold being placed on the student's account.

TEXTBOOKS AND SUPPLIES:

The textbook rental program offers savings to students by allowing students to rent textbooks for a semester, an alternative to purchasing textbooks. Rented textbooks are returned at the end of the semester for return of a deposit. Visit the bookstore for more information on the textbook rental program. Textbooks may be purchased or rented; sets of videos also may be rented for the semester. Classroom supplies may also be purchased at the Retail Store. Students receiving financial aid may charge items to their student account.

TUITION PAYMENT PLAN:

The college offers a Nelnet convenient plan that provides a low-cost option for budgeting tuition and fees. Payments may be made from a checking or savings account or by credit card, and may be scheduled over a period of time depending on the semester.

For more information or to enroll in Nelnet, visit www.rlc.edu.

STUDENT ID CARDS:

Students are required to present an RLC ID card and a current schedule of classes to rent or purchase textbooks. Student ID cards can be obtained at the Circulation area of the Learning Resource Center or in Student Records in the Administration Building. Students must show a picture ID and a copy of their current schedule.

STUDENT INFORMATION:

Most pertinent information needed by students can be found at www.rlc.edu. Such information includes: Student Right-To-Know, Graduation Rates, Access to Records, and Student-Consumer Information.

CAMPUS CRIME RATES:

In compliance with the Campus Security Act of 1990, campus crime statistics are available through the RLC Security Office. The annual security report also is available online at <https://www.rlc.edu/student-consumer-information>.

ACCESS TO ELECTRONIC NETWORK:

The use of Rend Lake College's electronic network system, which includes the Internet, electronic mail and all other software and hardware provided by the College (all referred to as the "electronic network"), shall be consistent with the College's goal of promoting educational excellence. The Learning Resource Center at Rend Lake College is attempting to provide a networked environment for students, faculty and staff conducive to academic endeavors. The College community intends to provide its members with the privileges, opportunities and protections that promote the learning process. In order to achieve this goal, all members of the College community must be aware and respectful of the rights of others.

Student use of Rend Lake College's electronic network is considered a privilege, not a right. Therefore, the use of the College's electronic network must be: 1) for the purpose of education and/or education-related research and be consistent with the educational objectives of the College and/or 2) for legitimate business use related to business development and training activities sponsored by the College. The college reserves the right to implement web filtering, block content, or implement bandwidth restrictions so as to maintain the overall integrity of network resources so that they are available for content deemed critical for student success. Users are responsible for all transmissions originating from their accounts. Use of the College's electronic network is subject to this policy, other applicable Rend Lake College policies and guidelines, and all local, state and federal laws. Rend Lake College does not wish to arbitrate the contents of electronic communications nor can it protect users from receiving or viewing messages they might find offensive. Therefore, all standards of behavior that currently govern verbal and written communications at RLC will extend to those of an electronic format.

A student's unacceptable use of the College's electronic network may result in the student's loss of privilege for continued use of the electronic network. Furthermore, appropriate disciplinary action may be taken against the student and/or referral to appropriate legal authorities for unacceptable use of the College's electronic network.

Some examples of unacceptable uses include, but are not limited to:

- Using the electronic network for any illegal activity
- Unauthorized accessing of resources or data
- Unauthorized downloading and/or installation of software. The introduction of any new service or software without prior written approval from the Information Technology is prohibited.
- Downloading copyrighted or other proprietary materials for purposes other than fair use. Fair use includes limited reproduction of copyrighted materials for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research
- Using the electronic network for private financial/commercial gain
- Using the electronic network for commercial/private advertising
- Using invasive software such as "worms," "sniffers" and "viruses" destructive to computer systems
- Responsibility to maintain password privacy as sharing user accounts or using another student's account is not permitted.
- Posting, uploading, downloading, transmitting, distributing or engaging in any "file-sharing" of any data or files (including software, music, audio-visual clips, movies, etc.) unless such activity is consistent with all applicable licenses and approved in advance by the Associate Vice President of Institutional Outreach
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually harassing, racially offensive or harassing or any other illegal material that is disruptive to the educational process
- Using the electronic network to transmit junk mail, chain letters, or spam (the same or substantially similar messages sent to a large number of recipients for commercial or other purposes unrelated to the College) or pyramid schemes of any kind, or to download, play or execute games
- Invading the privacy of any individuals, or leaking, placing, posting, transmitting, or otherwise disclosing private information relating to any individual College faculty, employees, contractors, or students is prohibited
- Leaking, placing, posting, transmitting or otherwise disclosing confidential, sensitive or proprietary College information
- Using loopholes in computer security systems or knowledge of a special password to damage the electronic network or other computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems
- Using the electronic network while access privileges are suspended or revoked
- Posting material authored or created by another without his/her consent
- Using the electronic network to misrepresent, obscure, suppress, or replace one's identity or the origin of data or communications. For example, "spoofing" (i.e., constructing electronic communications to appear to be from someone else) is prohibited. Each user's name, e-mail address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date and place of origination, as well as the original message's true content
- Posting anonymous messages

No individual shall make use of the College's electronic network in any manner, which infringes on the rights of others, including copyrights of the College or any third parties.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq.

All third-party software used by the College is proprietary to the College or third-party vendors and is protected by U.S. and foreign copyright, trade secret law and/or other intellectual property laws. Software proprietary to third parties used by the College is subject to the terms of the specific software license agreement entered into by the College. The College prohibits any unauthorized downloading, copying, reproduction, modification and reengineering of all software owned or licensed by College. No user may, without proper authorization, download, copy or modify software that is loaded on College computers for use on any other computer without consulting with and obtaining written authorization from the Associate Vice President of Institutional Outreach. College computer users may not install software on the electronic network without prior written authorization from the Associate Vice President of Institutional Outreach.

Users are expected to adhere to established procedures and observe canons of etiquette for applicable electronic network resources.

Harassment via e-mail also is prohibited by this policy. E-mail harassment may take the form of deliberate electronic communication, regardless of its content, that is intentionally sent to disturb and annoy the intended recipient. The communication need not be threatening to be considered harassing. Users are absolutely forbidden from using College electronic network in any way that may be construed to violate the College’s harassment-free workplace policy. This prohibition includes but is not limited to transmitting, receiving, printing and/or displaying sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other status protected by law. Users are required to take all reasonable steps to avoid transmission and eliminate receipt from known sources of all potentially offensive material. Disciplinary actions in matters involving all forms of e-mail or other electronic network harassment will be referred to the Associate Vice President of Academic and Student Services, in accordance with established disciplinary measures.

Authorized persons using the College’s electronic network should have NO EXPECTATION OF PRIVACY in connection with the entry, creation, transmission, receipt or storage of data via the College’s electronic network. The College does not generally screen or monitor e-mail messages or individual computer or internet use. However, as with all other College property, the College reserves the right to investigate, monitor, review, audit, intercept and, when appropriate, disclose any and all information contained in College electronic network (including without limitation in databases, data file systems, data archives, College-issued personal computers, Web/Internet/Intranet sites and the content of e-mails saved on the electronic network). Although we encourage

and in some cases mandate the use of passwords or security codes to protect the security and confidentiality of data on the College's computer and electronic communications systems for the benefit of all users, their use is intended for the College's protection, as well as that of our users. The College may override all passwords or security codes when deemed necessary.

In addition, an annual inspection of software resident on a PC may be made, with prior notification, to ensure compliance with the software licenses and these policies. If there is software resident on a PC for which the college does not have a license, the individual will be asked to produce original installation media (diskettes, CDs, etc.) in order to retain that software on the system.

The College has implemented, or may implement, software to control and report on usage of the Internet. These controls may cover, but are not limited to, general Internet usage including blocking the transmission/storage of material that may be of an illegal or unacceptable nature (as explained below) or blocking of access to specific Internet websites.

The College makes no warranties of any kind, whether expressed or implied, for the service it is providing. The College will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through the electronic network.

ACCESS TO RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 30 days of the day Rend Lake College receives a request for access.

Students should submit to the Registrar, Vice President, head of the academic divisions or other appropriate official written requests identifying the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records the student believes are inaccurate. Students may ask Rend Lake College to amend a record they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If Rend Lake College decides not to amend the record as requested by the student, Rend Lake College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Rend Lake College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Rend Lake College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rend Lake College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

DIRECTORY INFORMATION:

Family Educational Rights and Privacy Act of 1974, as amended

Under Public Law 93-380 as amended, Rend Lake College may make accessible to any person external to the college “directory information” concerning a student, unless that student notifies the Office of Student Records that he or she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Notice is therefore given that directory information listed below in respect to each student enrolled at Rend Lake College will be available to any person unless the student files in writing with the Office of Student Records a request to restrict release of student information to external sources.

Rend Lake College has designated as “directory information” the following student information:

- Name
- Date of Birth
- Address
- Dates of attendance
- Fields of study
- Full- or part-time status
- Most recent previous institution attended (if known)
- Photograph
- Degrees and awards received
- Participation in officially recognized activities / sports

Any student enrolled who does not wish to have released any or all of the above items of information should contact, in person, the Office of Student Records in the Administration Building. Students who elect to restrict release of this information must sign a statement to that effect. The restriction on the release of student information will be valid for one school year and must be renewed annually each fall semester.

Students wishing to verify or correct existing student directory information must submit a request in writing to the Office of Student Records.

CRIMINAL BACKGROUND CHECKS:

Rend Lake College shall have the right to perform criminal background checks on students prior to acceptance into, or participation in, certain programs that may require participation in a practicum experience in the field with certain populations (children and / or hospital patients, or as otherwise mandated by external agencies in accordance with State and Federal law). Examples of such program or course offerings include, but are not limited to, cooperative education, internships, practicums, volunteerism, community service, clinicals, and observations. Student completion may be affected for those who have been convicted of certain criminal misconduct.

AMERICANS WITH DISABILITIES ACT:

Rend Lake College provides accommodations and services to otherwise qualified students with documented disabilities. Specifically, the College offers auxiliary aids and other services for students with documented disabilities. The impact of the disability is individually reviewed and reasonable accommodations are determined that will provide equal access to the classes and programs at the College. Each request for a reasonable accommodation involves consideration of a unique set of factors which include but are not limited to: the specific nature of the disability; the essential eligibility requirements; the benefits to be derived, the nature of the service, program or activity at issue; the health and safety of others, and whether an accommodation would

constitute a fundamental alteration to the program, service or activity or an undue hardship on the College. These accommodations and services are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991. Please contact the Associate Vice President of Academic and Student Services for more information.

However, if after undergoing a reasonable accommodation dialogue with the College a student is not satisfied with the reasonable accommodation or other solution offered by the faculty member, staff member, or administration member, then that student may file a grievance in accordance with the grievance procedures contained in Section titled “Non-Harassment and Discrimination Policy” in this Handbook. The President shall ensure all stages of the Procedure are readily accessible to and usable by individuals with disabilities.

POLICY ON DISCRIMINATION & HARASSMENT (to include Sexual Assault, Sexual Misconduct, Sexual Violence, Domestic Violence, Dating Violence and Stalking)

The commitment of Rend Lake College to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from discrimination in all its forms. Rend Lake College does not engage in discrimination or harassment, or tolerate discrimination or harassment against any person because of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

In furtherance of Rend Lake College’s commitment to the principles of equality and equal opportunity for applicants, students, faculty, staff, and visitors, this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein. The College will comply with all federal, state, and applicable local nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Rend Lake College is committed to providing prompt and effective resolution of alleged or suspected incidents of discrimination or harassment. If disciplinary action is warranted, discipline will be imposed in accordance with applicable established College rules and regulations. Retaliation against any person for coming forward with a complaint or a concern, or for otherwise participating in this process, will not be tolerated. Additionally, the College can unilaterally initiate any and all steps under this policy and procedure when it learns, either directly or indirectly, that discrimination, sexual harassment or retaliation is alleged to be taking place.

This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act Amendments Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Veterans’ Readjustment Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Illinois Human Rights Act and the Illinois Preventing Sexual Violence in Higher Education Act.

1. Policy Definitions: For purposes of this policy, the following definitions will apply. In the event of a conflict with federal or state definitions, the federal or state definition, in order of supremacy, shall apply.

Campus Security Authorities: Campus security authorities (CSAs) are defined as: the RLC Police Department; any individual or individuals who have responsibility for campus security but who do not constitute the RLC Police Department; any individual or organization specified in RLC’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and RLC officials who have significant responsibility for student and campus activities. These individuals are normally required

to fully document all operative facts of an incident that are reported or that are developed throughout the course of a criminal investigation.

Consent: voluntary, positive agreement between the participants to engage in specific sexual activity. This definition includes the following parameters:

- (1) consent is a freely given agreement to sexual activity
- (2) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent
- (3) a person's manner of dress does not constitute consent
- (4) a person's consent to past sexual activity does not constitute consent to future sexual activity
- (5) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another
- (6) a person can withdraw consent at any time
- (7) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
 - (a) the person is incapacitated due to the use or influence of alcohol or drugs;
 - (b) the person is asleep or unconscious;
 - (c) the person is under age; or
 - (d) the person is incapacitated due to a mental disability. See 720 ILCS 5/11-1.70 for the Illinois definition of consent.

Dating Violence: violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence: assorted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence.

Harassment: unwelcome conduct based on race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service. Harassment becomes unlawful when:

- the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive; and
- enduring the offensive conduct becomes a condition of continued employment or participating in an educational program or activity.

Mandated Reporters: All faculty and staff are mandated reporters of violations of this comprehensive policy. They must report alleged violations of this comprehensive policy to a Title IX compliance officer.

Responsible Employees: Any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a person could reasonably believe has this authority or responsibility. At RLC, all those designated as "mandated reporters" are also "responsible employees".

Retaliation: any acts, threats, or attempts to discourage a person from reporting prohibited conduct or participating in the investigation or hearing process.

Sexual Abuse: any nonconsensual sexual act proscribed by Federal or State law, including when the victim lacks capacity to consent. Sexual abuse occurs when a person 1) commits an act of sexual conduct by the use of force or the threat of force, or 2) commits an act of sexual conduct and knows that the victim is unable to

understand the nature of the act or is unable to give knowing consent. See 720 ILCS 5/11-1.50 for additional definitions related to the ages of the offender and the victim.

Sexual Assault: is defined as any nonconsensual sexual act proscribed by Federal or State law, including acts committed by force or the threat of force and acts in which the victim lacks capacity to consent.

Sexual Harassment: unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any unwelcome conduct of a sexual nature (including sexual assault, sexual abuse, and other forms of sexual misconduct) when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education status in an academic course or program, or participation in an activity; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or a decision affecting an individual's education, status in an academic course or program, or participation in an activity; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. Generally, a pattern of unwelcome behavior is required; however, if sufficiently severe, one incident may constitute a hostile environment.

Sexual Misconduct: includes but is not limited to: intentional and undesired physical contact, stalking, attempted or actual kissing or fondling, intimate partner violence, coerced sexual activity, indecent exposure, repeated unsolicited propositions for dates and/or sexual relations, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing (physically or psychologically) a person or persons.

Stalking: a course of conduct directed as a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Title IX Advisory Committee: This group convenes biannually (or more frequently as needed) to review and discuss reported incidents of sexual harassment (including sexual assault and sexual violence) undergo training, identify educational opportunities for the campus, and make policy recommendations. The committee is chaired by the Title IX Lead Compliance Officer and is comprised of the Title IX Deputy Compliance Officers and individuals from select College departments and the community.

Title IX Compliance Officers: The Title IX Lead Compliance Officer is responsible for overseeing all of Rend Lake College's Title IX compliance efforts, including gender discrimination, sexual harassment, retaliation, sexual assault, and athletics. The Title IX Compliance Officer coordinates College's efforts to end the alleged discrimination, prevent its recurrence, and remedy its effects on the victim and the College community. Title IX Deputy Compliance Officers are College employees who have been trained and designated by the Title IX Lead Compliance Officer to receive and investigate allegations of sexual harassment.

2. **Discrimination**: No Rend Lake College student, faculty, staff, applicant, or visitor shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any College service, program or activity on the basis of any of the following protected categories: race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, military status, and unfavorable discharge from military service.

Discrimination is prohibited in all contexts at Rend Lake College, including but not limited to the following matters: recruitment, testing, hiring, compensation, assignments and promotions, training and development

opportunities, leave, performance evaluations and access to services or facilities, and access to educational programs and activities, including career technical programs / courses. Information about CTE program offerings and admission requirements is available at www.rlc.edu/programs-degrees.

3. Harassment: Harassment, including sexual harassment, is a form of discrimination. Rend Lake College does not tolerate any form of harassment in work or study. The College considers such behavior – whether physical or verbal – to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions in response to alleged or suspected violations of this policy. Sexual abuse, sexual assault, dating violence and domestic violence are severe forms of sexual harassment and are violations of this policy as well as the State Criminal Code.

4. Title IX: Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. Title IX states as follows:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Title IX also prohibits gender-based harassment, which includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Title IX also applies to admissions, employment, financial aid, athletics, academic matters, career services, and all other Rend Lake College programs and activities.

5. Retaliation: It is unlawful to retaliate against an individual for opposing practices that discriminate based on a protected class or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation. Rend Lake College strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights.

COMPLAINT RESOLUTION PROCEDURES SUMMARY

Note: The full version of these procedures can be found online at www.rlc.edu/titleix-policy.

Informal Resolution: Depending on the complainant’s comfort level, the first attempt may be an informal resolution (only in cases not involving sexual assault, sexual violence, dating violence, domestic violence or stalking). This is an attempt to reach a mutually satisfactory arrangement with the alleged offender, with help from an impartial third party. To request an informal resolution attempt, the complainant should contact the RLC Police Department or the RLC Associate Vice President of Academic and Student Services within 60 days of the occurrence and complete a complaint form, available at www.rlc.edu/student-services and at the RLC Student Services Office and the RLC Police Department Office.

Formal Resolution: If an informal resolution is not appropriate or is not preferred by the complainant, a formal investigation will be conducted. This will involve interviews with the complainant, any witnesses, and the alleged offender. When complete, a determination based on all of the evidence is provided to the college President and the Title IX Lead Compliance Officer along with a recommendation for further action if warranted. If an informal resolution attempt was made first, the request for a formal investigation should be submitted in writing within 14 days of the informal resolution disposition. The college also may start a formal investigation on its own. When notified, the alleged offender must respond to the complaint within 14 days. When the investigation is concluded, the outcome will be provided to the complainant and to the alleged offender, and a hearing before a disciplinary committee will be scheduled. Within 7 days of the hearing, the Associate Vice President of Academic and Student Services will prepare a report containing a conclusion and recommendation and then submit it to the complainant, the alleged offender and the college President. The outcome may be appealed by either the complainant or the alleged offender.

RELATIONSHIP TO LOCAL JUDICIAL SYSTEM:

When a student has been apprehended for violation of local, state or federal law, Rend Lake College will cooperate fully with law enforcement and other agencies in any program for rehabilitation of the student in accordance with the best interests of the student and the College community. The College will not ordinarily request or agree to special consideration for the individual because of his/her student status. College sanctions or disciplinary action will not normally be imposed on a student unless the student's conduct has interfered with College educational functions or its responsibilities to the College community or the student's conduct is in violation of a College policy, rule or regulation.

SOCIAL SECURITY NUMBERS:

Pursuant to IRS Code 1.6050S-2, an institution must request the individual's Taxpayer Identification Number (SSN) in writing and must clearly notify the individual that the law requires the individual to furnish a TIN so that it may be included on an information return filed by the institution. The completion of Form W9-S will satisfy the requirements by the IRS. Failure to furnish an institution a TIN may result in a Section 6273 penalty to the individual.

UNATTENDED CHILDREN ON CAMPUS:

Rend Lake College strives to maintain a College community environment that fosters learning, encourages academic endeavor and provides safety for students and all persons utilizing College facilities. In order to ensure the safety of children on the premises of the College, no child under the age of 12 shall be left unattended by an adult under any circumstance within any of the buildings and/or on any grounds of Rend Lake College. Children are not permitted in classrooms unless enrolled in an authorized college program.

Rend Lake College reserves the right to proceed in the most prudent manner possible to resolve violations of this policy. To enforce this policy, College representatives may ask a parent or guardian to take immediate custody of his or her child, call campus security to help resolve violations or refer matters of significant endangerment to the Associate Vice President of Academic and Student Services or designee who may take further appropriate action to address the circumstances of the situation and to ensure the safety and well-being of the child.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT CODE

Rend Lake College students are expected to behave appropriately, with self-respect and respect for others. Students are expected to demonstrate qualities of integrity, honesty, civility, safety and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire college community, both in and out of the classroom setting. Rend Lake College recognizes a student's rights within the institution to freedom of speech, inquiry and assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the college.

Students must understand that acts of violence, threats and theft are considered a serious infringement upon the learning environment and will receive a severe sanction. All students are responsible for reading and complying with the Code of Conduct.

Rend Lake College students are expected to:

- Respect fellow students, staff and faculty
- Practice fair-mindedness
- Be tolerant of differences
- Take personal responsibility for their actions
- Practice honesty
- Demonstrate civility to all

SEXUAL OFFENDER / SEXUAL PREDATOR REGISTRATION FOR STUDENTS

The Illinois Sex Offender Registration Act, 730 ILCS 150/3, requires students to register at the College or University in which they attend. The purpose of this policy is to outline the College’s registration requirements for students who are convicted sex offenders or sexual predators who are required to register as such pursuant to the Illinois Sex Offender Registration Act, and to set forth the College’s policy for maintaining the sex offender or sexual predator registration data that is received by the College.

Upon enrollment or admittance to the College, or upon the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, any student or employee that is required to register as a sex offender or sexual predator pursuant to the Illinois Sex Offender Registration Act must, within three (3) days of enrollment or admittance to the College, or within three (3) days after the conviction of a sexual offense that requires registration pursuant to the Illinois Sex Offender Registration Act, register with the College’s Security department. The complete policy is available online at www.rlc.edu/offender-registry or you may contact the RLC Security Department at 618-437-5321, Ext. 1212, for more details and assistance.

I. Student Rights

Students of Rend Lake College have the same rights accorded all citizens under the Constitution of the United States. Included among these are the right to free, open and responsible discussion and inquiry. RLC further believes that students are entitled to expect a program of quality education provided by competent instructors. Each RLC student has the right to:

- A. Study any controversial issue with a political, economic or social significance
- B. Have open access to all relevant information
- C. Study under competent instructors in an atmosphere free of bias and prejudice
- D. Form and express personal opinions on controversial issues without jeopardizing their relationship with their instructors or the College
- E. Be treated fairly and with respect
- F. Be accorded the best efforts of instructors, including access through regular office hours

Grievance Procedure

It is the policy of Rend Lake College that all grievances be resolved as quickly and at the lowest step as possible. Students with a grievance should make every effort to arrive at an agreement with the faculty, staff member or administrator involved. Students who feel dissatisfied with the response to the grievance, depending on the concern, should then make an appointment with the appropriate contact person.

<u>Area of Concern</u>	<u>Contact Person</u>
Grade Appeal.....	Instructor
Instructor	Appropriate Dean
Discrimination/Sexual Harassment/Title IX	College Affirmative Action Officer, Title IX Compliance Officer, or Associate Vice President of Academic and Student Services
ADA Discrimination	504 Coordinator
Student Services Appeal.....	Associate Vice President of Academic and Student Services

II. Student Complaints

Rend Lake College is committed to ensuring that student complaints are handled effectively and in a timely manner. Therefore, student complaints about either academic issues or non-academic issues shall be handled in accordance with established procedures.

Academic Complaints – Grade Appeal

- A. The student is expected to initiate the appeal with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint. The student should request a meeting with the instructor.
- B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting a Grade Appeal Form which can be found at www.rlc.edu within seven (7) calendar days of the informal discussion with the faculty member.
- C. The Dean shall review the complaint and speak with the appropriate parties as needed.
- D. The Dean shall respond in writing to the student within seven (7) calendar days after receiving the student's complaint.
- E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.
- F. The Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.
- G. The decision of the Vice President shall be considered final.

Academic Complaint – Non Grade Related

- A. The student is expected to initiate the complaint with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint. The student should request a meeting with the instructor.
- B. If the nature of the complaint is personal, involving the faculty member directly and his/her behavior or demeanor, the student may appeal informally to the faculty member's Dean or complete a Student Complaint Form found at www.rlc.edu thereby bypassing the informal discussion with the faculty member. The student should understand anonymity cannot and usually will not be protected.
- C. The Dean shall review the complaint and speak with the appropriate parties as needed.
- D. The Dean shall respond to the student within seven (7) calendar days after receiving the student's complaint.
- E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.
- F. The Associate Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.
- G. The decision of the Associate Vice President shall be considered final.

III. Student Non-Academic Complaints

The Associate Vice President of Academic and Student Services shall be responsible for responding to complaints from students for non-academic (non-classroom and non-grading) issues which would fall outside of the Student Code of Conduct which is described in a later section. These issues include, but are not limited to:

- A. Refunds of tuition and fees
- B. Admission, registration and records matters
- C. Grade forgiveness
- D. Financial aid matters
- E. Advising and counseling matters
- F. Student activities and organization matters
- G. Academic and financial aid appeals

Students who wish to dispute a non-academic matter related to their tenure as a student at RLC shall express these concerns as follows:

- A. The student is expected to initiate a complaint with the staff member immediately responsible for the area in which the problem occurred within seven (7) calendar days of realizing the issue giving rise to the complaint. The student should request a meeting with the staff member.
- B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting a Student Appeal Form (which can be obtained in the office of the Associate Vice President of Academic and Student Services or online at www.rlc.edu) to the Associate Vice President of Academic and Student Services. This appeal should be made within seven (7) calendar days of the informal discussion with the staff member. The Associate Vice President of Academic and Student Services will schedule a meeting with the Appeals Committee. The Associate Vice President of Academic and Student Services shall issue a response to the student within seven (7) calendar days of the meeting.
- C. If the results of the Appeals Committee are unsatisfactory to the student, the student may submit a written request to the Vice President of Instruction and Student Affairs within seven (7) calendar days of receiving the committee's decision.
- D. The Vice President of Instruction and Student Affairs shall issue a written response to the student within seven (7) calendar days of receipt of the student's written request.
- E. The decision of the Vice President of Instruction and Student Affairs shall be considered final with regard to student non-academic complaints.

IV. Student Responsibilities

The student is responsible for following all policies and meeting all requirements and deadlines for graduation. It is his/her responsibility to be familiar with the information presented in the College Catalog, and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception granted because he/she pleads ignorance of, or contends that he/she was not informed of the regulations or procedure.

Students also are expected to conduct themselves as responsible members of the College community. Disruption of the educational process and violation of the rights of others constitutes irresponsible behavior. Specific responsibilities of RLC students include, but are not limited to:

- A. Attending class regularly as specified per class requirements and/or syllabus, and explaining reasons for absences to instructors;
- B. Exercising care of College equipment and facilities;
- C. Behaving in an honest manner in relations with all RLC staff, faculty and students;
- D. Treating all College personnel and fellow students fairly and with respect.

Students are responsible for knowing and abiding by all College regulations along with federal, state and local statutes. Students in doubt about any particular matters should consult the Associate Vice President of Academic and Student Services.

V. Academic Integrity

In the classroom, integrity is a critical behavior norm. Students uphold academic integrity by doing their own work, by refusing to assist others in deception and by being honest with themselves and others. Academic dishonesty violates the academic integrity expected of all students.

- A. Academic dishonesty is defined as, but is not limited to:

1. Cheating – Using or attempting to use unauthorized materials, study aids, or information in any academic exercise, including copying from another person’s work or preparing work for another person that is to be presented as the other person’s own work.
 2. Fabrication – Furnishing false information to a College official relative to academic matter, including but not limited to, misrepresentation of written information provided in admission documents.
 3. Plagiarism – Representing the words or ideas of another as one’s own in any academic exercise. Any ideas or materials taken from another source for any use (either written or oral) must be fully acknowledged. Offering the work of someone else as one’s own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences or paragraphs to entire articles copied from books, periodicals, speeches or the writings of other students found in printed materials or through electronic sources. Material that is copied and pasted from the Internet, without recognizing the authorship, is plagiarism. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.
 4. Facilitating Academic Dishonesty – Helping or attempting to help another to violate any provision of this code.
- B. Acts of academic dishonesty violate the Student Code of Conduct. The faculty member involved has full authority to identify academic dishonesty in the classroom, to fail the student for the work in which the academic dishonesty occurred and/or to make any further disciplinary recommendations responsive to the academic dishonesty which has occurred. The decision of the faculty member shall be considered final.
- C. If the faculty member feels that the act of academic dishonesty is so severe as to warrant an alternative sanction, such as failure for the course or involuntary withdrawal from the course, the following will apply:
1. The instructor shall attempt to conduct a conference with the student within seven (7) calendar days of identifying the act of dishonesty.
 2. If the student admits his or her academic dishonesty, the instructor and the student shall discuss the course of action to be taken. If the student admits his or her academic dishonesty, then the faculty member shall make a recommendation in writing to her/his Dean within seven (7) calendar days of the conference with the student.
 3. The Dean shall review the report of the instructor and apprise the student of the sanction to be taken within seven (7) class days of receipt of the instructor’s report. The student may request a meeting with the Dean.
 4. The Dean may choose to accept the sanction recommended by the instructor, or to apply an alternate sanction. Sanctions available to the instructor and Dean when the student accepts responsibility for the dishonesty may include a failing grade for the course or involuntary withdrawal.
 5. In the case of involuntary withdrawal, the student will forfeit any claim to a refund of tuition and fees.
 6. The decision of the Dean shall be considered final in cases where the student admits academic dishonesty.
 7. In those instances in which the student does not admit to his or her academic dishonesty, the case shall be referred to the Associate Vice President of Academic and Student Services and considered under the Student Code of Conduct and its process and procedures.

VI. Student Conduct Code

Students shall conduct themselves in a manner which reflects common standards of decency, and an awareness of the rights of others. Students shall be disciplined only for good cause, which shall include, but not be limited to, the following categories of misconduct:

1. Academic dishonesty, such as cheating, plagiarism as set forth in Article V of this Students Rights and Responsibilities / Student Code of Conduct, or knowingly furnishing false information to the College;

2. Unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class note, except as permitted by any policy or administrative procedure;
3. Dishonesty, forgery, alteration, or misuse of College documents, records or identification;
4. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities;
5. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any such person;
6. Committing or attempting to commit robbery or extortion;
7. Causing or attempting to cause damage to College property or private property on campus;
8. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus;
9. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing or other injury to any real or personal property owned by the College or on the campus;
10. Unauthorized entry to or use of College;
11. Violation of College policies or of campus regulations including those concerning registration of student organizations, use of College facilities, or the time, place and manner of public expression;
12. Unlawful possession, use, sale, offer to sell, or furnishing or being under the influence of any controlled substance as listed in the Illinois statutes, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined by Illinois law;
13. Use, possession or sale of any firearm, knife, explosive, or other object that could be classified as a weapon (unless the student has specific authorization from a College official);
14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of authority or persistent abuse of College personnel;
15. Gambling on College property;
16. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade or disgrace any fellow student or other persons;
17. Disorderly conduct or lewd, indecent or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions;
18. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College;
19. Theft or abuse of computer time, 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;
 - c. unauthorized use of another person's identification and password;
 - d. use of computing facilities to interfere with the work of another student, faculty member or college official;
 - e. use of computing facilities to send obscene or abusive messages or to defame or intentionally harm other persons;
 - f. use of computing facilities to interfere with normal operation of the college computing system;
 - g. use of computing facilities for student's personal benefit;
20. Committing sexual harassment as defined by law or set forth in Board Policy;
21. Engaging in harassing or discriminatory behavior based on the protected categories listed in Policy on Discrimination and Harassment;

22. Engaging in expression which is obscene, libelous or slanderous or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College;
23. Conduct which is prohibited by local, state, or federal law which substantially disturbs or disrupts the College's educational programs or activities;
24. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
25. Unacceptable hygiene that disturbs or disrupts the college's educational programs or activities;
26. The use of certain electronic devices, including but not limited to cell phones, digital cameras, and other electronic communication and entertainment devices in classes and labs is prohibited, unless prior approval is granted by the relevant staff or faculty member;
27. Hover boards and skateboards may not be ridden inside buildings. Riders should refrain from stunts and should practice extreme caution and safety of others.
28. Failure to follow emergency or security directives by College personnel.
29. Gross misconduct by any standard.

Visitors on the Rend Lake College campus shall conduct themselves in a manner which reflects common standards of decency, and an awareness of the rights of others.

Rend Lake College reserves the right to take necessary and appropriate action to protect the safety and well-being of the college community. Any actions are at the sole discretion of the College and will be intended to protect the best interests of the College, student body and educational processes.

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited, disrespectful, or unlawful acts which result in disruption of a class may be directed to leave the class for the remainder of the class period. In most cases, the student will be required to meet with a Dean, Associate Vice President or Vice President before returning to class.

VII. Disciplinary Procedures

The Associate Vice President of Academic and Student Services may appoint a designee to act on his/her behalf.

- A. Charge – any person may initiate a charge that a student has violated the Code of Conduct by submitting a complaint with the Associate Vice President of Academic and Student Services (www.rlc.edu) who will investigate and take appropriate action. The Associate Vice President of Academic and Student Services may also initiate disciplinary action on behalf of the College. The filed complaint must specify the time, place and nature of the alleged misconduct, and if possible, the names of persons who observed the misconduct.
- B. Notice of Discipline – a student charged with misconduct will be given notice in person or by certified return receipt mail to meet with the Associate Vice President of Academic and Student Services at the specific time, date, and place for a conference regarding a charge of misconduct. Failure on the part of the student to meet with the Associate Vice President of Academic and Student Services as requested may result in a decision being made in the student's absence, and the student shall be notified of this decision by certified return receipt mail or in person. The processing of all student records, registration and transcript detail may be held in abeyance until the student follows up on a Notice to Appear.

The charged student may be accompanied by one advisor if so desired conditional on 24 hours notice to and approval by the Associate Vice President of Academic and Student Services or his/her designee. The advisor may attend the meeting to counsel with the student. In no event may the advisor participate directly by speaking or questioning either party. The charged student must speak on their own behalf. At

any time during the meeting, the advisor may be asked to leave should they not adhere to their role in an advisory capacity only.

C. Conference with Associate Vice President of Academic and Student Services

1. The student shall be notified of the charges and given an opportunity to respond to the same.
2. The Associate Vice President of Academic and Student Services shall discuss the charge with the student and otherwise investigate the allegations, including receiving information from witnesses.
3. The Associate Vice President of Academic and Student Services will inform the student of his/her decision with respect to the charges and recommend disciplinary action or the date and time when another meeting will be held for further discussion of the Associate Vice President's recommendation.
4. The Associate Vice President of Academic and Student Services will issue sanctions depending upon the severity of the offense and the student's previous conduct record. Disciplinary procedures and sanctions may be implemented with the assistance of other professional staff members as deemed necessary or appropriate by the Associate Vice President of Academic and Student Services. Sanctions by the Associate Vice President of Academic and Student Services may include one or a combination of the following:
 - a. dismiss the charges,
 - b. oral reprimand,
 - c. censure notice, written or spoken, stating that further misconduct will bring more serious action,
 - d. order disciplinary probation – a written statement disqualifying the student for a specific time period from extra-curricular or co-curricular activities,
 - e. order restitution – a written requirement that the student provide reimbursement for misappropriation or damage to College property, or that of an individual,
 - f. suspension – written notice of exclusion from the campus, classes, privileges, and College activities for a specific period of time,
 - g. expulsion – If the Associate Vice President of Academic and Student Services believes a student's conduct warrants expulsion, he/she will suspend the student until a final decision is made. The Associate Vice President of Academic and Student Services will submit a written recommendation to the Vice President of Instruction and Student Affairs within seven (7) calendar days of completing his/her investigation. The Vice President of Instruction and Student Affairs shall notify the student of the final decision by certified return receipt mail. If expulsion is warranted, the student shall be automatically withdrawn from current classes with a "W" as a grade. Students dismissed due to expulsion can be reinstated only upon the favorable action on a petition for reinstatement by the Vice President or President.

VIII. Due Process Hearing for Students Recommended for Expulsion

The Vice President of Instruction and Student Affairs may appoint a designee to act in his/her behalf. A student who is expelled as a disciplinary sanction shall be entitled to a due process hearing in accordance with the following:

- A. Student may appeal the expulsion within ten (10) consecutive calendar days from the receipt of the notification.
- B. If a student requests a hearing on the expulsion, the Vice President of Instruction and Student Affairs shall transmit to the Disciplinary Committee the case of any student requesting a formal hearing. The Disciplinary Committee is a committee consisting of one student appointed by the Vice President of Instruction and Student Affairs, two full-time faculty members appointed by the Academic Council, two members of the professional staff appointed by the Vice President of Instruction and Student Affairs, one of whom is appointed as chair of the committee.

The charged student may be accompanied by one advisor, if so desired, conditional on 24 hours notice to and approval by the Vice President of Instruction and Student Affairs or his/her designee. The advisor may attend the meeting to counsel with the student. In no event may the advisor participate directly by speaking or questioning either party. The charged student must speak on their own behalf. At any time during the meeting or hearing, the advisor may be asked to leave should they not adhere to their role in an advisory capacity only.

- C. The Disciplinary Committee shall hold a hearing, observe the procedures described below, consider all evidence, determine the facts, and make appropriate disciplinary sanctioned recommendations to the President.
- D. The student shall be advised of the following rights:
 - 1. The right to be present throughout the hearing, and to hear all testimony and examine all documents presented at the hearing.
 - 2. To cross examine and question any witnesses presented by the Vice President of Instruction and Student Affairs.
 - 3. To be present throughout the entire proceedings except for the time the Disciplinary Committee deliberates.
 - 4. To be provided with a copy of the audio tapes of the proceedings if requested.
- E. Hearing procedures to be used are as follows:
 - 1. The hearing before the Disciplinary Committee is not subject to formal rules of evidence.
 - 2. The Chair calls the session to order and reads the breach of rules as charged.
 - 3. The Chair will give an opportunity to the student and the Vice President of Instruction and Student Affairs to make an opening statement.
 - 4. The Vice President of Instruction and Student Affairs will present all pertinent information and/or witnesses regarding the claimed breach of rules as related to misconduct.
 - 5. The student, after hearing all evidence presented, may question the accuser or witnesses.
 - 6. The student will then have the opportunity to present his/her case, including all evidence and witnesses.
 - 7. The Vice President of Instruction and Student Affairs will have the right to question the student and/or witnesses.
 - 8. The Disciplinary Committee will have the right to question the student and/or witnesses.
 - 9. The Disciplinary Committee will meet in private to render a recommendation.
 - 10. The Disciplinary Committee will notify the student by Certified Mail of its recommendation to the President within five (5) calendar days of the hearing. If the student is dissatisfied with the recommendation of the committee, he/she may, within five (5) calendar days of receipt of their recommendation, file an appeal with the President through the Vice President of Instruction and Student Affairs in reaching his/her decision.
 - 11. If the student files an appeal from the recommended decision of the disciplinary committee, the Vice President of Instruction and Student Affairs shall submit to the President the official record of the committee along with a summary of the evidence. On appeal, the President will consider the recommendation of the Vice President of Instruction and Student Affairs, the recommendation of the Disciplinary Committee, and the appeal information provided by the student. No new evidence or testimony will be considered unless there is evidence of extenuating circumstances that would suggest receipt of additional evidence was necessary.
 - 12. The President shall issue her/his decision within seven (7) calendar days. The President may accept the recommendations of the Vice President of Instruction and Student Affairs, the Disciplinary Committee, or overturn or modify the recommended sanctions. The decisions of the President shall be considered final.

IX. Athletics, Co-Curricular and Extra-Curricular Activities

Athletics, extra-curricular and co-curricular activities exist as an outlet in which students can develop leadership skills, human relationship skills, time management, teamwork and provide service to others and to the College. Students who participate in College clubs, organizations, athletics, plays and concerts and organized academic competitions represent the College. As representatives of the College, those participating in College activities must recognize and accept the responsibility to uphold the very highest standards of behavior.

If a student involved in College activities as specified engages in activity on- or off- campus which violates campus rules and regulations, state or federal laws, the student will be disciplined in an appropriate manner. In a case where the student is arrested for any offense specified in the Code of Conduct or an equally serious offense, the student will be suspended from participation in the activity until such time as the matter is adjudicated by the courts. If the student is found guilty, she/he may be suspended from participation in the activity for a specified number of events or for the balance of the year or season.

Disciplinary procedures will be followed as stated in item VII. Nothing herein is designed or intended to limit any other reasonable rules or restrictions placed in force by a coach, faculty sponsor or athletics-related administrator. In addition, the coach, faculty sponsor or athletics-related administrator may take disciplinary action immediately, such as expulsion from a practice or performance, where it is necessary and appropriate.

X. Degree Revocation

Academic integrity rests with all members of the college community, and academic decisions are based upon trust between faculty and students. The college's award of academic credit and degrees is its certification of student achievement. If the students acquire their academic credentials by deceit, fraud, misrepresentation or the dishonest act of others, they deceive not only the college but also those who may eventually rely upon the knowledge and integrity of its graduates. Such misconduct may not be discovered until the student has left the college or received a degree. In such instances, the college reserves the right to decertify credit (either in whole or in part), revoke grade(s) or degree(s) and rescind any Rend Lake College certification that warrants that the student successfully completed course work or requirements for a degree. Decisions to take such actions will be made only after careful consideration of all the available evidence.

DEGREE REVOCATION PROCEDURES

1. Upon receipt of a charge that a degree recipient improperly completed or failed to complete the course work or requirements for a degree at Rend Lake College, the Vice President of Instruction and Student Affairs shall convene an investigatory panel including at least three faculty members, the appropriate Associate Vice President and one Dean.
2. This panel shall be charged by the President to hear the case and determine whether the degree recipient improperly completed or failed to complete the course work or requirements for a degree.
3. The degree recipient shall be notified of the investigation.
4. The degree recipient shall be afforded 15 calendar days from notification of the investigation to supply any material appropriate to the charge to the panel.
5. The panel may obtain any material relevant to the investigation. All Rend Lake College departments and offices shall cooperate with the panel.
6. The panel, at its discretion, may conduct a pre-hearing conference with the degree recipient. The degree recipient may be accompanied by an advisor.
7. The degree recipient shall have the right to have an advisor present, who may be an attorney, at the hearing. In the event that the degree recipient is represented by an advisor, the college may also be represented by counsel who may also participate in the hearing. Any expense incurred by the college shall be the responsibility of the degree recipient.
8. The formal rules of evidence shall not apply to the proceedings. Any participant who becomes disruptive or engages in harassment may be asked to leave the hearing.

9. The Vice President of Instruction and Student Affairs shall present the charge at the hearing.
10. The degree recipient shall be afforded an opportunity to present any and all relevant evidence, including relevant witnesses, and cross-examine any witnesses presented by the Vice President of Instruction and Student Affairs. 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 Student Affairs, and the college's legal counsel.
11. 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.
12. 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.
13. Sanctions may include revocation of grade(s), the degree(s), decertification of credit and/or rescission of certification.
14. 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.
15. Appeals must be in writing and include the degree recipient's valid mailing address and telephone number. The Vice President of Instruction and Student Affairs 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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. Student Optional Disclosure of Private Medical / Mental Health Information

Students are given the opportunity to submit an authorization form to disclose any medical or mental health issue which may require emergency attention. Rend Lake College staff will take all necessary precautions to protect confidentiality as well as provide emergency care should the need arise.

XII. 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 seeking 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 advising 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.

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

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

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 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 Associate Vice President of Academic and Student Services.

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 Associate Vice President of Academic and 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 Associate Vice President of Academic and 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 Associate Vice President of Academic and Student Services, the Associate Vice President will refer the appeal to the Vice President of Instruction and Student Affairs.
4. The Vice President of Instruction and Student Affairs 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 Vice President's office.
5. The decision of the Vice President of Instruction and Student Affairs 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 Associate Vice President of Academic and Student Services for a description of what the appeal should contain.
2. The Associate Vice President of Academic and 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 Associate Vice President; the Associate Vice President will refer the appeal to the Vice President of Instruction and Student Affairs.
4. The Vice President of Instruction and Student Affairs 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 Vice President's Office.
5. The decision of the Vice President of Instruction and Student Affairs 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. RETENTION OF DISABILITY SERVICES RECORDS

Rend Lake College will retain Disability Services records for seven years. After seven years, all disability services files will be destroyed. These records include all Individual Education Programs (IEPs), evaluation reports, professional provider statements, notes, information gathered during enrollment and records of accommodations provided during the time the student was enrolled at Rend Lake College.

XIII. 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.

XIV. Alcohol and Drug Policy

Rend Lake College is committed to a drug and alcohol free 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 drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.

Certain fields of study require practical experiences which should be practiced without impaired judgement from drug or alcohol use. All students in health care and other required programs must pass a drug screening test before entering their practicum/clinical/externship as well as be subject to random testing throughout their program. Students may also be tested should there be reasonable suspicion that illegal use of any controlled substance (drugs and/or alcohol) or the abuse of legal drugs has occurred in such a manner in which an individual's ability to participate safely in an activity has been compromised or has comprised others attending or participating in the activity or on the College premises. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short term effects of substance abuse.

Clinical agencies and other industry partners affiliated with the college also have drug and alcohol policies and may require students to comply with their drug testing policies in a similar manner to their employees during their practicum/clinical/externship. Safety in the delivery of care to patient/client populations as well as in the general workplace is the basis for drug testing. Clinical sites and industry partners have the right to refuse any student for practicum/clinical/externship based on concerns about student's ability to deliver safe practice.

By enrolling in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students agree to participate in the drug screening program.

PROCEDURE

1. Allied Health Students and Other Required Screen Programs:
 - A. Each student is subject to drug screening at the time and place designated by Rend Lake College. For students with practicum/clinical/externship, the screening shall take place prior to beginning said practicum/clinical/externship.
 - B. The student shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
 - C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
2. Reasonable Suspicion
 - A. Any student who has been advised that reasonable suspicion exists for a drug screen shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
 - B. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
 - C. Reasonable suspicion includes but is not limited to actions by student which places themselves or others on campus in any dangerous situation or in danger of injuring themselves or others.
3. Random Screenings
 - A. Rend Lake College shall use a computer program established for the random selection of students/athletes for a drug screen.
 - B. Upon selection, the student will be notified by a Rend Lake College representative and student/athlete shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
 - C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
4. The drug screening shall be conducted by a qualified laboratory using regularly established procedures for collecting and testing samples by the healthcare field.

ACTIONS FOR RESULTS:

- Negative Screen: No action taken.
- Positive Screen: Student will be dismissed from the academic or athletic program.
- Diluted Screen: Student will be allowed one retest at a time designated by a school official. If the second test comes back diluted or positive, the student will be dismissed from the academic or athletic program.
- Adulterated Screen: Student will be dismissed from the college.
- Substituted Screen: Student will be dismissed from the college.
- Failure to Submit/Complete Drug Screen: Student will be dismissed from the academic or athletic program. (Example: leaving campus when contacted to present for drug testing).
- Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be given 1.5 hours and allowed up to 40 ounces of fluid to drink. After 1.5 hours if the student fails to submit a specimen, the student will be required to take a non-urine based test. The extra cost of this test must be paid by the student and cannot be charged to the student's account.

If a screening tests positive for prescription drugs, a Medical Review Officer for the lab services will contact the student for more information. The Medical Review Officer may request that the student provide valid physician

prescriptions and/or copies of medical records substantiating the prescribed medication and manner of dosage.

If the Medical Review Officer finds the prescribed drugs are being taken as prescribed, it will be considered a negative screen. If the Medical Review Officer finds the prescription is not valid or the drugs are being taken in a manner different from the prescription, or if the student fails to cooperate with the Medical Review Officer's request for proper medical documentation, it will be considered a positive screen and appropriate action will be taken.

Assistance for Addiction

Rend Lake College recognizes that addiction is a disease that takes assistance to overcome. Rend Lake College encourages any student facing drug or alcohol addiction to receive professional help. There are numerous treatment centers in the state of Illinois. For assistance in locating a treatment center, students will be directed to contact RLCares or the advisement department. Rend Lake College is not responsible for any costs related to treatment.

Re-Admission after Positive Drug Screening

Any student who is dismissed for a positive drug screening may reapply for admission after six months. However, the student must present proof of attendance in a drug/alcohol rehabilitation program prior to re-applying for subsequent semesters. Signed documentation of treatment by a substance abuse professional is required as proof of treatment. The student must also have a negative drug screen prior to re-enrollment. The student must complete negative drug screenings at least once every six months until graduation. A second violation of the drug policy will result in permanent dismissal from Rend Lake College. Readmission to programs and extracurricular activities will be at the discretion of college officials after review of all pertinent information.

XV. Firearm Concealed Carry Policy

It is the policy of Rend Lake College to adhere to, and enforce, the Illinois Concealed Carry Act, 430 ILCS 661/1 et seq, the "Act". All rules and regulations imposed as part of the Act which applies to community college facilities and operations will be in place and enforced. The following procedures are established to ensure compliance.

PROCEDURE – As indicated in the Act (430 ILCS 66/65(a)(15)), concealed firearms may NOT be carried into "any building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, whether owned or leased, any real property, including parking areas, sidewalks, and common areas under the control of a public or private community college, college, or university," with the following exceptions:

1. On or about his/her person within a vehicle in the parking areas of College-owned property. Firearms will not be allowed within vehicles in parking areas which are less than 125 yards from the Children's Center or any other property where Rend Lake College is engaged in providing child care services or events.
2. Any public right of way that touches or crosses community college property.
3. When the firearm is going to be used for the purpose of instruction or curriculum of officially recognized College programs and offerings or in any designated area used within those programs or offerings.

For the above specified areas onto which a concealed firearm is allowed, the following additional rules will apply:

1. A person licensed to carry a concealed firearm must store the firearm and ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. For the purpose of this subsection, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.
2. A person licensed to carry a concealed firearm may exit a vehicle and carry a concealed firearm in the immediate area surrounding his or her vehicle within a prohibited parking area only for the LIMITED purpose of storing or retrieving a firearm within the vehicle's trunk, provided the person ensures the concealed firearm is unloaded prior to exiting the vehicle.

For those students who are enrolled in courses which require the use of a firearm, the student will be informed in advance that he/she must follow the procedures listed below when bringing firearms onto College property:

1. When students are transporting firearms from parking areas to the classroom or firing range, firearms must be unloaded and carried within an enclosed case as defined above. Ammunition must also be transported within an enclosed case.
2. Prior to the firing of any firearm as part of coursework, firearms and ammunition will be inspected by a certified instructor. Rend Lake College has the right to disallow the firing of any firearm or ammunition which is deemed to be unsafe.
3. Firearms must be stored in an enclosed case at all times when it is not being used as part of coursework.

Only individuals who possess a valid concealed carry license from the Illinois Department of State Police will be allowed to bring concealed firearms onto campus property per the above guidelines.

For the sake of this policy, handguns, not long guns, are permitted for concealed carry. Explicitly excluded are stun guns, Tasers, machine guns, short barrel rifles/shotguns, pneumatic guns, spring guns, paintball guns, and BB guns.

Licensed individuals will be prohibited from carrying a firearm within a vehicle owned, leased, or controlled by the RLC.

The Rend Lake College Police Dept. will be responsible for the posting of the proper signage as dictated by the Act. The signage will be posted in a manner which clearly and conspicuously states that the carrying of concealed firearm is prohibited.

Concealed carry firearms are prohibited on property which is owned by the College and leased to another party. The College will be responsible for the proper posting of signage at the leased sites as dictated by the Act.

The Chief of Police will responsible for the required reporting to the Illinois Dept. of State Police if an individual is determined to pose a “clear and present danger” to himself, herself, or others, within 24 hours of the determination and in accordance with Section 6/103.3 of the Mental Health and Developmental Disabilities Codes, 405 ILCS 5/6-103.3.

Individuals who are in direct violation of the above policies and procedures will be subject to the immediate discipline as defined below:

1. Individuals will be required to leave campus grounds immediately and may be barred from entry onto College property in the future.
2. Students will be subject to immediate suspension and/or expulsion and may be barred from entry onto College property in the future.
3. Rend Lake College employees will be subject to the Rend Lake College Policy 4.17 – Grievance Procedure and may be barred from entry onto College property in the future.



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