

# SOUTHEASTERN ILLINOIS COLLEGE

2024-2025

## STUDENT HANDBOOK



3575 College Road  
Harrisburg, IL 62946  
618-252-5400

[www.sic.edu](http://www.sic.edu) [www.facebook.com/southeastern.illinois.college](https://www.facebook.com/southeastern.illinois.college) [www.twitter.com/SIC\\_EDU](https://www.twitter.com/SIC_EDU)  
[www.instagram.com/southeasternillinoiscollege](https://www.instagram.com/southeasternillinoiscollege)

Entry into campus grounds and buildings constitutes consent to be photographed or video recorded for College purposes.



*Talon*  
STUDENT HANDBOOK

## President's Welcome

Welcome to Southeastern! It is my great privilege to welcome you to an institution where academic excellence, personal growth, and community thrive. Whether you're here to begin your college journey, continue your studies, or contribute to our vibrant campus life, you have made the right choice in choosing Southeastern.

At Southeastern, we are committed to providing an environment where every student can reach their fullest potential. With a wide range of academic programs, outstanding faculty, and diverse extracurricular opportunities, we empower you to succeed both in and out of the classroom. Our priorities for inclusivity, innovation, and community engagement guide everything we do, ensuring that you receive a well-rounded education that prepares you for the challenges and opportunities of tomorrow.

We believe that a strong foundation in education, combined with hands-on experience and support from a dedicated team, will set you on a path to success. Here at Southeastern, you'll find a place where you are encouraged to explore your passions, develop your skills, and build lasting connections that will support you throughout your life.

As you explore this catalog and all the opportunities that await you, I invite you to take full advantage of everything Southeastern has to offer. Engage with your peers, faculty and staff, participate in activities that interest you, and be open to new perspectives and experiences. From these opportunities, I am confident that your time here will be rewarding, transformative, and memorable.

Thank you for choosing Southeastern. I look forward to watching you grow and succeed!

Best Regards,

***Karen Weiss, Ed.D.***  
***President***

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## COLLEGE CALENDAR

### FALL 2024

|                |   |
|----------------|---|
| August 15, 16  | Faculty/Staff In-service                                      |
| August 19      | Fall Semester Begins  |
| August 30      | Last Day to Drop with a Full Refund ( <i>16-week course</i> ) |
| September 2    | Labor Day – College Closed                                    |
| October 11     | Midterm   |
| October 11     | Staff Development Day – Classes Dismissed at 11:30am          |
| October 14     | College Holiday – College Closed                              |
| October 21     | Spring Registration Begins                                    |
| November 5     | Election Day – College Closed                                 |
| November 11    | Veterans Day – College Closed                                 |
| November 25    | Last Day to Withdraw from Classes                             |
| November 27-29 | Thanksgiving Holiday – College Closed                         |
| December 11-16 | Semester Final Exams  |
| December 20    | Offices Close at 4:30pm                                       |
| December 23-31 | Winter Break – College Closed                                 |

### SPRING 2025

|             |   |
|-------------|---|
| January 1   | New Year's Day – College Closed                               |
| January 2   | Offices Open at 8:00 am                                       |
| January 10  | Faculty/Staff Development Day                                 |
| January 13  | Spring Semester Begins  |
| January 20  | Martin Luther King, Jr.'s Birthday – College Closed           |
| January 27  | Last Day to Drop with a Full Refund ( <i>16-week course</i> ) |
| February 17 | President's Day – College Closed                              |
| February 28 | Scholarship Applications Due                                  |
| March 7     | Midterm   |
| March 7     | Staff Development Day – Classes Dismiss at 11:30am            |
| March 10-14 | Spring Break – College Closed                                 |
| March 24    | Summer/Fall Registration Begins                               |
| April 18    | College Holiday – College Closed                              |
| April 28    | Last day to Withdraw from Classes                             |
| May 12-14   | Semester Final Exams  |
| May 15      | Commencement – 7:00pm   |
| May 16      | Summer Office Hours Begin (MTWR, 8:00am – 4:30pm)             |

### SUMMER 2025

|         |  |
|---------|--|
| May 18  | <i>First 5-week Summer Session Begins</i>            |
| May 26  | Memorial Day – College Closed                        |
| June 2  | Summer Semester Begins (8-week courses)              |
| June 6  | Last Day to Drop with a Full Refund (8-week courses) |
| June 18 | <i>Second 5-week Summer Session Begins</i>           |
| June 19 | Juneteenth – College Closed                          |
| June 26 | Midterm ( <i>8-week courses</i> )                    |
| July 17 | Last Day to Withdraw from Classes                    |
| July 24 | End of Summer Sessions                               |

*\*Schedule subject to change*

# DIRECTORY

## 618-252-5400 + ext.

We welcome and encourage students to meet and talk with our staff personally. Regular office hours are Monday-Friday, 8 a.m. to 4:30 p.m. Summer office hours are Monday-Thursday, 8:000 a.m. to 4:30 p.m.

**Local: 618-252-5400**

**Toll-free: 866-338-2742**

**Fax: 618-252-3062**

| Administrative Offices                      | Extension |
|---|-----------|
| Academic Services – Executive Dean’s Office | 2251      |
| Business Affairs –Executive Dean’s Office   | 2501      |
| President’s Office                          | 2101      |
| Student Services– Executive Dean’s Office   | 2401      |

| Department   | Extension    | Email  |
|--|--------------|--|
| Academic Advising                                  | 4130         | <a href="mailto:advising@sic.edu">advising@sic.edu</a>             |
| ACT Testing  | 2431         | <a href="mailto:act@sic.edu">act@sic.edu</a>                       |
| Admissions   | 4120         | <a href="mailto:registrar@sic.edu">registrar@sic.edu</a>           |
| Athletics  | 2424         | <a href="mailto:athletics@sic.edu">athletics@sic.edu</a>           |
| Billing/ Payment Assistance                        | 2501         | <a href="mailto:payment@sic.edu">payment@sic.edu</a>               |
| Bookstore  | 2530         | <a href="mailto:bookstore@sic.edu">bookstore@sic.edu</a>           |
| Box Office (Theatre)                               | 2486, 2487   | <a href="mailto:boxoffice@sic.edu">boxoffice@sic.edu</a>           |
| Cafeteria/ Catering – Falcon Point Bistro          | 2540         | <a href="mailto:catering@sic.edu">catering@sic.edu</a>             |
| Coal Mining Technology Office                      | 2360         | <a href="mailto:coalmining@sic.edu">coalmining@sic.edu</a>         |
| Community Education                                | 2210, 2800   | <a href="mailto:community.ed@sic.edu">community.ed@sic.edu</a>     |
| Cosmetology Clinic                                 | 2213         | <a href="mailto:cosmetology@sic.edu">cosmetology@sic.edu</a>       |
| Disability Support Services (ADA Coordinator)      | 2430         | <a href="mailto:ada@sic.edu">ada@sic.edu</a>                       |
| Distance Learning Office/Assistance                | 2265         | <a href="mailto:online@sic.edu">online@sic.edu</a>                 |
| Early College/ Dual Credit                         | 2245         | <a href="mailto:dualcredit@sic.edu">dualcredit@sic.edu</a>         |
| Enrollment Services Fax #                          | 618-252-3062 |  |
| Facilities   | 2572         | <a href="mailto:facilities@sic.edu">facilities@sic.edu</a>         |
| Financial Aid/ Scholarships                        | 4110         | <a href="mailto:fao@sic.edu">fao@sic.edu</a>                       |
| Fitness Center                                     | 3205         | <a href="mailto:fitness@sic.edu">fitness@sic.edu</a>               |
| Foundation/ Scholarship Office                     | 2104         | <a href="mailto:scholarships@sic.edu">scholarships@sic.edu</a>     |
| Graduation Information                             | 2453         | <a href="mailto:graduate@sic.edu">graduate@sic.edu</a>             |
| Human Resources                                    | 2482         | <a href="mailto:humanresources@sic.edu">humanresources@sic.edu</a> |
| IT Technical Support                               | 151          | <a href="http://www.sic.edu/support">www.sic.edu/support</a>       |
| Job Placement Assistance                           | 2325         | <a href="mailto:jobs@sic.edu">jobs@sic.edu</a>                     |
| Library  | 2261         | <a href="mailto:library@sic.edu">library@sic.edu</a>               |
| Marketing Office                                   | 2130         | <a href="mailto:marketing@sic.edu">marketing@sic.edu</a>           |
| Media Center                                       | 3506, 2265   | <a href="mailto:media@sic.edu">media@sic.edu</a>                   |
| Mental Health Counselor/HOUSE Liaison              | 2523         | <a href="mailto:mentalhealth@sic.edu">mentalhealth@sic.edu</a>     |
| Nursing and Allied Health Programs Office          | 2331         | <a href="mailto:nursing@sic.edu">nursing@sic.edu</a>               |
| Nursing & Allied Health Programs Admission Testing | 2442         | <a href="mailto:testing@sic.edu">testing@sic.edu</a>               |
| Online Course Technical Support                    | 2265, 2124   | <a href="mailto:online@sic.edu">online@sic.edu</a>                 |

|  |                    |  |
|--|--------------------|--|
| Recruitment  | 2245, 2325         | <a href="mailto:recruiters@sic.edu">recruiters@sic.edu</a>                     |
| Registration   | 4120               | <a href="mailto:registrar@sic.edu">registrar@sic.edu</a>                       |
| Room Reservations  | 2486               | <a href="mailto:reservations@sic.edu">reservations@sic.edu</a>                 |
| Security   | 2911               | <a href="mailto:security@sic.edu">security@sic.edu</a>                         |
| Student Activities   | 2486               | <a href="mailto:studentactivities@sic.edu">studentactivities@sic.edu</a>       |
| Student Success Center                                     | 2383               | <a href="mailto:studentsuccesscenter@sic.edu">studentsuccesscenter@sic.edu</a> |
| Student Worker Positions                                   | 2452               | <a href="mailto:studentwork@sic.edu">studentwork@sic.edu</a>                   |
| Testing  | 2442               | <a href="mailto:testing@sic.edu">testing@sic.edu</a>                           |
| Theatre (George T. Dennis Visual & Performing Arts Center) | 2486               | <a href="mailto:theatre@sic.edu">theatre@sic.edu</a>                           |
| Transcripts  | 2453               | <a href="mailto:transcripts@sic.edu">transcripts@sic.edu</a>                   |
| Tutoring   | 2383               | <a href="mailto:tutor@sic.edu">tutor@sic.edu</a>                               |
| TRIO/Student Support Services Program                      | 2313               | <a href="mailto:trio@sic.edu">trio@sic.edu</a>                                 |
| TRIO/Upward Bound Program                                  | 2313               | <a href="mailto:upwardbound@sic.edu">upwardbound@sic.edu</a>                   |
| Tuition Payment  | 2501               | <a href="mailto:payment@sic.edu">payment@sic.edu</a>                           |
| Veterans’ Benefits   | 2450               | <a href="mailto:veterans@sic.edu">veterans@sic.edu</a>                         |
| White County Center, Carmi (David L. Stanley Center)       | 618- carmi@sic.edu | 382-8869   |
| Workforce Investment Act (WIA)                             | 2383               | <a href="mailto:wia@sic.edu">wia@sic.edu</a>                                   |
| Workforce & IL Small Business Dev. Center                  | 618-252-5001       | <a href="mailto:wsbdc@sic.edu">wsbdc@sic.edu</a>                               |

For full personnel directory, visit [www.sic.edu/directory](http://www.sic.edu/directory)

## CAMPUS RESOURCES & SERVICES

### ACADEMIC ADVISEMENT

E Building Lower Level 252-5400 [advising@sic.edu](mailto:advising@sic.edu)

Rachel Parish  
Veterans & International Advisor - ext. 2245

Jeremy Irlbeck  
Academic Advisor & Athletic Specialist ext. 2425

Maddison Maloney  
Student Services Liaison ext. 2434

Angie Dunk  
TRIO Advisor - ext. 2433

#### Regular Hours:

Monday - Friday 8 a.m. - 4:30 p.m.

#### Summer Hours:

Monday - Thursday 8 a.m. - 4:30 p.m.

The Academic Advisement Center assists new and continuing students with general college information, vocational, career and transfer advisement and registration. Call 252-5400 ext. 4130 to make an appointment. To see an Academic Advisor on a walk-in basis, please visit the Registration window at the Enrollment Services Desk.

## ADMISSIONS

The Admissions Office, which is a part of Enrollment Services, assists students with being admitted to the college, enrolling in courses and changing their schedules. Admissions also processes anything related to name changes, establishing residency, inquiries about grades, including academic probation and suspension, the graduation application and student transcripts. To speak to a staff member, call 252-5400, ext. 4120 or stop by the E building, room 102.

### Regular Hours:

Monday – Friday, 8 a.m. - 4:30 p.m.

### Summer Hours:

Monday – Thursday, 8 a.m. - 4:30 p.m.

## BOOKSTORE

Room B123, Ext. 2530  
Stacy Moore, Senior Director of Auxiliary Services  
252-5400 ext. 2535, [bookstore@sic.edu](mailto:bookstore@sic.edu) [www.sicbookstore.com](http://www.sicbookstore.com)

**Regular Hours:** Monday – Friday 8 a.m. - 4 p.m.

**Summer Hours:** Monday-Thursday 8 a.m.- 4 p.m.

The Southeastern Illinois College Bookstore carries new, used, and rental textbooks for all SIC classes. A variety of school supplies that are required in every major are kept in stock for your convenience. In addition, the SIC Bookstore also carries backpacks, gift items, and a large assortment of SIC apparel and souvenirs. Falcon Pointe Bistro meal cards, RIDES bus passes and SIC parking permits are also available. Books can be viewed and purchased online with a credit card at [www.sicbookstore.com](http://www.sicbookstore.com). Students may sell textbooks back to the bookstore during the last week of every semester.

The Southeastern Illinois College Bookstore also includes a coffee bar and lounge area for students to study and relax between classes. The coffee bar serves Starbucks coffee, lattes, mocha, smoothies and more. Open during Bookstore hours.

## BULLETIN BOARDS

Kellye Whitler,  
Senior Director of Campus Events  
252-5400 ext. 2486, [kellye.whitler@sic.edu](mailto:kellye.whitler@sic.edu)

Bulletin boards are located throughout the College campus. Anyone wishing to post notices on these boards must secure approval from the Student Activities Coordinator or the Executive Dean for Student Services. Student Ambassadors will post approved material on the bulletin boards. Postings are not allowed on windows, doors or brick surfaces.

## COLLEGE CATALOG

[www.sic.edu/catalog](http://www.sic.edu/catalog)

Each student should acquire a current copy of the official College Catalog, which outlines all College policies, procedures and degree requirements. It is each student's responsibility to know policies and requirements.

Catalogs are available in the Enrollment Services Office. The most current College Catalog is available on the College website at [www.sic.edu/catalog](http://www.sic.edu/catalog).

## CLASS CANCELLATIONS

In the event that an ongoing class must be cancelled due to instructor illness, etc., call 618-252-5400, select option 2, and listen to the announcement. Students may also be notified via their student email accounts or by text alerts (txtSIC). Class cancellation notifications will also be listed on the SIC homepage under Class Notices.

## COSMETOLOGY – SIC STYLE STUDIO

Southeastern's comprehensive Cosmetology offers a full range of salon and spa services to students and the general public. Cosmetology students provide cuts, perms, highlights, lowlights, hair color services, facials, facial waxing, manicures, acrylics, and pedicures. All work is exclusively done by students under the supervision of highly qualified instructors.

See [www.sic.edu/salonandspa](http://www.sic.edu/salonandspa) for hours of operation and current pricing. Call 618-252-5400 ext. 2213 to make an appointment.

## DINING SERVICES - FALCON BISTRO

The Falcon Bistro is open 7:30 a.m. – 2:00 p.m., during fall and spring semesters, with limited hours during the summer. The menu includes breakfast, sandwiches, salad bar, pizza, hot meal specials, nachos and more. Special occasion catering is available. Please contact [catering@sic.edu](mailto:catering@sic.edu) or (618) 252-5400 ext. 2540

## DISTANCE LEARNING

Online Learning and Educational  
Technology, Room A 124

Email: [online@sic.edu](mailto:online@sic.edu)

Ben Ross  
Associate Dean of Integrated Technology  
[benjamin.ross@sic.edu](mailto:benjamin.ross@sic.edu)  
252-5400 ext. 2520

Angie Mayfield  
Distance Learning Specialist  
[angie.mayfield@sic.edu](mailto:angie.mayfield@sic.edu)  
252-5400 ext. 2265

Scott Reed  
Online Learning  
[scott.reed@sicedu](mailto:scott.reed@sicedu)  
252-5400 ext. 2124

### Regular Hours:

Monday – Friday, 8:00 a.m.- 4:30 p.m.

### Summer Hours:

Monday – Thursday  
8:00 a.m. – 4:30 p.m.

### Online Courses and Degrees

There are a large number of courses and some Associate degrees at Southeastern that are offered online. An online class involves taking a course via a computer. Online courses do not require fixed-schedule visits to the campus. Instead, regularly scheduled classroom sessions are replaced by activities completed and managed online. Both students and instructors communicate using their computers.

The syllabus, assignments, class lectures, discussions, quizzes/exams, and other course materials are provided on the computer. However, most online classes do require the purchase of a textbook, just as face-to-face classes do. There are typically deadlines for completing assignments and tests, but not scheduled times to take them. However, science labs and speeches require time on campus to complete lab work.

Students who wish to take online classes must have access to a reliable computer with a dependable Internet connection. A computer at home will give the student the most flexibility. However, there are open use computers available in the Learning Commons at the SIC campus which can be used to complete online coursework. A number of orientation sessions are offered at the beginning of each semester for those who are new to online learning or the college's LMS, Canvas. For more information on orientation sessions, visit [www.sic.edu/oso](http://www.sic.edu/oso). For technical issues with your online class, you may email at [online@sic.edu](mailto:online@sic.edu) or call 252-5400, ext. 2124 or ext. 2265. Students may also come to Media Services - A124 for personal assistance.

## ELLA ELIZABETH HISE MUSEUM OF REGIONAL ART

Lonnie Mann  
Museum Curator  
[lonnie.mann@sic.edu](mailto:lonnie.mann@sic.edu)  
252-5400 ext. 2577

### Regular Hours:

Monday-Friday, 10:00 a.m.-6 p.m.

[hisemuseum@sic.edu](mailto:hisemuseum@sic.edu)

The Ella Elizabeth Hise Museum of Regional Art was made possible by a wonderful gift from William C. Hise and his late brother, James C. Hise, in honor of their sister, Ella, who was a teacher and art supervisor in the Harrisburg Public schools for many years. The Museum's mission is: To honor Ella Elizabeth Hise and foster an appreciation for visual arts works, exhibits, programs, and cultural partnerships that celebrate southern Illinois and the surrounding region. In addition to the prized exhibit hall, the Museum contains a beautiful front entrance foyer, lounge, classroom, and professional workspace. Traveling exhibitions, art talks, and other venues are scheduled at the Hise Museum.

## EMAIL AND STUDENT TECHNOLOGY SERVICES

### ACCOUNT SETUP

Students can activate their online student services accounts using the Setup Instructions located at [www.sic.edu/setup](http://www.sic.edu/setup).

### HELP DESK

If you need technical assistance with your accounts, submit a support request using the Support link at the top of SIC homepage near the Search bar –choose Student Support option. EMAIL - FALCON MAIL

Falcon Mail is an SIC provided email account for students. Every student is assigned a Falcon Mail account, but you must activate it. Your Falcon Mail account is used by your instructors and other college officials to notify you of assignments, important dates, events, and information. Critical dates such as registration, tuition due dates, class drop deadlines, book buyback periods, financial aid information, and graduation deadlines will be sent to your account. Access your Falcon Mail using the links at the top of the SIC homepage at: [www.sic.edu](http://www.sic.edu).

## MySIC STUDENT PORTAL

MySIC provides students access to your online classes and service functions. Some of the features of MySIC are listed below:

Access your online classes

- Register for classes
- Print your class schedule
- View your financial aid and account information
- Sign up for a payment plan
- Get your final grades
- Print an unofficial transcript

Access MySIC using the links at the top of the SIC homepage at: [www.sic.edu](http://www.sic.edu).

### TEXT NOTIFICATIONS - txtSIC

TxtSIC is an opt-in text messaging service to notify students of campus closures for weather and other emergencies. Additionally, students may choose to receive text alerts for instructor class cancellations. While there is no charge for this service, there may be a per text message charge from your cell phone provider. For additional information please visit [www.sic.edu/txtsic](http://www.sic.edu/txtsic).

### WIRELESS INTERNET ACCESS

Wireless access is available in the interior of all campus buildings. The SICopen wireless network is for students, faculty, and staff on their personal devices. SICFalcon is an internal wireless network for faculty and staff use on SIC owned devices.

### FREE MICROSOFT OFFICE

Enrolled students have free access to Microsoft Office on up to five devices as part through the Falcon Mail suite of services. One Drive for storage and other free applications are provided.

## FINANCIAL ASSISTANCE

E Building Lower Level [fao@sic.edu](mailto:fao@sic.edu)

252-5400 ext. 4110

**Regular Hours:** Monday - Friday 8:00 a.m. - 4:30 p.m.

**Summer Hours:** Monday - Thursday 8:00 a.m. - 4:30 p.m.

## How To Apply For Financial Aid

Students who seek federal, state, or institutional assistance should apply for assistance using the Free Application for Federal Student Aid (FAFSA). Completing the FAFSA:

- Determine your dependency status. Students who are over the age of 24, married, have a child or dependent, have veteran status or actively serving in the U.S. military, have been in legal guardianship, or have been deemed homeless do not have to report parent information on the FAFSA. Simply not living with your parents does not make you independent.
- Gather your and your parents' (if applicable) 2019 income and tax information. Students are strongly encouraged to use the IRS Data Retrieval Tool to import their and/or parents' (if applicable) 2019 tax information.
- Apply for an FSA ID at [fsaid.ed.gov](https://fsaid.ed.gov) for you and your parent (if applicable).
- Go to the official FAFSA website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply for federal and state grants. Be sure to use SIC's federal school code, 001757.
- Submit your application.

Once you submit the application, the U.S. Department of Education system will process your application and submit to the schools with the federal school code(s) the student listed on the FAFSA within two to three days. After the school receives a student's FAFSA, the Financial Aid Office will evaluate and determine if and what financial aid assistance the student is eligible to receive. It is common for the Financial Aid Office to request more information from students/parents in order to clarify information submitted on the FAFSA. To expedite this process, students with access should continually check their

SIC email and log onto their MySIC portal, and look under the financial aid documents section. If you need assistance with completing the application or feel that you may qualify for a special circumstance, please contact our office. Appointments are not required but appreciated to provide optimal service.

### Veterans' Education Benefits

Southeastern Illinois College maintains a certifying official in the financial aid office to assist veterans and their dependents with educational benefits. Those who feel they may be eligible should contact the Financial Aid Office.

Common veteran educational programs at Southeastern include the following:

- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)
- Dependents' Educational Assistance Program (DEA)
- Montgomery GI Bill for Active Duty and Selective Reserve
- Post 9/11 GI Bill
- Vocational Rehabilitation

More information regarding veterans' education benefits is available at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

Southeastern will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the U.S. Department of Veterans Affairs is pending to the educational institution: prevent their enrollment; assess a late penalty fee; require they secure alternative or additional funding; deny access to any resources available to other students who have satisfied their tuition and fees. To qualify for this provision, the student must produce the VA's Certificate of Eligibility by the first day of class.

## Types Of Financial Aid Available

| Program  | Type of Aid   | Program Detail  | Annual Amount   |
|--|---|---|---|
| Federal Pell Grant   | Grant: does not have to be repaid                               | Available almost exclusively to undergraduates; student may receive up to 2 consecutive maximum awards in a year if attending school year-round.  | Up to \$6,495   |
| Federal Supplemental Educational Opportunity Grant (FSEOG) | Grant: does not have to be repaid                               | For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.  | \$100-\$4,000   |
| Iraq and Afghanistan Service Grant                         | Grant: does not have to be repaid                               | For students who are not Pell-eligible; whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least parttime at an institution of higher education.                                   | Same as Pell maximum; payment adjusted for less than-fulltime study |
| Federal Work-Study   | Money earned while attending school; does not have to be repaid | For undergraduate and graduate students; jobs can be on campus or off campus; students are paid at least federal minimum wage.  | No annual minimum or maximum amounts                                |
| Illinois Monetary Award Program (MAP)                      | Grant: does not have to be repaid                               | Eligibility for a MAP grant is tracked by the equivalent number of semester credit hours of MAP benefits paid on your behalf. This is called MAP Paid Credit Hours. Payment for each term is made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of 3 and a maximum of 15 MAP Paid Credit Hours. | Up to \$2,500   |

## Southeastern Illinois College Program Scholarships

The college offers an extensive list of academic-based, performance-based, athletic-based, and private scholarships to area students. Common scholarships offered include the following:

- Welding and Diesel
- Theatre
- Music
- Speech
- Nursing, Allied Health, Cosmetology
- Athletics
- Competitive Teams

Numerous privately sponsored scholarships are provided by the SIC Foundation and its donors. Additional scholarship information along with the application can be found on the financial assistance section of the SIC website or at [www.sic.edu/scholarships](http://www.sic.edu/scholarships).

## C. HARRY BRAMLET FITNESS CENTER

The C. Harry Bramlet Fitness Center is an aerobic super-circuit facility located on the 2<sup>nd</sup> floor in Deaton Gymnasium (C Building). The super-circuit combines aerobics with resistance exercises. In order to use the Fitness Center, you must register for a physical education class. Veterans may use the facilities at no cost. Contact the Fitness Center at 252-5400, ext. 3452 for further information about the Center or contact the Enrollment Services Office at 252-5400, ext. 4130 to register for the class. Hours are posted outside the Center.

## FREDDIE'S FOOD PANTRY

Freddie's Food Pantry, sponsored by Student Government, provides free food to any SIC student.

### HOURS OF OPERATION

Monday 1:30pm-3:30pm  
 Tuesday 3:30pm-4:30pm  
 Wednesday Noon-1:00pm  
 Thursday 1:30pm-2:30pm  
 Friday 9:30am-10:30am

*\*Also available upon request, email [kellyewhitler@sic.edu](mailto:kellyewhitler@sic.edu)*

## STUDENT ID CARDS

All students are required to obtain an ID card. Photo IDs are available at the circulation desk in the Learning Commons/Melba Patton Library, A Building, Room 126A. A copy of your schedule is required.

## INSTRUCTOR CONFERENCE HOURS

A staff directory with office locations is located on the College's website on the Human Resources page. Fulltime faculty members schedule at least five hours per week for student conferences. These hours are available in the Office of Academic Affairs and on the door of each instructor's office. All students are encouraged to use these available office hours to meet with instructors as needed.

## LEARNING COMMONS / LIBRARY - Melba A. Patton Library

A Building [www.sic.edu/library](http://www.sic.edu/library)

Arla Murphy  
 Director of the Learning Commons  
[arla.murphy@sic.edu](mailto:arla.murphy@sic.edu)  
 252-5400 ext. 2260

Donovyn Valdez  
 Learning Commons Paraprofessional  
[donovyn.valdez@sic.edu](mailto:donovyn.valdez@sic.edu)  
 252-5400 ext. 2261

Ellen Prince  
 Student Resource Assistant  
[ellen.prince@sic.edu](mailto:ellen.prince@sic.edu)  
 252-5400 ext. 2261

### Fall & Spring Semester Hours:

Monday – Friday 8:00 a.m. – 4:30 p.m.  
 Closed on Saturday & Sunday.

### Summer Semester Hours:

Monday - Thursday 8:00 a.m. – 4:30 p.m.  
 Closed Friday, Saturday and Sunday

The Melba Patton Library supports the curriculum by offering over 95,000 print and non-print items, along with access to a

variety of electronic data- bases consisting of over 18,000 full text journals, 25,000 downloadable eBooks, and 3,900 downloadable audio books. The Library is a member of I-Share, which includes the collections of 82 member libraries. The I-Share database contains over 11.5 million unique bibliographic records and more than 36 million item records.

Library/ID cards may be obtained by all students free of charge at the Learning Commons circulation desk. Cards are valid as long as you reside in Southeastern's district. The library staff assists students with research, both online and in print. The library also provides open access computers, printing, WiFi access, and numerous study areas. Visit the library webpage at <https://sic.edu/library>

## SECURITY

The Security Office is located in Room A 152B. To contact Campus Security call 252-5400, ext. 2911, 6189264986 (day), or 618-926-5403 (evening). Campus security officers regularly patrol the campus, parking lots, and roadways. The Campus Security Office is also the location for lost and found objects.

## STARFISH RETENTION SYSTEM

Southeastern utilizes Starfish Early Alert, an early identification and intervention system designed to enable academic success, retention, and graduation. When academic indicators suggest a student may be experiencing difficulties that may negatively impact academic success, an instructor may raise an alert or referral flag that:

1. Notifies the student of the concern through an email to the student's Falcon Mail account.
2. Requests an Academic Advisor contact the student to discuss and follow-up on the issue.
3. Encourages student to discuss the matter with the instructor.

If you receive an email notification of an early alert or referral in any of your courses, you are encouraged to contact the instructor as soon as possible to discuss the issue. The purpose of the discussion is to determine the severity of the issue, accurately assess its potential impact on your academic success, and to plan and put into action steps to prevent negative consequences and enable academic success. For more information about the Early Alert system, contact the Office of the Executive Dean for Student Services at extension 2401.

## STUDENT CENTER— HARRY L. CRISP CONFERENCE CENTER (STUDENT CENTER & HERITAGE ROOM)

Food service, beverage and snack machines are located here. Breakfast and lunch will be served Monday through Friday in the Falcon Point Bistro when classes are in session and a limited menu is available Monday -Thursday during summer session.

### Regulations:

- Gambling is not permitted at any time.
- Students responsible for spilling drinks in the cafeteria need to make sure a custodian is contacted immediately.
- Furniture cannot rearranged except during cleaning.
- Tables should be used only for their intended purpose.

Students in violation of the listed regulations are subject to disciplinary action up to and including temporary or permanent suspension, as stated in the Standards of Conduct.

## STUDENT MENTAL HEALTH COUNSELOR

Brittany Warren, Mental Health Counselor/LCPC/HOUSE Liaison  
252-5400 ext. 2523 [mentalhealth@sic.edu](mailto:mentalhealth@sic.edu)

SIC is committed to help students and employees with their mental health by offering support and resources. SIC's Mental Health Counselor/HOUSE Liaison is available on campus to provide confidential counseling and guidance to individuals seeking assistance. Schedule an appointment or stop by and hang out in the "Chill Zone".

Hours: Monday - Thursday 8:00 a.m. to 4:30 p.m.  
Location: Room B108.

**If the mental health emergency happens outside of the SIC Counseling office hours or off campus, students may contact:**

- 911- Emergency Police Line

- SIC Campus Security office, by phone (618-252-5400 ext. 2911) or in person at A152 B
- Substance Abuse & Mental Health Services Administration Hotline - 1-800-662-4357

## STUDENT SUCCESS CENTER

Madison Hungate, Student Success Center Assistant  
[madison.hungate@sic.edu](mailto:madison.hungate@sic.edu)

Tutoring, placement testing, alternative testing, and special help are available in the Student Success Center. Open access computers are available. The Center tries to accommodate walk-in placement testing. However, due to some testing requirements and staffing, students are encouraged to make appointments for placement and make-up tests. Tests administered in the Testing Center are: Accuplacer placement test, HOAE (Health Occupations Aptitude Exam), Work Keys (Teacher's Aide), CLEP (College- Level Evaluation Program), Illinois/United States Constitution, TEAS (Nurse Entrance Test) for LPN (Licensed Practical Nurse) and ADN (Associate's Degree in Nursing), CNA (Certified Nurse Assistant) testing and ISP(Illinois State Police Applicant Testing).

## STUDENT SUPPORT SERVICES - TRIO

Lolita L. Mack, TRIO/SSS Program Director  
252-5400 ext. 2432 [lolita.mack@sic.edu](mailto:lolita.mack@sic.edu)

Angie Dunk, Program Counselor  
252-5400 ext. 2433 [angie.dunk@sic.edu](mailto:angie.dunk@sic.edu)

Anita Lowery, TRIO/SSS Education/  
Technology Coordinator  
252-5400 ext. 2473 [anita.lowery@sic.edu](mailto:anita.lowery@sic.edu)

Kaje Questelle, TRIO/SSS Retention Specialist  
252-5400 ext. 2236 [kaje.questelle@sic.edu](mailto:kaje.questelle@sic.edu)

Charity Goodrow, TRIO/SSS Administrative-Technical Assistant  
252-5400 ext. 2313 [charity.goodrow@sic.edu](mailto:charity.goodrow@sic.edu)

The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students towards the successful completion of their post-secondary education.

The Students may be eligible for the Student Support Services Program under the following criteria:

1. First-generation college student (neither parent has a bachelor's degree); and/or
2. Low-income (based on federal income guidelines); and/or
3. Student with disabilities (verification required through SIC ADA office);
4. U.S. citizen and/or legal/permanent resident.

### SSS Program Services

- Tutoring services: Student Success Center and online
- Academic and personal counseling
- Advice and assistance in post-secondary course selection
- Basic skills courses-reading, writing, math, study skills
- EMP 112, student skills development
- EMP 114, job/life skills development-financial literacy
- Career Counseling Center
- SSS computer lab & printing
- Traditional and online workshops
- Assistance in applying for admission to and obtaining financial aid for enrollment in a four-year program
- Field trips to area universities
- Cultural enrichment trips/activities
- Free tickets to on-campus shows & theater presentations
- Supplemental financial assistance to qualifying students
- Peer and faculty mentors
- Assistance with information on the full range of student financial aid programs, benefits and resources, both public and private
- Assistance in completing financial aid applications



- Education and counseling services designed to improve the financial and economic literacy of our students

## THEATRE - GEORGE T. DENNIS VISUAL & PERFORMING ARTS CENTER (VPAC)

The George T. Dennis Visual & Performing Art Center (VPAC), located in F building, is named in honor of longtime humanities instructor George T. Dennis. The Center serves as the artistic home of the Department of Theatre and features a wide variety of productions ranging from traditional drama to children's theatre and Broadway musicals. This state-of-the-art facility offers theatre participants a unique opportunity to experience all aspects of theatre first-hand. For VPAC information call 618-252-5400 ext. 2486 or 2487.

## TITLE III

Tyler Billman, Project Director  
252-5400 ext. 2250 [tyler.billmans@sic.edu](mailto:tyler.billmans@sic.edu)

Nova Emmons,  
Learning Enhancement Coordinator  
252-5400 ext. 2220 [nova.emmons@sic.edu](mailto:nova.emmons@sic.edu)

Todd Spellman, Student Success Coach  
252-5400 ext. 2260 [todd.spellman@sic.edu](mailto:todd.spellman@sic.edu)

Damon Whitt,  
Student Information Technology Specialist  
252-5400 ext. 2275 [damon.whitt@sic.edu](mailto:damon.whitt@sic.edu)

Dallas Fricker, Administrative Assistant  
252-5400 ext. 2477 [dallas.fricker@sic.edu](mailto:dallas.fricker@sic.edu)

Southeastern Illinois College was awarded Title III grant funding in October 2021. The Title III Part A Strengthening Institutions Program helps eligible institutions of higher learning to become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of those higher institutions that have received funding. The grant is roughly \$2.2 million over the span of 5 years, awarded by the U.S. Department of Education. This five-year grant allows Southeastern Illinois College to enhance student success through academic coaching, student retention, additional tutoring, and the implementation of a Writing Center and Mathematics Lab.

## UPWARD BOUND -TRIO

Mariah Holder, Program Director  
252-5400 ext. 2315 [mariah.holder@sic.edu](mailto:mariah.holder@sic.edu)

Ben Lehman, Project Specialist  
252-5400 ext. 2317 [ben.lehman@sic.edu](mailto:ben.lehman@sic.edu)

Charity Goodrow, Upward Bound Administrative Assistant  
252-5400 ext. 2313 [charity.goodrow@sic.edu](mailto:charity.goodrow@sic.edu)

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

## VOTER REGISTRATION

Mail-in voter registration applications are available at the College front desk located on the lower level of E building (E 102) and may be picked up by students at their convenience. Voter registration applications must be mailed or delivered 28 days prior to the next election to the County Clerk's Office in the student's county of permanent residence.

## WHITE COUNTY CENTER – DAVID L. STANLEY CENTER

1700 College Avenue, Carmi, Illinois 62821  
Terri Absher  
Phone: 618-382-8869  
Fax: 618-382-5412

Southeastern's extension center in Carmi offers baccalaureate, vocational, general studies, and community education.

The David L. Stanley White County Center is a receiving as well as broadcasting site for distance learning classes. A computer lab is also available. A complete range of services, including registration and placement testing, are offered to assist students. The Stanford D. Williams Career and Training Center opened in the fall of 2023. The Center houses a welding shop, auto/diesel technology work area, and diesel truck bay for CDL training. Traditional and dual credit coursework is offered at the Center.

Regular hours of operation for the David L. Stanley White County Center are Monday through Thursday, 9 a.m. – 4 p.m.

## CAMPUS INVOLVEMENT COMPETITIVE TEAMS

### Archery

The co-ed archery team competes in outdoor 3D archery. Southeastern is a member of the U.S. Collegiate Archery Association (USCA), the governing body of intercollegiate archery competition.

### Athletics

Southeastern is a member of the National Junior College Athletic Association and the Great Rivers Athletic Conference. As a member of the conference, Southeastern competes with member teams in baseball, softball, golf, and volleyball. The men's basketball team is a member of the United States Collegiate Athletic Association.

### Bowling

Southeastern Illinois College began competing in varsity level bowling in 2018-19, joining the U.S. Bowling Congress (USBC) to provide competitive bowling opportunities for students.

### eSports

As a member of the Falcons FOG, students will have the ability to hone their gaming skills while getting a top-rated education in the major or field of their choice. As a member of the National Association of Collegiate Esports (NACE), team members will compete in a variety of nationwide tournaments hosted by NACE throughout the year.

### Forensic Falcons

Forensic Falcons compete nationally in public speaking, oral interpretation and reader's theatre. Although high school forensic experience helps, Southeastern coaches work closely with novice competitors.

### Model Illinois Government

Each spring, students from Southeastern join over 300 students from 19 colleges across the state to participate in the Model Illinois Government Simulation (MIG). The simulation is structured for a legislative simulation as well as a moot court competition in the actual House and Senate chambers in your State's Capital in Springfield. Students choose various simulation roles including: legislator, lobbyist, journalist, attorney, judge, and numerous positions of party, committee and chamber leadership.

### Phi Theta Kappa

Phi Theta Kappa, the community college equivalent to Phi Beta Kappa, is the national honorary scholastic fraternity for community colleges. Mu Psi is the Southeastern chapter. Academic excellence is the primary hallmark of Phi Theta Kappa. Membership is extended by invitation only and students must meet several enrollment and academic requirements. Members compete in the annual Hallmark Competition.

### Shotgun Team

The team is comprised of members shooting six disciplines consisting of International Trap, International Skeet, Five Stand and Sporting Clays

STUDENT ORGANIZATIONS

Kellye Whitler, Senior Director of Campus Events  
252-5400 ext. 2486, kellye.whitler@sic.edu

Circle K

Circle K is a college-level service organization sponsored by Kiwanis International. Circle K provides students with opportunities to participate in organized volunteer activities, providing needed service to individuals, families, agencies, and communities. The club also works with the local Kiwanis club on joint service projects, where students can interact with professionals in the community. Results of joining together to perform service in a club include fellowship and the opportunity to develop leadership skills. There are clubs on more than 550 college and university campuses worldwide, with more than 13,000 student members. Interested students should contact 618-252-5400 ext.2486 or 2232

Cosmetology Club

Members participate in activities and special events including hair show conferences and other professional development activities within the Cosmetology industry. Membership is open to students enrolled in the Cosmetology program.

Diesel Technology Club

The Diesel Technology Club was established to provide extra-curricular activities related to diesel/auto mechanics for those students enrolled in diesel technology. The club is a sound organization of student diesel technicians coming together as a working team to establish career-oriented goals and promote quality work, while learning from one another through leadership. The club sponsors several fund-raising activities. Members also participate in special events and annual field trips.

Math & Science Club

The Math and Science Club provides students with opportunities to learn outside of the classroom. To promote and develop sound scholarship, members are expected to demonstrate academic integrity and maintain good academic standing in all coursework. The club promotes the enjoyment of life, physical and mathematical sciences, while emphasizing social camaraderie between members. Members are required to participate in community service activities, social activities, and fundraising activities in order to be eligible to participate in educational field trips each year. Participation in the annual trip is not a requirement to be a member of the club. Membership is open to students pursuing math, science, engineering, and pre-professional majors. Others who are genuinely interested in math and/or science may join with the permission of the club sponsors. Membership is restricted to a maximum of three years.

Nursing Club

The Nursing Club, sponsored by the Division of Nursing and Allied Health, is open to all nursing students. Students learn how to be professionally and socially active in the community. Members participate in a variety of community service and fundraising activities. The club’s mission is to promote and expand visibility and growth of the nursing profession, as well as to promote high personal standards among nursing students. Leadership and fellowship are also encouraged while cultivating, promoting, and sustaining the art and science of nursing. Visit our Facebook page: Southeastern Illinois College Nursing Program.

Student Ambassadors

Student Ambassadors act as liaisons between the College, the community, and prospective and current students. Ten Student Ambassador Scholarships are allocated yearly, with the objective of awarding at least one from each high school in the college district. Ambassadors give campus tours, help host a variety of on-campus events and participate in numerous community events.

Student Government

The Southeastern Illinois College Student Government is the only recognized representative body for the student community. It has a number of different functions from helping fund many student-run organizations, to addressing student issues and concerns, to proposing resolutions that bring about change in the academic and social life of our campus. The student body elects members of the Student Government. Students interested in serving must complete a petition with one faculty and 25 student signatures. Meetings are held twice each month and are open to anyone interested.

Theta Sigma Phi

Students are welcome to participate in theatre productions regardless of major. Any Southeastern Illinois College student with an interest in theatre is eligible to join the Theta Sigma Phi Cast of Delta Psi Omega. The purpose of this club is to prepare students for their participation in theatre activities -- as a member of the cast, crew or audience -- as well as expand their theatre knowledge by taking field trips to see professional productions and “Learning on Location” opportunities in Chicago and New York.

POLICIES & PROCEDURES

*Students should refer to Southeastern’s website (www.sic.edu/policies) for the official policies due to the fact that policies may be revised or new policies added at any time by action of the Board of Trustees. Any revisions or additions will be posted on the web as of their effective date.*

ACADEMIC AMNESTY

Southeastern has an amnesty policy for students who need a second chance to pursue their academic goals. See the college catalog or the website at [www.sic.edu/policies](http://www.sic.edu/policies) for details.

ACADEMIC GRIEVANCE

The Academic Grievance Procedure is established for student grievances relating to grades. In matters relating to grades, the instructor’s judgment is normally deemed final and conclusive. For instance, an instructor’s judgment that a grade should be a “B” and not an “A” is final and binding, and will not be reviewed by grievance procedures. Students may not appeal the professional judgment exercised by an instructor in assigning a grade except under the following circumstances:

Academic Grievance Procedure

Students may initiate an appeal if the student believes that one or more of the following has occurred:

- Inconsistent grading standards were used to grade students of the same class.
- The instructor altered the grading procedure as defined in the course outline without advising the class of the change.
- The instructor deviated from his/her established grading policy.
- A student’s assignment is graded and an instructor does not provide an explanation of the method for determining the grade.
- A final grade is lowered because a student missed an examination for a College function and was not permitted to make up the exam.
- The student’s grade was improperly computed.
- The instructor alleges that a student has been involved in academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research.

A student may initiate the Academic Grievance process by:

- Step 1: Within 15 calendar days of the official end of the term, the student may request a meeting with the instructor to discuss a course grade. Instructor shall meet with student within 7 calendar days to discuss the grade.
- Step 2: If a student is dissatisfied with instructor’s response, he/she may appeal to the appropriate division chairperson in writing within 15 calendar days of the meeting with his/her instructor and must clearly identify and explain the basis for the appeal. The division chairperson will render a written decision within 10 calendar days of the appeal. If the division chairperson is the faculty member involved, then the student may appeal to the appropriate dean/vice president.

ACADEMIC PROBATION

Students enrolled at Southeastern Illinois College are required to maintain satisfactory academic progress. Satisfactory academic process is measured in terms of grades earned. Students not making satisfactory progress will be placed on academic probation if after completing six or more credit hours, they fail to achieve the following minimum cumulative grade point average:

|   |        |         |       |      |
|---|--------|---------|-------|------|
| Graded Semester Hours                             | 0 - 16 | 17 - 32 | 33-47 | 48+  |
| Minimum cumulative GPA Required for Good Standing | 1.60   | 1.70    | 1.85  | 2.00 |

To be taken off probation, students must meet the minimum cumulative grade point average for good standing at the end of the probationary semester. Students will remain on probation when they do not meet the cumulative grade point average at the end of the probationary semester, but do attain a 2.1 semester grade point average. In each successive semester that the grade point average for that semester is 2.0 or greater, students will continue on academic probation until they meet the minimum cumulative grade point average for good standing. If their semester grade point average falls below 2.0, they are subject to academic suspension. Some programs have academic progress standards that are higher than the institutional standards. In such cases, the program standards take precedence. A student who is on probation may not enroll in more than 12 credit hours without the written approval of the Executive Dean of Student Services.

ACADEMIC SUSPENSION

Students who, during their probationary semester, do not raise their cumulative grade point average to the minimum requirement or attain a 2.0 semester grade point average will be placed on academic suspension. Academic suspension will result in the involuntary separation of the student from the institution for a period of one 16-week semester. While on academic suspension, students may enroll in noncredit, adult/continuing education courses. The Registrar must clear students who petition to re-enroll after being placed on academic suspension. They then will be placed on academic probation and will follow the guidelines as stated above. Students transferring to Southeastern Illinois College from another college or university will be admitted in good standing without regard for their past academic status. Some programs have academic progress standards that are higher than the institutional standards. In such cases, the program standards take precedence. A student dismissed from a program for failing to meet that program’s standards may still remain a student at Southeastern if he/she continues to meet the general academic progress standards. Students may appeal their academic status by submitting a written appeal and supporting documentation to the Registrar.

CLASS ATTENDANCE

Students are expected to attend and participate in all class and laboratory sessions. Those students who are summoned for jury duty, subpoenaed as a witness, or who are participating in college-sanctioned activities are excused from class(es) during those events with proper documentation. It is the student’s responsibility to contact the instructor(s) in advance of any planned absence, and to make arrangements for assignments and make-up testing. Individual class attendance policies may still apply in regard to the make-up of any in-class work or activities during the excused absence for jury duty, subpoenaed as a witness, or participation in college sanctioned activities; however, there will be no punitive impact on students’ grades. Students who have extensive absences due to illnesses or other emergencies should notify their instructors as soon as possible. Documentation may be required by instructors for re-admittance into class.

- It is also the student’s responsibility to:
- Arrive to class on time and remain in class until dismissed.
  - Come to class prepared.
  - Participate in classroom activities.
  - Complete all assignments.

GRADING SYSTEM AND COURSE CREDITS

Accessing Grades

Grades are available online and can be accessed through MySIC. Grades are posted throughout the semester as classes end. Students may print grades for each semester of attendance.

Computing Grade Point Average

To compute the grade point average the student should:

1. Determine the numerical equivalent for the letter grade of each course (A equals 4, B equals 3, etc.)
2. Multiply the numerical grade for each course by semester hours for each course. Add the number or points for all classes.
3. Divide the total points by the total number of semester hours in which the student is enrolled.

In computing grade point averages, the student should remember that the grade “W” carries no weight.

Credit Hours

Course credits are recorded in semester credit hours. The number of semester hours of credit in each course is shown in the course description in the College Catalog. A normal student load is fifteen (15) semester hours per semester. However, a full-time student may take between twelve (12) and nineteen (19) hours per semester. A student enrolled in eleven (11) semester hours is considered part-time. A student wishing to take more than nineteen (19) hours per semester may do so only with permission of the Executive Dean of Student Services.

Grading System

An alphabetical grading system is used in Associate Degree and most certificate courses at Southeastern Illinois College. The meaning of each letter grade is indicated:

|                             |   |
|-----------------------------|---|
| A - Outstanding (4 points)  | E - Failure   |
| B - Very Good (3 points)    | P - Pass  |
| C - Satisfactory (2 points) | S - Satisfactory D - Passing, but below average (1 point) |
|                             | RC - Recycle  |

Other abbreviations often assigned to course work:

- AU - Audit
- I - Incomplete
- WA - Administrative Withdrawal, including unofficial withdrawals by instructors for lack of attendance
- W - Official withdrawal
- PR - Proficiency, credit only, no grade given
- R - Course was repeated. The course with the lowest grade is marked with an “R” grade.
- @ - Identifies developmental courses, not calculated into GPA through Fall 1996 Semester. As of Spring 1996, developmental course grades are calculated into the GPA and not marked.

Incomplete Grade

An incomplete grade may be requested by a student and may be given by an instructor only if a minimum of 75 percent of all semester class work, especially where laboratory or shop work is involved, has been satisfactorily completed in the judgment of the instructor, whose decision is final. Examples of such missing work include a test or final examination, a paper, or term project that might be completed without further class attendance.

The following conditions apply: • An “I” may not be assigned at midterm.

- In requesting an “I” grade, the student automatically waives the right to request to receive a “W” grade at a later date.
- Incomplete academic work must be completed during the first 16-week semester following the initial awarding of the “I” grade. The student may NOT re-enroll in the course during this period of time and it is the student’s responsibility to arrange with the instructor for completion of unfinished work.
- If the unfinished work is not completed during the next 16-week semester, the “I” will become final and will remain permanently on the record. In the event that the “I” becomes “permanent,” a student may receive credit for the course only by re-enrolling in the course (at full tuition payment), and by fulfilling all course requirements.

“WA” Grade

A “WA” grade signifies an unofficial withdrawal from class and includes unofficial withdrawals by instructors for lack of attendance, or lack of participation in an online class.

The following conditions apply:

- “WA” grades may be assigned at the time students have missed the equivalent of one week of class meetings based on the instructor’s records OR who are excessively absent as defined by the course syllabus. In such cases where a course and/or specific program defines excessive absence in its course syllabus and/or program handbook more stringently than the equivalent of one week of class meetings, then those definitions take priority and will be used to determine when a “WA” grade may be issued. A “WA” grade may be assigned to a student in an online class when the student has not participated in the online class for the equivalent of one week of the class in a full sixteen-week semester, as indicated by course activity reports. For classes that meet less than the full semester, the non-participation time for a “WA” will be pro-rated based on the length of the class. Logging into the course is not sufficient to be considered participation. Participation is an active process and may include: posting/sending assignments to the drop box or instructor’s email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and/or participating in some manner that is approved by the instructor.
- The “WA” grade is non-punitive for SIC grade point average calculations. However, other colleges and universities may calculate it in a punitive or other manner upon transfer, which is their prerogative. Students should also be aware that “WA” grades count as attempted hours for the purposes of financial aid satisfactory academic progress.

- Instructors will file a “WA” drop form for students being assigned the “WA” grade. The “WA” grade

may also be issued as a midterm grade, to indicate nonattendance/nonparticipation. The effective date will be the date of entry into the computer, except when the grade is submitted on a midterm grade sheet, in which case the date entered will be the midterm date of the class.

- Tuition refunds for students issued WA grades will be consistent with the current tuition refund policy.
- If an instructor should accept a student back into class after assigning a “WA” grade, the instructor must sign an add form authorizing Enrollment Services to re-register the student in the class. The student must submit this form to the Enrollment Services Office for processing in order to officially be enrolled in the class again. Students who claim illness as the cause for excessive absences may be required to present appropriate medical documentation before being readmitted to class.
- “WA” grades may not be issued after the last day to drop for a semester and are not to be issued as final grades.
- A student wishing to challenge the “WA” grade will have due process. Such students should obtain an appeal form from the Enrollment Services Office. Upon completion, the appeal should be submitted to the Executive Dean of Student Services for review.
- The “WA” grade may be used to administratively withdraw students as deemed necessary by the Executive Dean of Student Services, the Executive Dean of Academic Services, the Associate Dean of Workforce and Community Education, or the Vice President for Academic Affairs.

### Pass-fail

A pass-fail (P/E) grading system is an option available to students pursuing an Associate’s Degree. The conditions are as follows:

- A student must be in good academic standing to elect pass fail (P/E) option. This includes first semester students.
- A student will be allowed a maximum of 12 semester hours of the pass- fail option toward an Associate’s Degree, with the provision that no 2 courses of a sequential nature are taken pass-fail.
- A student taking courses on a pass-fail basis that result in an “A” or “B” grade will receive the “A” or “B”. However, the course will be counted against the pass-fail limit of 12 semester hours.
- Students taking courses on a pass-fail basis that result in a “C” or “D” grade will receive a “P” for “Pass”. The “P” grade is not calculated into the overall grade point average (OGPA).
- Students taking courses on a pass/fail basis that result in an “E” grade will have the “E” recorded on the official transcript and calculated into the OGPA.
- Students will be allowed a maximum of two courses of pass fail option per semester, provided the maximum of 12 hours is not exceeded.
- Students must designate at the time of registration their desire for pass- fail grading in a course.
- No course identified as a major course (if major is declared) may be taken as pass-fail.
- Instructors will not be informed by Student Affairs which students are taking courses on a pass-fail basis.

### Proficiency Credit and Transfer Credit

See the College Catalog or website at [www.sic.edu](http://www.sic.edu) on the [Academics page](#) for more details about these options.

## GRADUATION

An application for graduation must be completed and returned to the Enrollment Services Office one semester prior to the semester of graduation. A graduation ceremony is held in May of each year for fall, spring or summer student graduates. Diplomas are issued after the semester that graduation requirements are met. There is a \$20 graduation fee that covers the cost of the diploma cover, cap and gown. Caps and gowns should be ordered before spring break at the Enrollment Services Office. Students exempt from the \$20 fee are those earning certificates of 12 hours or less or those who have taken the NOCTI Exam. Students must apply for graduation and pay the \$20 fee whether they plan to attend the graduation ceremony or not. Students must complete at least 12 semester hours of credit from Southeastern Illinois College to be awarded a degree or certificate from SIC. Students must also have at least a 2.00 GPA (on a 4.00 scale) in order to graduate.

## PRESIDENT’S and VICE PRESIDENT’S LIST

Any full-time student (12 hours or more college level course work) who has a semester grade point average of 4.00 is placed on the President’s Honor List for the semester. Full-time students (12 hours or more) who have a semester grade point average of 3.25 or higher are placed on the Vice President’s Honor List for the semester. Developmental courses DO NOT count as part of the 12 hours for either honors list. Both President’s List and Vice President’s List honors are noted on a student’s academic transcript.

## REPEAT CREDIT

A student may repeat a class under certain conditions. In instances where a student repeats a given course that is not specifically designated as “repeatable,” the grade previously received will be recorded as an “R” grade and will not count in the computations of the student’s overall grade-point average. The highest grade received will be recorded on the transcript and will count in the computation of the GPA. If in an extraordinary situation a student must take a course a third time, the student will be required to pay out-of-state tuition.

Financial aid will pay for a previously passed course once. If a student fails or withdraws from a course, financial aid will pay for the repeated course until the student successfully passes the course. All courses on a student’s academic record are included in the calculation of hours attempted for Satisfactory Academic Progress.

## TRANSCRIPTS

A transcript of the student’s official educational record at Southeastern Illinois College is issued, sent, or released by the Enrollment Services Office only upon receipt of a WRITTEN REQUEST FROM THE STUDENT AND PAYMENT OF A \$5 FEE. A written request with the student’s signature must be submitted at least two working days before the transcript is needed. Transcripts issued directly to students will have the statement “Issued to Student” stamped on the face of the transcript. Students may also print an unofficial transcript of grades from MySIC. Students should be advised that most colleges and universities accept only transcripts mailed or sent secure electronically to the receiving institution by the college issuing the transcripts.

A transcript request should include the student’s name (including maiden name and any other previous last names), Social Security number, dates of attendance, address to which the transcript should be sent, signature and date. Transcripts may also be requested online at [www.sic.edu/transcripts](http://www.sic.edu/transcripts).

### Satisfactory Academic Progress Policy

It is expected by the Department of Education (ED), Illinois Student Assistance Commission (ISAC), and Southeastern Illinois College that all financial aid recipients make reasonable academic progress. Students receiving federal, state, and veteran’s educational benefits are required to meet the Financial Aid Standards of Academic Progress Policy as described below. All prior terms at Southeastern, transfer credits, consortium agreement credits, or dual credit classes are considered when evaluating your progress towards your certificate or degree program regardless if the student received financial aid. Satisfactory academic progress standards apply to all students, part time or full-time, enrolled in both standard and remedial programs. Students’ progress is evaluated at the end of every semester, which include fall, spring, and summer semesters.

Satisfactory academic progress is based upon three categories:

1. Overall Grade Point Average (GPA)
2. Completion Rate
3. 150% Maximum Program Completion Time

Failure to meet these requirements results in a financial aid warning period. A student may continue to receive financial aid while on warning status. Students have one semester to remediate their progress. Continuation for subsequent aid is contingent upon the warning period. Failure to meet the satisfactory academic progress guidelines during the warning period will result in financial aid suspension and disqualification from financial aid eligibility at Southeastern.

### Programs Governed By This Policy

Federal Student Aid Programs:

Federal Pell Grant

Supplemental Educational Opportunity Grant (SEOG)

Federal Work Study

#### Illinois Grant Programs:

Monetary Award Program (MAP)

Illinois Veterans Grant (IVG)

Illinois National Guard (ING)

MIA/POW Scholarship

#### Southeastern Programs:

Varies by division or department

#### Third Party or Private Donor Programs:

Varies by donor's requirements

#### Veterans Benefits:

Chapter 30, 31, 32, 33, 35, 1606

## OVERALL GRADE POINT AVERAGE

The student's cumulative grade point average (GPA) is determined at the end of each semester. The institution's grading policies can be found in the college catalog. Students are expected to maintain a minimum cumulative GPA of a 2.0. Students who do not maintain a cumulative GPA of a 2.0 or higher will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their cumulative GPA to a minimum of 2.0. Failure to do so will result in suspension status and will not be eligible for financial aid.

## COMPLETION RATE

Students must progress toward completion of their current academic program at an acceptable rate. Satisfactory academic progress standards require students to successfully complete (pass), with a GPA of 2.0 or better and 67% of attempted semester hours. Students not successfully completing (passing) 67% of semester hours attempted will be given a warning period. During the warning period, a student may receive financial aid. At the end of the warning period, the student must raise their completion rate to a minimum of 67%. Failure to do so will result in suspension status and will not be eligible for financial aid.

Grades of A, B, C, D, or P are considered completed courses. Grades of E, I, W, or WA are not considered complete and are unsatisfactory for maintaining this policy.

Repeats: Southeastern considers the highest grade received to calculate the cumulative grade point average. Each course is included in the cumulative attempted hours calculation.

Withdrawals: Courses dropped with a full refund or grades of "WX" or "WZ" are not counted in the calculation of attempted hours. Courses dropped after the full refund period and grades of "W" or "WA" are calculated in attempted hours.

Pass/Fail: Courses taken on a Pass/Fail basis do count as attempted semester hours.

Incompletes: Incomplete "I" grades are counted as attempted hours, though not calculated in the cumulative grade point average.

Remediation: Non-credit remedial courses are included in a student's program of study and therefore are included in calculation of OGPA and course completion rate.

Academic Amnesty: Academic amnesty courses are included in calculation of earned grades and attempted hours.

Transfer Credits: Any transfer of credits from another institution will be calculated in both attempted and completed hours.

## 150% MAXIMUM PROGRAM COMPLETION TIME

Students must complete their current academic program within expected reasonable time. A student may not exceed more than the 1.5 times the number of credit hours required for the degree/program. Changing degree or program major, repeat courses, failing or incomplete grades prolong the total amount of time required to graduate. Students

who exceed the maximum program completion time will not qualify for further financial aid. Students may change their major or program of study up to three times during their career and may receive more than one certificate and/or degree at Southeastern within consideration of the student's cumulative hours attempted and cumulative GPA. Prior to beginning a second degree, students must appeal with the Director of Financial Aid if their hours exceed the maximum program completion time.

Southeastern considers students enrolled in the PN and ADN programs have required prerequisites, which may exceed the 150% maximum program completion time. A PN student is expected to complete the PN program within 81 credit hours (54 x 1.5). An ADN student is expected to complete the ADN program within 129 credit hours (86 x 1.5).

## FINANCIAL AID ACADEMIC PROGRESS EVALUATION

Students will be evaluated for compliance with satisfactory academic progress standards at the end of each semester including fall, spring, and summer semesters, regardless of major, period of enrollment, or enrollment status (part time, full-time, etc.) Through this evaluation, students not meeting the satisfactory academic progress standards will be placed on warning status. As stated in the policy, students on warning status are eligible to receive financial aid. Students on warning status who failed to meet satisfactory academic progress at the time of evaluation will be placed on financial aid suspension and will not qualify for further financial aid. All students receiving financial assistance in the programs previously stated in the policy will be notified of their standing at the end of each evaluation period or semester of enrollment.

## APPEAL PROCESS FOR FINANCIAL AID SUSPENSION

Students have the right to appeal suspension status to the Director of Financial Aid. Students who wish to exercise this right are required to complete a Satisfactory Academic Progress Appeal form and follow the formal documentation requirements provided by the college. Students should provide the Director of Financial Aid with specific details that fully explain the extenuating circumstance (ie. Death in the family, illness or injury to the student) cause(s) preventing the student from achieving satisfactory academic progress requirements and complete an academic plan with an academic advisor. Appeals are accepted case-by-case. If the appeal is accepted, the student's financial aid will be reinstated, along with a probationary period, whereby the director will outline specific requirements that will be used to bring the student's academic progress within standards. If the appeal is denied, students may appeal this decision to the Executive Dean Student Services. Decisions made by the dean are final.

A student who submits an appeal due to minimum cumulative completion rate and/or cumulative GPA requirements and is denied by both the director and dean must meet the minimum cumulative completion rate and/or cumulative GPA requirements as set forth in this policy and will not receive further financial assistance until minimum requirements are met. Decisions made by the dean are final.

A student who submits an appeal due to maximum hours attempted and is denied by both the director and dean will remain on permanent financial aid suspension. Neither the director nor dean will accept any further appeals.

## FINANCIAL AID REINSTATEMENT

Once a student is placed on financial aid suspension, there are two options for students to continue receiving financial aid:

1. The student must meet the minimum cumulative completion rate and/or cumulative GPA requirements set forth in this policy; or
2. The student must submit an appeal that is approved by the Director of Financial Aid or Executive Dean of Enrollment and Student Services in which the student is granted financial aid probation.

## REGAINING ELIGIBILITY FOR FINANCIAL AID

If, in a regularly scheduled evaluation, it is determined a student once again meets the standards outlined in this policy, the student will be placed in good standing. Otherwise, once placed on suspension status, the suspension status remains unless determined otherwise through the appeal process.

## STUDENT RESPONSIBILITIES

Students should only take required courses according to their program of study and the transfer institution (if applicable). Taking courses outside of their program of study will affect the student's maximum program completion time. Withdrawing, repeating, and failing courses, including remedial courses or dual credit, will also have an adverse effect on a student's cumulative completion and cumulative GPA. Students should seek advisement from an academic advisor during their warning

period to remediate deficient credits and GPA.

## RETURN TO TITLE IV POLICY

The Department of Education (ED) states a school must determine the amount of Title IV program assistance earned once a student withdraws from school. The Title IV programs governed by this law include: Federal Pell Grants and Federal Supplemental Educational Opportunity Grants (FSEOGs).

When a student withdraws during the period of enrollment the amount of Title IV program assistance that the student earned up to that point is determined by a specific formula. If the student received more assistance than the amount earned, the student must return the excess funds. The amount of assistance a student earned is determined on a prorate basis. For example, if a student completed 30% of the period of enrollment, the student earned 30% of the assistance scheduled to receive. Once the student completes more than 60% of the period of enrollment, the Department of Education indicates the student earned 100% of the scheduled assistance for that period.

Students enrolled in module courses (ie. courses that do not span the entire length of the period of enrollment) and withdraw before the second module course(s) begins, must provide written confirmation of intent to attend the second module. Regardless if the student completes the first module but does not attend the second module, the student will be considered a Return to Title IV student and must return a portion of their Title IV aid.

The withdrawal date is determined by the date the student officially withdrew from the class or unofficially withdraws, which is the last date of academic related activity determined by the instructor. For information on how to formally withdraw from a class, see Enrollment Services' Withdrawal and WA Grade Policies.

If the student did not receive all the funds earned, a student may be due a Post-withdrawal disbursement. Any grant funds disbursed for Post-withdrawal will pay any outstanding balances owed (tuition, fees, books, fines, etc.).

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment the student must repay is half of the grant funds the student received or is scheduled to receive. The Financial Aid Office notifies students in writing if they must return any unearned grant funds to the Department of Education. Student must make arrangements with the Financial Aid Office to return unearned grant funds. The student has 45 days to repay any overpayments. After 45 days, the student must contact the Department of Education. Students may not receive any subsequent financial aid until overpayment is resolved.

The order funds must be returned are as follows:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (FSEOG)

If the student (or school) received excess Title IV program funds that must be returned, Southeastern will return within 45 days the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of received funds, or
2. The entire amount of excess funds.

Southeastern requires students to pay the college the funds which were returned. If a student owes the college after funds are returned, the Financial Aid Office will charge the student's account for the amount owed. The Financial Aid Office, in writing, notifies students if they owe any grant funds to the college. Students must make repayment arrangements with the Business Office. Unresolved balances prohibit the student from registering for subsequent semesters or receiving transcripts. Students may also be sent to a debt collection agency.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy established by Enrollment Services. Therefore, a student may still owe funds to Southeastern to cover unpaid institutional charges. Southeastern's withdrawal policies and refund policy are located on the website.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Registrar does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Registrar to amend a record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Registrar decides not to amend the record as requested by the student, the Registrar 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.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and

health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on the 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. Another exception that permits disclosure, without consent, is to protect the health or safety of students or other individuals. Education records may be released to appropriate law enforcement officials, public health officials and trained medical personnel, where there is an articulable and significant threat. Educational agencies must record the disclosure and to whom the information was disclosed within a reasonable time period of a threat.

- The right to file complaints with the U.S. Department of Education alleged failures by Southeastern Illinois College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA complaints:  
 Family Policy Compliance Office  
 US Department of Education 400 Maryland Avenue, SW Washington,  
 D.C. 20202-4605

The College has designated as directory information the following student information:

- Student name
- Local/home address, e-mail address
- Telephone number
- Current term hours carried
- Major field of study
- Classification (freshman, sophomore)
- Academic unit
- Dates of attendance
- Degrees/honors earned and dates
- The most previous educational agency or institution attended prior to enrollment at Southeastern Illinois College
- Participation in officially recognized activity or sport
- Weight, height and pictures of members of athletic teams
- Picture
- Enrollment status (full-time, part-time, etc.)

Students who do not wish to have released any or all of the information listed above should complete a Request to Restrict Student Directory Information Form in the Enrollment Services Office. The restriction on the release of student information is valid for one school year and must be renewed annually each fall semester.

## STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH ACT

The Student Optional Disclosure of Private Mental Health Act affords students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person. The document authorizing permission of disclosure of private mental health is located in the Enrollment Services Office on the first floor of E Building.

## EMERGENCY CONDITIONS

In emergency situations the campus will respond under guidelines established in the Campus Emergency Operations Plan (CEOP.) Additionally, please observe the following:

## TORNADO

*Warning given by a continuous blast of outside weather sirens. Warning will be displayed on the audio-visual monitors.*

**Buildings A (Learning Center), Building B (Harry L. Crisp Conference Center), Building C (Sports Complex), Building E (Harry Abell Administration), Building F (George T. Dennis Visual & Performing Art Center)**

1. Move to an interior wall of the lowest level of the building in which you are located.

2. Sit with head down or covered, facing away from windows.
3. Wait for instructions from a College official.

### Building D (Mary Jo Oldham Center for Child Study)

1. MJOCCS relocates to corridors across from the library- alternate location C109 women's locker room.
2. Move to the interior hallway.
3. Sit with head down or covered, facing away from windows.
4. Wait for instructions from a College official.

### Building T

1. Move to the lowest level corridor in front of the men's and women's restroom.
2. Sit with head down or covered, facing away from windows.
3. Wait for instructions from a College official.

### Buildings G & W

1. Move to the lower level north corridors near restrooms.
2. Sit with head down or covered, facing away from windows.
3. Wait for instructions from a College official.

## FIRE

*Warning given by a pulsating blast of the fire alarm system and flashing strobe lights. Warning will be displayed on the audio-visual monitors.*

1. Evacuate the building in an orderly manner via the nearest exits, which are marked and lighted (Do not use the elevator). Instructors should help in this process.
2. Once outside, move to the nearest safe parking lot (not MJOCCS lot).
3. College officials will specify when the buildings may be re-entered.

## EARTHQUAKE

*Follow directions given by your instructor or other official—No warning signal will be given. Instructions will be displayed on the audio-visual monitors.*

### If INSIDE the building when an earthquake occurs:

1. Move away from windows, file cabinets, or other potential hazards.
2. Get under desk, table, or other shelter or against an inside wall.
3. Assume drop position (drop to knees with back to windows, head down toward knees, hands clasped behind neck, arms against ears, eyes closed). If the shelter moves, move with it and stay under it.
4. Remain in that position until tremors end and then follow instructor's directions or those of any college official.

### If OUTSIDE the building when an earthquake occurs:

1. Get clear of all buildings, trees, light poles, exposed wires, or hazards that may fall. The safest place is in the open.
2. Assume the drop position until quake is over.
3. If in a moving vehicle the driver should pull over to the side of the road as quickly as is safely possible and stop. Never stop on a bridge.
4. If traveling in a vehicle such as a school van or bus get under seats or in the aisles.

### After an Earthquake:

- Do not use the elevator.
- Do not smoke/light matches, even if outside (possible gas leaks).
- Do not stand in doorways.
- While evacuating be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

## HEALTH RELATED EMERGENCY

***Call Campus Security (Dial 2911). Give your name, location and nature of the emergency.***

If unable to reach Campus Security, contact an administrator or sponsor on duty concerning the emergency.

The College does not provide medical treatment for emergency health needs. However, College security and/or staff will assist individuals in contacting emergency medical responders and if requested, will stay with individuals until such responders arrive on campus.

## HEIGHTENED AWARENESS OF SURROUNDINGS

Heightened awareness is a mind-set that leads you to notice unusual or suspicious behavior/circumstances and reporting your observations to authorities in a logical, rational and timely manner. People should go about their normal business while paying particular attention to their surroundings.

### **Be aware of/ report to Security (Ext. 2911 or 926-4986 or 926-5403)**

#### ***Suspicious Behavior/ Circumstances:***

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings, or entrances.
- Unauthorized people in restricted, sensitive, or private areas.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather, etc.)
- Abandoned parcels or items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above actions.

#### ***Be Alert to:***

- Abandoned vehicles.
- Vehicles parked near buildings or public and common areas.
- Unexpected/unfamiliar delivery trucks.
- Unfamiliar vehicles parked for long periods.
- Vehicles containing unusual/ suspicious parcels or material.
- Vehicles arriving and being left behind at odd hours.
- Substances leaking or spilling from vehicles.

#### ***Building/Office Security:***

- Don't prop open doors or windows. Rectify situations when observed.
- Account for/secure keys. Don't leave unattended or give to unauthorized persons.
- Ensure all mechanical rooms remain locked.
- Report lost keys to the Security Office.
- Account for/secure all sensitive material information when not able to attend to it.
- Account for/secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in, or visitors to your office/lab etc.
- Protect access codes, combinations and cards; change codes regularly.
- Report compromised codes to the persons in charge of area.
- Be prepared: Take time out to familiarize yourself with building evacuation plans/routes.
- Report suspicious tempering with physical security (doors, locks, etc.)
- Talk with co-workers; know what is out-of-place (unclaimed items, etc.)

## INCLEMENT WEATHER PROCEDURES

Classes will meet and the College will be open and operative during bad weather unless the President or his/her designee officially cancels classes. The geographic size of the College district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the College is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time.

Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following media:

- Southeastern Illinois College Homepage ([www.sic.edu](http://www.sic.edu))
- Text message to cell phones (Sign up at [www.sic.edu/txtsic](http://www.sic.edu/txtsic))
- Facebook ([www.facebook.com/southeastern.illinois.college](http://www.facebook.com/southeastern.illinois.college))
- Twitter ([twitter.com/SIC\\_EDU](http://twitter.com/SIC_EDU))
- Instagram.com/SoutheasternIllinoisCollege
- Some local media may also be notified

## ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY AND ELECTRONIC RESOURCES

For the most recent version of the Acceptable Use Policy 4019 visit: [www.sic.edu/aupolicy](http://www.sic.edu/aupolicy)

Southeastern Illinois College (the "College") provides electronic information resources and other computer-based resources to support the College's educational mission. Students, faculty, staff and others who use the College's computer-based resources are required to adhere to this policy.

This policy applies to all computer hardware and software owned or operated by the College, College electronic mail, College websites, and College on-line services and bulletin board systems. "Use" of the College network shall include use of or obtaining access to the wired or wireless network from any electronic device whether or not owned or operated by the College.

### **Acceptable Use**

The use of electronic information resources, other computer-based resources and media (the "System") must be consistent with the mission of the College. You are expected to act responsibly and follow all College policies, procedures and guidelines when using the System. College owned electronic equipment and resources should be restricted to educational and business use. System users have no expectation of privacy in connection with the use of the College's System.

### **Privileges**

Access to the System is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the System may result in loss of privileges or other disciplinary actions as the College deems appropriate.

### **Security of System and Responsibilities of System Users**

Security must be a high priority for all users. System users shall not disclose their personal login ID or password/PIN to anyone, including another college employee, or attempt to log into the System as another person.

Users are prohibited from transmitting social security numbers or credit card information through email or other insecure means unless reasonable precautions are taken to encrypt or password protect the information. All System users are required to maintain the confidentiality of student and personnel records.



Users are required to act responsibly in regards to the content and maintenance of their electronic mailbox. This includes but is not limited to general maintenance, not engaging in activities that would encourage inappropriate or illegal content, and not engaging in activities compromising System data, integrity, security, or performance.

The College provides email systems to students and employees and evaluates the integrity, risk, and compliance aspects of each email system. Because email accounts are assigned based on student and employee personally identifiable information, use of College email systems is the only manner in which the College and others can reasonably assume that it is communicating with the correct individual.

Students and employees who communicate via email to conduct College related business must utilize their College provided email accounts upon enrollment or employment. Prospective students or employees may temporarily use personal email accounts during the application for enrollment or employment process. Personal email accounts may also be used on a limited basis for password resets when other information is provided to identify the individual. For their own personal protection, faculty and staff are discouraged from using their College email account for personal use.

#### **Efficient Use of Resources**

Users must accept limitations or restrictions on computing resources, such as storage space, time limits or amounts of resources consumed. Users should not engage in any activity detrimentally affecting other users of the System.

#### **User Identification**

Concealing or misrepresenting one's identity is a violation of college policies, and is subject to disciplinary action.

#### **Vandalism**

Any type of vandalism or attempted vandalism (physical or electronic) to any part of the System, a College computer, computer peripherals, the College network, or files of others is prohibited and may result in disciplinary action. Vandalism includes, but is not limited to, malicious destruction or deletion of college information, downloading, uploading, or creation of computer viruses or malware.

#### **Specific Prohibited Uses**

In addition to the other prohibitions contained in this policy, the following activities which are unacceptable and may result in disciplinary action, include, but are not limited to:

1. Accessing, retrieve, view or disseminate obscene, indecent, sexually explicit or vulgar materials or messages unrelated to the educational mission of the college.
2. Retrieving, view or disseminate any material in violation of any federal or state regulation/law or College policy. This includes, but is not limited to, improper use of copyrighted material or intellectual property.
3. Intentionally manipulate information on any sensitive applications such as accounting, student, employee, and business records, or tamper and/or attempt to gain unwarranted access to student or employee personal network files. Sensitive files should be stored in a secure place.
4. Engaging in for-profit commercial activities, including advertising or sales for personal gain.
5. Sending of a chain letter.
6. Soliciting money for religious or political causes unless it is an approved fundraising activity for a student organization.
7. Harassing, threatening, intimidating, or demeaning any person or group of people for any reason, including but not limited to race, color, religion, gender, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military status, sexual orientation, disability, source of income, housing status, or any other category protected by law.
8. Disrupting the educational process or interfere with the rights of others.
9. Disrupting information network traffic or interfere with the network or connected systems.

10. Circumventing or attempt to circumvent system security measures through the use of software or other measures.
11. Gaining access without permission to the files of others, or vandalize another user's data or files.
12. Gaining unauthorized access to College electronic resources or other entities using a College computer and/or network.
13. Improperly forge or alter electronic mail messages, or use an account owned by another user.
14. Invading another person's privacy. This includes, but is not limited to, improperly disclosing personally identifiable information such as name, social security number, address, or phone number.
15. Using the System or any system resources to send unsolicited commercial email.
16. Violating any software license agreement.
17. Downloading, copying, printing or otherwise storing or possessing any data, in violation of these rules and/or College policy.
18. Engaging in any unlawful use of the system.

#### **Additional Policy Guidelines for College Employees**

Employees are required to maintain a 15+ character password. Employees are required to store passwords in a secure manner.

Employees with any device, including but not limited to cell phones, College owned or personally owned, that access College information without additional authentication/login, are required to protect that information through the use of a password or pin before that information may be accessed.

Employees are required to store college data and mission critical files on the College network. "Cloud" off-premise storage may only be used to store personal student and employee information where an approved contract or agreement exists between the College and the provider. A copy of the contract or agreement must be on file with both Information Technology and the Business Office. Files stored on a local computer should be temporary and personal or sensitive data limited.

Employees are discouraged from using any portable media or device to store personal or private information. When use is completely unavoidable, reasonable protection of encryption and password protection of that information is required. Any data loss or misuse of personal or private information is a serious matter and the employee(s) involved may be subject to disciplinary or additional action.

#### **Sanctions and Discipline**

If an individual engages in any of the prohibited acts listed in this policy, or violates this policy and s/he may be subject to College disciplinary actions including, but not limited to, the following:

1. Suspension or revocation of System privileges;
2. Suspension or termination of employment;
3. Academic suspension or expulsion;
4. Referral to legal authorities for prosecution; and
5. Other sanctions, discipline or action the College deems warranted.

Anyone receiving disciplinary action has the right to an appeal through the College's Disciplinary Grievance Procedures. Repeated violation of this policy will be grounds for escalated disciplinary action and/or appropriate legal action.

#### **Disclaimer**

The College makes no warranties, whether expressed or implied, for the System. The College is not responsible for any damages suffered, including the loss of data, resulting from delays, non-deliveries, deliveries, or service interruptions. Use of information obtained via the System is at the user's own risk. The College assumes no responsibility for the accuracy or quality of information obtained through the System. This policy and all its provisions are subordinate to local, state, and federal statutes.

#### **Cell Phone and Other Electronic Devices**

Cell phones should be put on vibrate/silent mode when entering the classroom, labs, Learning Resource Center, or any other instructional area. The use or observation of personal pagers, cell phones, and other electronic communication devices is prohibited during class/lab instructional time. In the case of emergencies, students should indicate to the instructor that they have an emergency situation and leave the class to address the situation. The use of other electronic communication and entertainment devices, including laptops, and electronic devices with photographic capabilities, is prohibited during instructional time and should be turned off and put away upon entering the classroom/lab. Students with legitimate reasons for using this equipment during class/lab can do so only after receiving explicit consent of the instructor/ supervisor.

Devices with photographic capabilities may not be used to take photographs of instructional materials (i.e. exams, etc.), or for photographing individuals against their will or knowledge. While Southeastern Illinois College is a public institution, it is not a public place, and therefore, taking photographic images of people, places, etc. requires prior approval of the administration. Instructors have the authority to impose more stringent rules for use of all electronic equipment in the classroom based on the specific circumstances of any class/lab they are teaching. Non-compliance will result in disciplinary action as outlined in the Standards of Conduct.

## **ANIMALS ON CAMPUS**

**SERVICE ANIMALS** – Pursuant to the Americans with Disabilities Act (ADA), a service animal is an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to an individual's disability. Service animals are not pets. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. When a service animal is on College property, the service animal must be accompanied by a responsible person (i.e., owner and/or handler) who is solely for the care and control of the service animal.

Examples of service animals include:

- Guide Dog or Seeing Eye Dog
- Psychiatric Service Dogs
- Hearing or Signal Dogs

Service animals, as defined above, are allowed on campus under the following conditions:

- The service animal must be accompanied by a responsible person while on College property. The owner is solely responsible for the actions of the animal, and is expected to monitor the health and control the behavior of the animal.
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In such cases, the owner and/or handler must maintain control of the animal through voice, signal, or other effective controls.
- The service animal is to be housebroken, and the owner is expected to clean up after the animal and properly dispose of all animal waste.
- The owner is complying with all applicable local and state laws including licensing and vaccination requirements with regard to owning and caring for the animal.
- The owner is responsible for any damage, harm or injury caused by the animal to other students, staff, visitors and/or property.
- The College requests that owners 'vest' their dog appropriately during their time on campus.

The Executive Dean of Student Services and certain college staff may ask the animal owner if the animal is required because of a disability and what work or tasks the animal has been trained to perform.

Students who have a service animal which they wish to accompany them on College property may contact the Executive Dean of Student Services and are encouraged to make this contact prior to the start of classes. While such students are not

required to formally register their service animal with the College, students with a documented disability may seek additional support and accommodations from the ADA Coordinator. Students who have concerns related to the use of a service animal on College property should address such concerns with the Executive Dean of Student Services.

A student or employee may have severe allergic reactions or other medical conditions in response to another individual's animal that are substantial enough to qualify for a disability. To resolve potential conflicts regarding the animal's presence on campus as efficiently and effectively as possible, individuals should contact the Executive Dean of Student Services so that appropriate reasonable accommodations can be considered.

**NON-SERVICE ANIMALS** – Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Not limited to dogs, an emotional support animal (ESA) provides companionship, relieves loneliness, and sometimes helps with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. As they do not meet the legal definition of a "service" animal, they are generally not permitted in public places like the College. Students that wish to bring an ESA on campus must make a written request to the Executive Dean of Student Services. As with other accommodations, there should be a justifiable need which is evidence in supportive documentation from a licensed mental health professional, and reviewed by the Executive Dean of Student Services. The decision on whether to allow the emotional support animal is solely made by the Executive Dean of Student Services.

If approved, and use of an emotional support animal is allowed as an accommodation to the student's disability, the same requirements for care and control of the animal exist as with the service animals allowed on campus.

Please note that, regardless of the function of the animal (service or ESA), the College may prohibit the presence of animals in certain locations of the College because of health and safety restrictions. Restricted areas may include but are not limited to food preparation areas, research laboratories, boiler rooms, and other areas prohibited by law.

The College reserves the right to have any animal removed and/or banned from campus or properties for violating the guidelines set forth herein or other College policies and rules.

## **STUDENT CONDUCT POLICIES**

### **STANDARDS OF CONDUCT**

To provide a safe environment Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the College community are engaged. Students enrolling in the College are expected to conduct themselves in a manner compatible to the College's function as an educational institution. Misconduct for which students are subject to discipline include but are not limited to the following:

1. Academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research.
2. Furnishing false information to Southeastern Illinois College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud.
3. Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards. Assault, or threatening in a menacing manner, striking or wounding another person.
4. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby.
5. Destruction of, damage or injury to, or unauthorized use of property not one's own.
6. Theft, burglary, or breaking and entering.
7. Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material.
8. Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College.
9. Possession, use, furnishing on the campus or at any college-owned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law.

10. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises.
11. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic.
12. Unauthorized entry into any premises owned or controlled by Southeastern Illinois College.
13. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties.
14. Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conduct would be deemed illegal harassment under State or Federal law.
15. Possession of stolen goods.
16. Gambling on Southeastern Illinois College-owned or supervised property.
17. Participation in hazing as defined by Illinois State Statutes.
18. Failure to comply with Southeastern Illinois College Board of Trustees policy and/or State regulations regarding the use of intoxicating liquor while on the campus or at any Southeastern Illinois College supervised activity, as indicated under Board Policy 9010.
19. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication.
20. Use of any obscene, abusive, or threatening gestures or language toward another person.
21. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or educational environment. Gross disobedience and /or misconduct.

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension.

All students and college employees have a duty to report any incidents or suspicious activities that they observe.

## SANCTIONS

Sanctions are designed to provide Southeastern Illinois College students, employees and community members with a productive and safe educational environment. Sanctions are designed not only to punish a student for violation of the above Standards of Conduct, but also to correct the behavioral conduct at issue. Possible sanctions that a student may face may include, but are not limited to, the following:

1. Not in Violation: A student may be found not in violation when there is evidence presented during the hearing that shows the student was not responsible. A record of that decision will be maintained for one year.
2. Warning: A verbal or written directive to the student that the student is violating, or has violated, the Standards of Conduct.
3. Probation: A verbal or written notification that the student is violating, or has violated, the Standards of Conduct and further violation will result in more severe sanctions.
4. Loss of Privilege: Denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study, facilities, services or offices, or participation in clubs, organizations, or College-sponsored events.
5. Restitution: Direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.
6. Withdrawal from Class: Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.
7. Limited Access: Administrative restriction to selected parts/locations of campus buildings.
8. Counseling or Education Seminars: Required participation in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.
9. Suspension: Denial of any participation in an academic or College related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study. Suspension becomes a part of the student's permanent records.
10. Expulsion/ Permanent Suspension: Permanent denial of any participation in an academic or College related activity, or to be on College premises, with consequent loss of tuition and fees of the student from the College. Expulsion becomes a part of the student's permanent records.
11. Immediate Temporary Suspension: In cases of serious misconduct, which has or may result in significant disruption to the College and/or serious safety concerns for staff and students, a student may be temporarily suspended by the Executive Dean for Student Services and Enrollment, prior to any

hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/ charges with the Dean prior to imposition of the suspension. Any hearing on the charge/ notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified.

12. Other Sanctions which the College administration may deem appropriate given the conduct at issue.

## DISCIPLINARY GRIEVANCES

The Disciplinary Grievance Procedure is established for student grievances relating to the conduct and behavior of students.

### Disciplinary Grievance Procedure:

Any current student or member of the College community may initiate a complaint for alleged violations of the prescribed code of student conduct.

**Step 1:** Within five business days all reports of alleged nonacademic student Standards of Conduct violations must be submitted to the Executive Dean of Student Services, E129, or designee. The complaint should be a brief written statement providing a summary of the facts deemed to constitute a violation.

**Step 2:** The Executive Dean of Student Services, or designee, within five business days will notify the student of the grievance.

**Step 3:** The Executive Dean for Student Services, or designee, shall review any reported student misconduct and shall give the student the opportunity to present his or her personal version of the incident or occurrence before determining a resolution or imposing discipline. The Dean shall state the resolution in writing. If the student fails to schedule and/or attend the conference with the Executive Dean for Student Services and Enrollment, or designee, the Dean will proceed with the deposition based on the review of the available information.

**Step 4:** If the student desires to appeal the findings and/or decision of the Executive Dean for Student Services and Enrollment, a written request for a hearing before the Disciplinary Review Panel must be filed by the student in the Office of the Executive Dean of Student Services and Enrollment within five business days after the original decision was mailed.

**Step 5:** Upon receiving a request for a hearing from the Executive Dean of Student Services, the Moderator within five business days will call a Disciplinary Review Panel. The Disciplinary Panel will be selected by the Moderator and will consist of one student, two faculty members, one administrator, and the Moderator as chair. The Disciplinary Review Panel will decide whether or not a case warrants a hearing and will either accept an appeal and set a hearing date or dismiss it without a hearing. The Disciplinary Review Panel will make this determination on the basis of review of the student's appeal letter and of the written records of the internal procedures of the College. Grievances will be dismissed without a hearing if the Disciplinary Review Panel finds them to be frivolous, inconsequential or otherwise without merit, or if grievances have not followed the proper preliminary steps. Should a hearing be necessary, it will be scheduled by the Moderator within seven working days. Those attending the hearing will be members of the Disciplinary Review Panel, the plaintiff, and the defendant. The decision of the Disciplinary Review Panel is final and will be communicated in writing to all parties involved.

## PRESERVATION OF RECORDS

Dependent upon the type of action taken, disciplinary records are maintained on file in the office of the Executive Dean of Student Services for specific periods of time.

1. Not in Violation: One calendar year, unless involved in additional violations within the one calendar year period.
2. Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars: One calendar year, unless the student has engaged in additional violations within the one calendar year period.

3. Probation: Two calendar years after the date of the last action taken.
4. Suspension: Permanently.
5. Expulsion: Permanently.
6. Alcohol or drug-related violations: Three years following the academic year of violation.

## STUDENT GRIEVANCE PROCEDURES

Southeastern Illinois College is committed to providing a prompt and equitable means of resolving student complaints against actions and decisions taken by the College and its employees. Southeastern believes communication and open dialogue are hallmarks of the educational process, and are essential to student success.

### Scope

For specific complaints or grievances, please refer to the appropriate policies:

| <u>Nature of Complaint</u>              | <u>Applicable Policy/Procedure</u>                                  |
|---|---|
| Sexual Harassment Complaint             | Sexual Harassment, Anti-Harassment, & Non-Retaliation Policy (9016) |
| Discrimination                          | Sexual Harassment, Anti-Harassment, & Non-Retaliation Policy (90    |
| Grade Appeals                           | Academic Grievance Policy   |
| Out of State Academic Student Complaint | Online Student Complaint Procedure                                  |
| Student Conduct Complaint               | Standards of Conduct (9013)   |
| Denial to Selective Admission Program   | Special and Selective Admissions Appeal Procedures                  |

### General Student Grievance Procedures

A student may elect to pursue a grievance if they believe a college decision or action has adversely affected their status, rights, or privileges as a student. If a student has a grievance involving a College professor or staff member, they are to process such grievance through the College administrative structure.

An informal grievance may be addressed to any faculty or staff member, as appropriate to the concern. The student should first discuss any grievance thoroughly with the faculty or staff member. If the grievance is not resolved, the student may initiate a formal grievance by appealing to the supervisor of the faculty or staff member. Formal grievances must be written and signed by the student. Any unresolved grievance can be processed through the College administrative structure up to the appropriate Dean/Vice President, if necessary.

The resolution of student grievance will be transmitted in writing to the student and through the administrative structure to all involved parties as necessary.

### Procedure

1. The student must meet with and discuss the grievance thoroughly with the faculty or staff member in an attempt to reach a resolution immediately, but no later than 10 business days after the incident has occurred.
2. If resolution is not achieved and the student wishes to pursue the grievance further, a student may initiate a formal appeal to the faculty or staff member's direct supervisor or division chair. The appeal must be presented in writing to the supervisor. The appeal must be filed within 10 business days after the meeting with the faculty or staff member.
3. The supervisor receiving the grievance will do the following within 10 business days:
  - a. Inform the faculty or staff member of the receipt of the grievance/appeal.
  - b. Investigate the situation which may include but not be limited to requesting a statement of circumstances relevant to the grievance from the faculty or staff member, a conference with either or both parties, and additional documents and other information relevant to the situation.

- c. Provide a decision in writing regarding the grievance within 10 business days after the requested documents are received and/or conferences concluded.
4. If the student wishes to appeal the supervisor's decision, the student must pursue the appeal through the College's administrative structure up to the appropriate Dean/Vice President by repeating steps 2 and 3.
5. Should the grievance/appeal reach the level of the appropriate Dean/Vice President, the decision of the Dean/Vice President is final. Appeals

To ensure fairness and respect to all parties involved, an appeal of a grievance/decision should meet certain criteria. When appealing, a student should demonstrate that the investigation/decision meets at least one of the following criteria:

1. Due process was not provided or the appeal was not thoroughly considered/investigated
2. The result of the resolution/decision is not appropriate for the appeal
3. New information has become available that was not available at the time of the original resolution/decision

Should a student fail to demonstrate that the appeal meets one of the above criteria, the supervisor may elect to not consider the appeal and will notify the student in writing. At this point, the decision of the supervisor is final.

### Record Keeping

In accordance with Higher Learning Commission (HLC) regulations, the College is required to maintain documentation on student complaints and their resolutions. In the event that a division chair, director, supervisor, administrator, etc., receive a formal, written grievance, the supervisor must document the grievance on the Complaint Record form, which details the grievance and resolution to the agreement. All Complaint Record forms will be forwarded to the office of the Executive Dean of Student Services for record keeping. Twice an academic year, the President's Cabinet will review a summary of the grievances to inform the policy and procedure making process.

## AFFIRMATIVE ACTION

Tiffany Brannock, Registrar, is the Title IX Affirmative Action Officer for students. Ms. Brannock is responsible for assuring students that the college does not tolerate discrimination of any type. Her office is located in E-Bldg, 1st floor, phone: 618-252-5400 x 2415. Regular Hours: Monday – Friday 8 a.m. - 4:30 p.m. Summer hours: Monday - Thursday 8:00 a.m.- 4:30 p.m. Please call for an appointment.

## ALCOHOLIC BEVERAGES AND DRUGS

State and local ordinances, which prohibit the use and/or sale of alcohol, drugs, and tobacco, shall be observed. The local board policy at Southeastern prohibits the use of trafficking in alcoholic beverages or drugs in any activity sponsored by the College regardless of the location. This regulation is strictly enforced. Violators will be prosecuted.

## AMERICANS WITH DISABILITIES ACT

Southeastern Illinois College adheres to the policy and practice as put forth in both the Federal Rehabilitation Act, Section 504, and the Americans with Disabilities Act, 1990. Southeastern Illinois College strives to make available its facilities, services, and educational programs to any individual with a disability. Southeastern Illinois College will provide any reasonable accommodations to qualified individuals with disabilities.

Individuals requiring special accommodations must submit documentation to the ADA Advisor in Student Affairs, verifying the nature of the disability at the time of admission or at the time that a request for accommodation is made.

Recommendations for auxiliary aids and services will be made on a case-by-case basis.

In accordance with the Removing Barriers to Higher Education Success Act, the Student Disability Documentation policy makes the following documentation sufficient to establish that an enrolled or admitted student is a student with a disability:

- 1.) Documentation that student has had an Individualized Education Program.
- 2.) Documentation that student has received services or accommodations under a 504 plan.
- 3.) Documentation of a plan or record of service from a private school, local education agency, state educational agency, or institution of higher education provided under a 504 plan.
- 4.) Record or evaluation from relevant licensed professional finding that individual has a disability.
- 5.) Plan or record of disability from another institution of higher education.
- 6.) Documentation of disability due to military service.

CAMPUS CRIME STATISTICS

In accordance with the provisions of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, a paper copy of Southeastern’s crime statistics is available upon request in the Office of the Executive Dean of Student Services Room E129 or at [www.sic.edu/your-right-to-know](http://www.sic.edu/your-right-to-know) .

Policy Statement Addressing Timely Warning

Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief Student Services Officer/Executive Dean of Student Services or Chief Financial Officer/Executive Dean of Administrative Services, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus’ text messaging system.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the campus-wide electronic bulletin board on the College web site at: [www.sic.edu](http://www.sic.edu), providing the College community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Campus Security office, by phone (618-252-5400 ext. 2911) or in person at A152 B.

Policy Statement Addressing Preparation of Disclosure of Crime Statistics

Policy for Reporting the Annual Disclosure of Crime Statistics

The office of the Chief Student Services Officer/Executive Dean of Student Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is located on our web site at <http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>. You will also be able to connect to our site via the SIC Home page at [www.sic.edu](http://www.sic.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the SIC Campus Security, designated campus officials (including but not limited to directors, deans, division chairs, designated SIC staff, student affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Copies of the report may also be obtained in the office of the Chief Student Services Officer/Executive Dean of Student Services located in E128 or by calling (618) 252-5400 ext. 2400. All prospective employees may obtain a copy from Human Resources.

Policy Statement Addressing the Reporting of Criminal Offenses

To report a crime:

Contact Campus Security at 618-252-5400 ext. 2911 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside building should be reported to the police department. In addition you may report a crime to the following individuals:

| Title   | Location              |
|---|-----------------------|
|   | <b>(618) 252-5400</b> |
| Director of Environmental Services                                | A152 A<br>Ext. 2570   |
| Environmental Services Secretary                                  | A152<br>Ext. 2572     |
| Chief Student Services Officer/Executive Dean of Student Services | E128<br>Ext. 2400     |

|   |                    |
|---|--------------------|
| Administrative Assistant to the Chief Student Services Officer/Executive Dean of Student Services | E129<br>Ext. 2401  |
| Chief Financial Officer/VP of Administrative Services   | Ext. 2500<br>E254  |
| Assistant to the Chief Financial Officer/   | Ext. 2510          |
| Campus Security   | A152B Ext.<br>2911 |
| Campus Safety Coordinator   | G132<br>Ext. 2312  |
| Title IX Coordinator  | E132<br>Ext. 2415  |
| Student Mental Health Counselor   | B108 Ext. 2523     |

Policy Statement Addressing Voluntary Confidential Reporting

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or a designee of SIC can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Policy Statement Addressing Limited Voluntary Confidential Reporting

Crime Reporting

Southeastern Illinois College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Please note, police reports are public records under state law. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other SIC campus security authorities, as identified above.

Policy Statement Addressing Security and Access

Access Policy

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Campus Security. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Fitness Center, the Library, etc. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean’s Office, Environmental Services, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

## **Policy Statement Addressing Campus Law Enforcement (For Institutions Whose Police Do Not Have Arrest Authority)**

Southeastern Illinois College Campus Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Southeastern Illinois College. Southeastern Illinois College Campus Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Southeastern Illinois College Campus Security maintains a highly professional working relationship with the Saline County Sheriff's Office, Harrisburg Police, and Eldorado Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

## **Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Southeastern Illinois College Campus Security in a timely manner. This publication focuses on Southeastern Illinois College Campus Security because it patrols the majority of the main campus. However, appropriate law enforcement should be contacted when incidents, emergencies, or crimes occur in the off main campus locations.

To report a crime or an emergency on the main campus, call Southeastern Illinois College Campus Security at extension 2911 or, from outside the College phone system, (618)-252-5400 ext. 2911.

To report a crime or emergency on the Carmi-campus, call Carmi Police at (618) 382-4633.

All Southeastern Illinois College Campus Security incident reports are forwarded to the Chief Student Services Officer/Executive Dean of Student Services office for review and potential action by the Student Code of Conduct. Southeastern Illinois College Campus Security will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Chief Student Services Officer/Executive Dean of Student Services office.

If assistance is required from the Saline County Sheriff's Department or the Fire Department, Southeastern Illinois College Campus Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Southeastern Illinois College Campus Security, will offer the victim assistance and contact the Saline County Sheriff's Office.

This publication contains information about on-campus and off campus resources. That information is made available to provide SIC community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for SIC.

Crimes should be reported to the Southeastern Illinois College Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## **Policy Statement Addressing Counselors (For Institutions Without Confidential Reporting Procedures)**

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Threat Assessment Team for review. When a potentially dangerous threat to the College community arises, timely reports or warning will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

## **Policy Statement Addressing Security Awareness Programs**

### **Security Awareness Programs**

During new student orientation students are provided information of services offered by the Southeastern Illinois College Campus Security and ways to maintain personal safety. Similar information is presented to new employees.

Periodically during the academic year the Threat Assessment Team, in cooperation with other College organizations and departments, may present crime prevention awareness information on sexual assault (rape and acquaintance rape), theft, vandalism, and personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition, information may be disseminated to students and employees through monthly educational emails, crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student publications.

When time is of the essence, information is released to the College community through security alerts posted prominently throughout campus, through computer memos sent over the College's electronic mail system and a text messaging broadcasting system.

## **Policy Statement Addressing Crime Prevention Programs**

### **Crime Prevention Programs**

The Threat Assessment Team and Campus Security provide information on crime prevention and personal safety throughout the year. Information may be disseminated through email, informational fliers at new student and new employee orientations, or other means. Information includes educational strategies and tips on how individuals can protect themselves from sexual assault, theft and other crimes.

## **Policy Statement Addressing Criminal Activity Off-Campus (For Institutions Whose Police Do Not Monitor Off-Campus Activity)**

The Student Services office maintains contact with recognized student organizations and competitive teams. Southeastern Illinois College Campus Security do not provide law enforcement service to off-campus residences or activities off-campus recognized by College authority. Student Services and Campus Security members enjoy a close working relationship with the Saline County Sheriff's Office and the Illinois State Police when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.

## Policy Statement Addressing Substance Abuse Education

### ALCOHOL AND SUBSTANCE ABUSE INFORMATION

#### PREVENTION PROGRAMS

The College has developed a policy and program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

#### LOCAL, STATE & FEDERAL LEGAL SANCTIONS

##### Legal Sanctions – Laws Governing Alcohol

The State of Illinois sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated.

*A violation of any law regarding alcohol is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the College.*

### Notice of Availability of Annual Security Report

A copy of Southeastern Illinois College's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Southeastern Illinois College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Chief Student Services Officer/Executive Dean of Student Services office or by accessing the following web site:  
<http://www.sic.edu/your-right-to-know/jeanne-clery-disclosure>

### Statement on the State Sex Offender Registry

Information regarding the state of Illinois Sex Offender Information can be obtained at the following website:  
<http://www.isp.state.il.us/sor/>

### Procedures Implementing Southeastern Illinois College's Prohibition of Sexual Discrimination, Harassment, and Misconduct

#### I. Purpose

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the College's Sexual Discrimination, Harassment and Misconduct Policies, ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

Act, which requires timely warning to the community of certain immediate threats; and the Illinois Preventing Sexual Violence in Higher Education Act.

The College has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment and/or misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

#### II. Jurisdiction

The College's Sexual Discrimination, Harassment and Misconduct Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

**A.** On College property; or

**B.** Off College property if:

1. The conduct was in connection with a College or College-recognized program or activity; or
2. The conduct may have the effect of creating a hostile environment for a member of the College community.

#### III. Scope

##### **A. Students**

Sections I-II, III(A), and IV-XIV governs sexual discrimination, harassment and/or misconduct involving students, such as:

1. A student victim and/or complainant and a student respondent;
2. A student victim and/or complainant and an employee or third-party respondent;
3. An employee victim and/or complainant and a student respondent; and
4. A third-party victim and/or complainant and a student respondent.

##### **B. Non-Students**

The following Sections govern sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties:

- Section I, Purpose
- Section II, Jurisdiction
- Section III(B), Scope
- Section IV, Definitions
- Section V(B), Administration
- Section VI, Options for Assistance Following an Incident of Sexual Discrimination, Harassment and/or Misconduct
- Section IX, Interim Measures
- Section X, Miscellaneous
- Section XIV, Training
- Section XV, Procedures Governing Complaints Solely Involving Employees and/or Third Parties

#### IV. Definitions

- A. Awareness Programming:** institutional action designed to communicate the prevalence of sexual violence, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- B. Bystander Intervention:** the act of challenging the social norms that support, condone, or permit sexual discrimination, harassment and/or misconduct. A bystander is anyone who observes an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance.
- C. Confidential Advisor:** a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential advisors receive 40 hours of training on sexual violence before being designated as confidential advisors, and thereafter receive a minimum of six hours of annual training on issues related to sexual violence. Confidential advisors also receive period training on the College administrative process, interim protective measures and accommodations, and complaint resolution procedures. Confidential advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as “Responsible Employees” in Section VII(B), below, are not confidential advisors.
- D. Consent:** Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. 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: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.
- E. Dating Violence:** The term dating violence means violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Illinois.
- G. Hate Crime:** an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- H. Hostile Environment Caused by Sexual Harassment:** a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual’s ability to participate in or receive the benefits, services or opportunities of the College’s educational programs or activities or the individual’s employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an

objective perspective of a reasonable person in the alleged victim’s position, considering all the circumstances.

- I. Incapacitation:** When a person is incapable of giving consent due to the person’s age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- J. Intimidation:** To make timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College’s Sexual Discrimination, Harassment and Misconduct Policy and Procedures.
- K. Preponderance of the Evidence:** when considering all the evidence in the case, the decision maker is persuaded that the allegations are more probably true than not true.
- L. Primary Prevention Programming:** institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- M. Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College’s Sexual Discrimination, Harassment and Misconduct Policy and Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- N. Sexual Assault:** Any type of sexual contact or behavior that occurs by force or coercion or without consent of the recipient of the unwanted sexual activity. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forced sexual intercourse, sodomy, child molestation, incest, fondling, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one’s will where sex is the weapon.
- “Non-consensual sexual contact” is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact is Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
  - “Non-consensual sexual intercourse” is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- O. Sex Discrimination:** Discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.
- P. Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual’s sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism,



knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

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

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

Examples of conduct of a sexual nature include:

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

**R. Sexual Misconduct:** Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

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

**T. Survivor:** an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

**U. Survivor-Centered:** a systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that: 1) ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; 2) ensures an understanding of how trauma affects survivor behavior; 3) maintains survivor safety, privacy, and, if possible, confidentiality; and 4) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.

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

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

**X. Trauma-Informed Response:** a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

## **V. Administration**

### **A. Title IX Coordinator**

The College has designated the Registrar as the Title IX Coordinator.

Tiffany Brannock, Registrar  
Southeastern Illinois College  
3575 College Rd. Harrisburg, IL 62946  
Room E102  
Telephone: (618) 252-5400 ext. 2415  
Email: [titleix@sic.edu](mailto:titleix@sic.edu)

Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
  - A Title IX complaint includes complaints alleging sexual discrimination, sexual harassment and/or sexual misconduct (as those terms are defined herein) which involve a College student as the victim and/or complainant or as the respondent.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Conducting Title IX investigations, including investigating facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
- Determining appropriate interim measures for a victim and/or complainant upon learning of a report or complaint of sexual violence.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, *Chicago Office*  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: (312) 730-1560

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## B. Department of Human Resources

The Department of Human Resources will partner with the Chief Student Services Officer and/or the Title IX Coordinator with respect to any Title IX complaints which involve a College employee as the victim and/or complainant or as the respondent.

The Department of Human Resources will oversee the College's response to all complaints of sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties.

## VI. Options for Assistance Following an Incident of Sexual Discrimination, Harassment or Misconduct

### A. Immediate Assistance

- On- and Off-Campus Counselors and Advocates. The following on- and off-campus counselors and advocates can provide an immediate confidential response in a crisis situation:

\*SIC Student Mental  
Health Counselor  
Room B108  
252-5400, ext. 2523  
[mentalhealth@sic.edu](mailto:mentalhealth@sic.edu)

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center 1111 Anker  
Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

\*Indicates Confidential Advisors as defined in Section IV(C), above.

- Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

Campus Security  
Southeastern Illinois College  
(618) 252-5400 ext. 2911

Saline Co. Sheriff's Department  
(618) 252-8661 or (618) 252-8662

- On- and Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the following for health care options:

\*Harrisburg Medical Center  
100 Dr. Warren Tuttle Drive  
Harrisburg, IL 62946  
(618) 253-7671

\*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

### B. Ongoing Assistance for Students

1. On- and Off-Campus Counseling, Advocacy and Support.

\*SIC Student Mental  
Health Counselor  
Room B108  
252-5400, ext. 2523  
[mentalhealth@sic.edu](mailto:mentalhealth@sic.edu)

\*The Women's Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women's Center 1111 Anker  
Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

\*The Women's Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Egyptian Health Department  
1412 U.S. 45 North Eldorado, IL  
62930  
(618) 273-3326

\*Indicates Confidential Advisors as defined in Section IV(C), above.

2. Academic Accommodations and Interim Measures.

See Section X(C), below.

### C. Ongoing Assistance for Employees

Human Resources Manager  
E236  
(618) 252-5400 ext. 2101

## VII. Student Reporting and Confidentially Disclosing Sexual Discrimination, Harassment and/or Misconduct

The College encourages student victims of sexual discrimination, harassment and/or misconduct, including sexual violence, to talk to somebody about what happened so that victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality:

- Some employees are required to maintain near complete confidentiality.
- Some employees may talk to a student victim in confidence and generally only report to the College that an incident occurred without revealing any personally identifying information.

- Some employees are required to report all the details of an incident (including identities of the student victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called “Responsible Employees”, constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below. Regardless of to whom a report is made, the College is obligated to provide the student victim with concise information, written in plain language, concerning the student victim’s rights and options pursuant to this procedure. **Immunity for Good Faith Reporting:** students who in good faith report an alleged violation of the College’s prohibition of sexual discrimination, harassment and misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (for example, underage drinking) revealed in the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

### Student Privileged and Confidential Communications

**Mental-Health Counselors.** Professional, licensed counselors who provide mental-health counseling to students (including those counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a student victim’s permission.

Contact information for such mental-health counselors is as follows:

SIC Student Mental  
Health Counselor/LCPC  
Room B108  
252-5400, ext. 2523  
[mentalhealth@sic.edu](mailto:mentalhealth@sic.edu)

Egyptian Health Department  
1412 U.S. 45 North Eldorado, IL  
62930  
(618) 273-3326

**Non-Mental-Health Counselors and Advocates.** Individuals who work or volunteer in the oncampus Student Affairs offices, including front desk staff and students, can generally talk to a student victim without revealing any personally identifying information about an incident to the College. A student victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the student victim’s identity or that the student victim has disclosed the incident.

While maintaining a student victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Chief Student Services Officer and/or the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual discrimination, harassment and misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Contact information for such non-mental-health counselors and advocates is as follows:

The Women’s Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

The Women’s Center  
1111 Anker Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

The Women’s Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Mental-health counselors and non-mental-health counselors and advocates are Confidential Advisors as defined in Section IV(C), above. A student victim who speaks to a mental-health or non-mental-health counselor or advocate must understand that, if the student victim wants to maintain confidentiality, the College’s ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these counselors and advocates will still assist the student victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors and advocates will provide the student victim with assistance if the student victim wishes to do so.

**Note:** While these counselors and advocates may maintain a student victim’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

**Also Note:** If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

### Student Reporting to “Responsible Employees”

A College employee who has the authority to redress sexual discrimination, harassment or misconduct, who has the duty to report incidents of such or other student misconduct, or who a student could reasonably believe has this authority or duty is a Responsible Employee. When a student victim tells a Responsible Employee about an incident of sexual discrimination, harassment or misconduct, the student victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Chief Student Services Officer and/or the Title IX Coordinator all relevant details about the alleged sexual violence shared by the student victim and that the College will need to determine what happened – including the names of the student victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College’s response to the report.

The following categories of employees are the College’s Responsible Employees:

- College Administrators
- Title IX Coordinator
- Supervisors and Managerial Staff
- Faculty
- Campus Security
- Coaches

**Before** a student victim reveals any information to Responsible Employee, the employee should ensure that the student victim understands the employee’s reporting obligations – and, if the student victim wants to maintain confidentiality, direct the student victim to the confidential resources listed above.

If the student victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student victim's request for confidentiality.

#### **Student Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond**

If a student victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the student victim.

If the College honors the request for confidentiality, a student victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Although rare, there are times when the College may not be able to honor a student victim's request in order to provide a safe, non-discriminatory environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Chief Student Services Officer
- Chief Financial Officer
- Human Resources Manager
- Title IX Coordinator

When weighing a student victim's request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual discrimination, harassment or misconduct, such as:
  - Whether there have been other sexual discrimination complaints about the same alleged perpetrator;
  - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct or violence;
  - Whether the alleged perpetrator threatened further sexual discrimination or violence against the student victim or others;
  - Whether the sexual discrimination was committed by multiple perpetrators;
- Whether the sexual discrimination, harassment or misconduct was perpetrated with a weapon;
- Whether the student victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual discrimination, harassment or misconduct (e.g., security cameras or physical evidence); and
- Whether the student victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the student victim's request for confidentiality.

**If the College determines that it cannot maintain a student victim's confidentiality**, the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College's response.

**If the College determines that it can respect a student victim's request for confidentiality**, the College will also take immediate action as necessary to protect and assist the student victim.

If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, harassment and/or misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to:

- Providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred;
- Providing training and education materials for students and employees;
- Revising and publicizing the College's policies regarding sexual discrimination, harassment and misconduct; and
- Conducting climate surveys regarding sexual misconduct.

#### **VIII. Employee Reporting and Disclosing Sexual Discrimination, Harassment and/or Misconduct of a Student**

In addition to the reporting requirements for Responsible Employees (see Section VII(B), above), all College employees who have information regarding sexual discrimination, harassment and/or misconduct of a student are encouraged to report it to the Chief Student Services Officer and/or Title IX Coordinator or any Responsible Employee.

##### **Interim Measures**

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding against a student.

Because the College is under a continuing obligation to address the issue of sexual discrimination, harassment and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

## Miscellaneous

### **A. Take Back the Night and Other Public Awareness Events.**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ Title IX rights at these events.

### **B. Electronic and/or Anonymous Reporting.**

Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at <https://www.sic.edu/emergency-security/anonymous-crime-report-form>. Where a reporter chooses to provide his/her identity and contact information, the College shall respond to the reporter within 12 hours.

### **C. Off-Campus Counselors and Advocates.**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is as follows:

\*The Women’s Center  
610 S. Thompson Street  
Carbondale, IL 62901  
(800) 334-2094 or (618) 549-4807

\*The Women’s Center 1111  
Anker Drive  
Marion, IL 62959  
(800) 334-2094 or (618) 993-3178

\*The Women’s Center  
540 N. Commercial Dr., Ste. 192  
Harrisburg, IL 62946  
(800) 334-2094 or (618) 294-8641

Egyptian Health Department  
1412 U.S. 45 North  
Eldorado, IL 62930  
(618) 273-3326

\*Indicates Confidential Advisors as defined in Section IV(C), above.

Note: While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

### **D. Clery Act Reporting Obligations.**

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act,” 20 U.S.C. 1092(f)), the College maintains a public crime log and publishes an Annual Security Report (“ASR”) available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

## **IX. Title IX Complaint Investigation Procedures**

### **A. Investigation Procedures**

1. Initiation of Investigation by the Chief Student Services Officer and/or the Title IX Coordinator: Upon receipt of a Title IX complaint of sexual discrimination, harassment and/or misconduct, including sexual violence, the Chief Student Services Officer and/or the Title IX Coordinator will initiate a prompt, fair and thorough investigation. The investigation will be conducted by the Chief Student Services Officer and/or the Title IX Coordinator or his/her designee, and the College will conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process, an extension may be granted. The Standards of Conduct outlines the investigative process.

With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Chief Student Services Officer and/or the Title IX Coordinator will partner with the Department of Human Resources in investigating the complaint. In cases involving a College employee Respondent, the Department of Human Resources will recommend appropriate sanctions against the College employee respondent. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

2. Interim Measures Provided: During the investigation, the Chief Student Services Officer and/or the Title IX Coordinator will ensure the victim and/or complainant receive written notice of and the opportunity to obtain Interim Measures as set forth in Section IX, above, and will advise the victim and/or complainant of the right to file a complaint with Campus Police or law enforcement agencies.

3. Notice to Respondent:

- a. Within 10 business days of receipt of a complaint, the respondent will be given written notice of the charges against him/her.
- b. The respondent will be advised of the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).

4. Due Process Rights of Victim and/or Complainant and Respondent

- a. The victim and/or complainant and student respondent will each be notified of the individual(s) with authority to make a finding or impose a sanction in their proceeding before the individual(s) initiate contact with either party. Both parties will have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.
- b. The victim and/or complainant and student respondent will each be afforded the right to present information and witnesses relevant to his or her case.
- c. When the victim and/or complainant or student respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative; it does not include legal counsel or an attorney at law. The advisor must comply with any rules in the College’s complaint resolution procedure regarding the advisor’s role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.

- d. If the respondent is a College employee, then any employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

5. Evidence Considered: Investigators will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim’s prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual

relationship between the victim and respondent does not itself imply consent or preclude a finding of sexual violence.

6. **Preservation of Evidence:** The Chief Student Services Officer and/or the Title IX Coordinator will provide the victim and/or complainant with information regarding the importance of preserving physical evidence of sexual violence and the availability of medical forensic services on at no charge pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70). Any physical evidence gathered by the investigator will be preserved by Campus Security.
7. **Concurrent Criminal Investigation:** The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation. It is understood that during an ongoing criminal investigation, information relevant to the pending case or prosecution may not be permitted to be shared with the College until the criminal investigation is closed.
8. **Report of Investigation:** At the conclusion of the investigation, the investigator will prepare a thorough report outlining the: complaint, investigation conducted and all relevant evidence obtained; investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Chief Student Services Officer and/or the Title IX Coordinator, Department of Human Resources and/or both, as appropriate.

## B. Determination

1. **Determination Based Upon Preponderance of the Evidence:** The Chief Student Services Officer and/or the Title IX Coordinator shall review the investigator's report and all evidence gathered to determine whether the respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated. The Standards of Conduct outlines the investigative process.
2. **Notice to Respondent:** For student respondents, within seven (7) days after receipt of the investigator's report, the Chief Student Services Officer and/or the Title IX Coordinator will notify the student respondent via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the student respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the student respondent of:
  - a. Disciplinary sanctions; and
  - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section VIII, below.

For employee respondents, the Department of Human Resources will follow its obligation under any applicable College Policies and collective bargaining agreements in providing notice. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

3. **Notice to Victim and/or Complainant:** Concurrently with the notice provided to respondent, the Chief Student Services Officer and/or the Title IX Coordinator will notify the victim and/or complainant via certified mail, return receipt requested, of his/her determination. If the Chief Student Services Officer and/or the Title IX Coordinator determines that the respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the victim and/or complainant of:

- a. Any individual remedies offered or provided to the victim and/or complainant;
- b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant;
- c. In sexual violence cases only, any disciplinary sanctions imposed on the respondent;
- d. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section XII, below; and
- e. If the College determines that a hostile environment exists, it will inform the victim and/or complainant of steps it has taken to eliminate the hostile environment and to prevent recurrence.

## C. Sanctions, Protective Actions, and Remedies

1. **Sanctions.** Student respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to any sanctions set forth in the College's Standards of Conduct, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct will be subject to disciplinary action up to and including termination, consistent with any applicable employee guidebooks and/or collective bargaining agreement obligations.

2. **Protective Actions.** The College may take protective measures as appropriate, including nocontact orders, trespass notices, or other protective measures. Campus Security will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent of the law.
3. **Remedies.** The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes and activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Providing counseling services;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Developing materials on sexual discrimination, harassment and misconduct for campuswide distribution to students, employees, and/or third-parties;

- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination, harassment and misconduct at the College.

#### **X. Title IX Appeal Procedures for Victims and/or Complainants and Student Respondents**

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Chief Student Services Officer and/or the Title IX Coordinator at the conclusion of a formal investigation must submit a written request for appeal per the Standards of Conduct.

The appeal request must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable.
4. New evidence not offered during the investigation that would substantially change the outcome of the finding is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive or otherwise disproportionate with the violation.

In the event a victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Chief Student Services Officer and/or the Title IX Coordinator will be final.

If the respondent is a College employee, then any employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

#### **XI. Prevention and Education for Students**

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

#### **XII. Training**

The Chief Student Services Officer, Title IX Coordinator, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment and misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who resolve complaints receive at least 8-10 hours of annual training on issues related to sexual violence, domestic violence, dating violence, and stalking and how to conduct the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

All confidential advisors receive 40 hours of training on sexual violence before being designated a confidential advisor. Annually thereafter, confidential advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

The College, in conjunction with its campus-wide/regional task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

#### **XIII. Procedures Governing Complaints Solely Involving Employees and/or Third Parties**

An employee or third party should notify the Human Resources Manager if he or she believes that the College, its employees or agents have engaged in sexual discrimination, harassment or misconduct of an employee or third party in violation of Board Policy 9016. The Sexual Harassment and Anti-Discrimination Policy outlines the investigative process.

### **DRUG-FREE WORKPLACE POLICY**

Southeastern Illinois College will provide a drug and alcohol-free environment and workplace as defined by the Drug Free Workplace Act of 1988 (41 U.S.C. §701 et seq.) and the Safe and Drug Free Schools and Communities Act of 1994 (20 U.S.C §7101 et seq.). In addition, Southeastern has implemented a zero-tolerance policy prohibiting the use or possession of marijuana while at the College or attending College-related activities, in accordance with Sections 10-35(d) and 10-50 of the Illinois Cannabis Regulation and Tax Act. Southeastern has adopted this policy in an effort to prevent alcohol and drug abuse while providing a safe working and learning environment

The College prohibits the possession, use, distribution, dispensing, and manufacture of illicit drugs, alcohol, and marijuana by students and employees on its property or as part of any College activity, except in strict conformance with Board Policy 7004.1 and applicable law.

The use of alcohol within the workplace is prohibited except when authorized by the Board of Trustees or its designee, for approved College functions, in accordance with Board Policy 7004.1 and applicable law. Employees convicted of a violation of a criminal drug statute occurring in the workplace must notify the College (Human Resources Director) within five (5) days of their conviction. Southeastern Illinois College will notify any federal contracting agency within ten (10) days of having received notice that an employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the work place. Southeastern Illinois College may impose disciplinary action and/or require the participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

Any employee or student who violates this policy may be subject to disciplinary action, including termination from employment or expulsion from the institution.

In compliance with the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/1 et seq.), the College will not discriminate against a person based solely on their status as a registered qualifying patient. No College employee may report to work or engage in any College related work while under the influence of illegal drugs, including marijuana. No student or employee may use or possess marijuana, including medical marijuana, on campus, as set forth in Board Policy 6005 ("No Smoking") and Board Policy 9010 (Drug and Alcohol Abuse").

The College President or designee shall establish a program and rules to implement this Policy. The procedures will be delineated in the employees' guidebooks, the Student Handbook, and other appropriate publications. Amended August 13, 2019.

### **EQUAL OPPORTUNITY/ NON-DISCRIMINATION**

Southeastern Illinois College is committed to providing equal opportunity through its employment practices and educational programs and through the many services it provides to the community. The Board of

Trustees of Community College District No. 533 will make all personnel decisions without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law. Furthermore, the Board of Trustees is committed to expanding equality of employment opportunity. The Board of Trustees will develop and maintain educational programs and services that are sensitive to the emerging needs of members of minority groups and women. And finally, the Board of Trustees will initiate programs that will increase, on the part of all personnel, sensitivity to the interests and needs of those who have historically been discriminated against.

### Maintaining a Work Environment Free From Discrimination

It is the policy of the Board of Trustees of Community College District No. 533 to maintain a working environment free from discrimination and harassment on the basis of race, color, religion, gender, age, national origin, citizenship status, military discharge status, parental status, pregnancy, family status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law.

Any employee who believes that they have been discriminated against should immediately notify an appropriate Vice President, Dean, supervisor or the Executive Assistant to the President. If the President is alleged to have made the discriminatory decision, an employee may complain of the discrimination to the Chairman of the Board of Trustees. All reports or complaints of discrimination will be promptly, fully and fairly investigated. Appropriate and prompt remedial action will be taken to resolve the discrimination, and the results of the investigation will be communicated to the complaining person.

### FIREARMS AND WEAPONS

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of firearms will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances.

The possession, use and transportation of firearms is strictly prohibited on all college property with the exception of Competitive Shooting Teams and special events that may be specifically authorized by the Board of Trustees. Such use will be restricted to that part of campus designated specifically for the program or authorized event. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive shooting team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport firearms on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive shooting.

If a special event is approved by the Board of Trustees which allows others to possess, use and transport firearms exclusively for the event, the college's instructions for the possession, usage and transportation of such firearms will be made known in writing to all participants prior to entering the college's property. Firearms transported by these students, instructors, coaches and authorized event participants will be unloaded and cased at all times until arrival at the designated parking area for the program or event. A firearm may be used at a designated program or active event area only in strict adherence to the rules, regulations and instructions for said program or active event including but not limited to gun safety requirements.

Only individuals authorized to possess, use and transport firearms under the conditions set forth in this policy will be allowed to transport a firearm by vehicle on college property. The transportation will be allowed only to the designated parking area for the program activity or approved event. Such vehicular transportation must be done in accordance with all applicable Federal, State and local ordinances/laws. This policy is enforceable by instructors, coaches, administrators and the security department of the college.

### Archery Policy 6017.1

All applicable Federal, State and local laws and ordinances pertaining to the possession, use and transportation of bows and arrows will be observed on all property of the college. No permission granted by this policy will interfere with any and all such laws and ordinances. The possession, use and transportation of bows and arrows are strictly prohibited on all college property with the exception of compound, recurve, and long bows used as part of lab activities and special events associated with the Southeastern Illinois College Archery Program. Arrows shall be restricted to using field tip points. The use of broadhead points is prohibited. Targets shall be positioned no farther than 55 yards from the point of arrow release. Uncased bows and arrows are allowed on campus only in the gated restricted area east of the main campus buildings known as the SIC Archery Team Practice Range and Indoor Archery Range and only during times when duly authorized college personnel are on site. All local, State, and Federal laws and regulations apply when transporting bows and arrows in vehicles and when transferring bows and arrows from vehicles to the practice range, during which times bows and arrows must remain cased. Only students currently enrolled in an authorized program or officially recorded as active members of the college's competitive archery team and the respective instructors and coaches responsible for such programs or teams will be allowed to possess, use and transport bows and arrows on college property for program or team activities. Such use will be strictly limited to activities to satisfy specific program requirements or to participate in competitive events.

If a special event is approved by the Board of Trustees which allows others to possess, use and transport bows and arrows exclusively for the event, the college's instructions for the possession, usage and transportation of such items will be made known in writing to all participants prior to entering the college's property. This policy is enforceable by instructors, coaches, administrators and the security department of the college. Students, employees and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary sanctions.

### Concealed Carry Policy 6023

(Following are excerpts from Southeastern's Concealed Carry Policy (6023). For the complete policy, see [www.sic.edu/ccpolicy](http://www.sic.edu/ccpolicy).

This Policy applies to all employees, students, and other individuals on College property. Southeastern Illinois College establishes this Concealed Carry Policy pursuant to the 2013 Firearm Concealed Carry Act, 430 ILCS 66/5 et seq. The College is committed to providing a safe and secure environment for the College community and its guests. In support of this commitment, the College establishes restrictions on the ability to carry concealed firearms on the College campus in accordance with the College's authority under the Act to promulgate rules and regulations.

Except as provided in this Policy, or in Firearms Policy 6017, no individual shall possess, carry, or have control of a firearm either on his or her person or in his or her vehicle on any property owned or otherwise controlled by the College. This prohibition includes, without limitation, the following areas: A. The College's main campus in Harrisburg.

- B. The David L. Stanley White County Center.
- C. Any building owned, leased, or otherwise under the control of the College.
- D. Anywhere on the grounds of the College.
- E. Anywhere on the College's parking areas, sidewalks, and common areas.
- F. Any vehicle owned, leased, or controlled by the College.

#### Exceptions

The provisions of this Policy do not apply to the possession of firearms in College vehicles, College buildings, or on College grounds if the use or possession of the firearm falls within one of the following exceptions:

- A. Subject to Board approval, firearm use or possession may be permitted where such use or possession is part of a College approved course or curriculum. Such use will be restricted to that part of campus designated specifically for the course or program. For College approved courses, students will not be permitted to bring their firearms into the classrooms or College buildings. Students will only bring firearms to the shooting range at specific times designated by the instructor. Firearms must be unloaded when taken to the range and



be approved by the instructor. Ammunition should be brought to the range separate from the firearm. No student is ever allowed on the range at any time other than during class time under the supervision of the approved College instructor.

- B. The firearm is carried by a full-time law enforcement officer required to carry a firearm as a condition of his or her employment, or by an enforcement officer from an external agency conducting official business at the College. This exception does not apply to off-duty law enforcement officers on campus, including off-duty law enforcement officers attending classes as students.

A firearm may be transported into a College parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. “Case” is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may only be removed from a vehicle for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle.

#### Penalties for Violation

- A. Any student who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the student should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or expulsion from the College.
- B. Any College employee who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the employee should have known that he or she was in possession of a firearm, shall be subject to disciplinary action up to and including suspension or termination of employment.
- C. Any individual visiting or conducting business on College property who knowingly carries a firearm onto College property, or who carries a firearm onto College property under circumstances in which the individual should have known that he or she was in possession of a firearm, may be banned from the College for a period of time to be determined by the College’s Administration.
- D. In addition to the above sanctions and penalties, any individual who violates this Policy may be subject to arrest and criminal prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

#### Clear and Present Danger Reporting

Pursuant to the Act, the College President or designee is required to report to the Illinois Department of State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination and in accordance with Section 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. “Clear and present danger” is defined in this Policy.

The Executive Dean of Student Services and Enrollment or in his/her absence, the Director of Environmental Services, shall be the College President’s designee responsible for this reporting requirement.

## PARKING & TRAFFIC REGULATIONS AND CAMPUS SECURITY

Parking permits are required for students, faculty, and staff of Southeastern and may be obtained in the Bookstore or Business Office, E254, for a \$5 fee. Student permits expire every summer.

Posted signs regulating parking, traffic flow, speed, and movement must be obeyed. Unless posted otherwise, speed limit on campus is 15 m.p.h. Southeastern assumes no responsibility or liability for:

- Loss or damage to any vehicle or its contents.
- Loss or damage in connection with its roadway or parking program.

Southeastern reserves the right to tow or disable any vehicle in violation or abandoned.

Handicap Accessible Parking spaces are posted. Authorization from the State of Illinois is required. Students and employees must obtain an accessible permit from the Security Office, at no charge.

Visitor Parking - Designated visitor parking is available in most lots and is not intended for student or employee use.

No Parking - You may not park:

- On any sidewalk or grassy area.
- In front of or in a manner that restricts access to a fire hydrant.
- In a manner that blocks, restricts, or impedes full exit and/or entry of any door.
- On any athletic field or area designated for athletic events only.
- In a manner that blocks or restricts use of wheelchair ramps.
- During an emergency, in any manner or area that restricts or impedes use of movement of emergency equipment or vehicles.
- In any manner or area not designated as an authorized parking space.
- Along the access road to the Robert I. Gregg Technology Building. See Campus map for student parking locations.

## Citations, Fines, & Collections

Citations and written warnings are issued to violators as official notifications of violations. The registered operators (for vehicles with campus permits) or the registered owners (for vehicles without campus permits) will be the responsible parties for violations. Each parking and moving violation is assessed a \$15 fine.

## Payment of Fine

Fines are payable by mail or in person at the College Tuition Payment window located in E Building on the 1st floor or in the Business Office, 2nd floor. Please provide a copy of ticket upon payment.

## Non-payment of Fines

Unpaid fines will result in the withholding of college services such as transcript requests, releasing of final grades and, where applicable, paychecks may be withheld.

## Appeals of Traffic Citations

Citations are issued for violations of the Illinois Vehicle Code and/or Southeastern Illinois College Traffic and Parking Regulations. The recipient of a ticket may seek an appeal if he/she believes that:

- The citation received is not a violation of the Illinois or SIC Regulations.
- Sufficient mitigating or extenuating circumstances existed at the time of the violation to warrant a review of the issuing officer’s decision.

To initiate an appeal, the recipient of the citation must submit a written request along with a copy of the citation within 5 days from the date the citation was issued to the Security Office, located in Room A 152, in the Learning Center.

The Parking and Traffic Safety Committee will consider the circumstances and all of the available information from the appellant and the issuing officer. The appellant will be notified of the decision of the Committee. The decision of the Parking and Traffic Safety Committee is final.

## DISCRIMINATION AND HARASSMENT POLICY

Sexual and other types of harassment of, or by, students or employees participating in college-sponsored functions is prohibited by Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Educational Amendments of 1972, the Illinois Human Rights Act, other federal, state and local laws prohibiting discrimination and harassment, and College Board policy 6002.

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College will not tolerate sexual or any other type of harassment of, or by, any of its students, employees, vendors, officers, officials, board members, volunteers or agents. Actions, words, jokes or comments based on an individual’s race, color, religion, sex, age, national origin, citizenship status,

ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by law, will not be tolerated.

### Definitions of Harassment

Sexual and other types of harassment and discrimination of, or by, students or employees participating in College-sponsored functions is prohibited by Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Illinois Human Rights Act, other federal, state and local laws prohibiting discrimination and harassment, and Board Policies.

The College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that prohibits discrimination, harassment, and retaliation. The College prohibits sexual or any other type of discrimination or harassment of, or by, any of its students, employees, vendors, officers, officials, board members, volunteers or agents. Actions, words, jokes or comments based on individual's race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity or expression, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status, or any other category protected by laws, will not be tolerated.

### Definitions of Harassment

Gender discrimination and sexual harassment includes, but is not limited to, gender-specific comments, verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching or brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually hostile environment. Sexual harassment may involve individuals of the same gender.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to, or rejection of, such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose, or effect, of unreasonable interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or employment environment.

Examples of behavior that would be considered sexual harassment include but are not limited to, the following:

1. A pattern of conduct that a reasonable person would find intimidating, hostile, or offensive, i.e. gestures, facial expressions, speech, or physical conduct of a sexual nature;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
3. Statements, comments, jokes, questions, or anecdotes of a sexual nature that a reasonable person would find intimidating, hostile, or offensive.

Discrimination and harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is any unwelcome conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, or any other category protected by law and that: (1) has the performance or experience; (2) has the purpose or effect of creating an intimidating, hostile

or offensive environment; or (3) otherwise adversely affects an individual's education or employment opportunities or working conditions.

Harassing conduct includes but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by this policy on campus, in any College related setting, or any off-campus College event or activity, such as during trips, conferences, meetings, athletic contests, and College-related social events.

### Retaliation is Prohibited

Any person who, in good faith, brings forth a complaint of sexual or other harassment will not be subject to retaliation. The College absolutely prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any student, employee or other person who retaliates against an individual for reporting harassment or discrimination, for participating in an investigation of a claim or harassment or discrimination, or for engaging in any other form of protected activity, like an employee who engages in harassment or discrimination, will be subject to disciplinary action. Whistleblower protections are also available under the State Officials and Employees Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

The College will take all necessary steps to protect the rights of both the complainant and the alleged harasser. The College will annually advise students, employees, faculty, administrators, staff, and other members of the College community of its policy prohibiting discrimination, sexual and other harassment, and retaliation. Amended January 21, 2020

## REPORTING DISCRIMINATION, INVESTIGATION PROCEDURES, AND CORRECTIVE MEASURES

The College strongly urges the reporting of all incidents of discrimination, harassment and retaliation. Any student who believes that he or she has been discriminated against or harassed, should report such incidents to the appropriate Vice-President, the Title IX Coordinator, or the Dean of Student Affairs. The College has designated the Academic Advisor – Transfer Specialist as the Title IX Coordinator. Any employee who believes that he or she has been discriminated against or harassed should report such incidents to their immediate supervisor and the Human Resources Administrator. In addition, individuals covered by this policy have a right to file claims of sexual discrimination and harassment with the Illinois Department of Human Rights and/or the Equal Employment Opportunity Commission (EEOC). All reports or complaints will be promptly, fully, and fairly investigated. Where discrimination and/or harassment is determined to have occurred, appropriate remedial and corrective action will be taken. The decision of the investigation will be communicated to both parties.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the President. The President shall, in consultation with legal counsel for the College, ensure that an independent review is conducted with respect to such allegations.

### Appeals

An employee may appeal to the College President if he/she disagrees with the decision of the investigation or the corrective measures issued. All appeals must be in writing and made within 10 days of receipt of the investigation decision.

### Responsibility of Supervisors and Witnesses

Any employee who witnesses or becomes aware of any possible sexual or other harassment or discrimination of or by an employee should immediately inform the Human Resources Administrator.

### **False Reports**

Given the possibility of serious consequences for an individual accused of harassment, knowingly making a false report of sexual harassment or any other form of harassment is considered severe misconduct and may result in disciplinary action, up to and including termination and /or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or collective bargaining agreement.

### **Policy Dissemination**

The College will regularly advise employees, students, and other members of the College community of this policy prohibiting discrimination, harassment and retaliation. Amended January 21, 2020

## **SMOKING - NO SMOKING/TOBACCO PRODUCTS POLICY**

Effective July 1, 2015, smoking is prohibited at all property, grounds, and facilities owned or operated by Southeastern Illinois College.

In accordance with the Smoke-Free Campus Act (the “Act”), which prohibits smoking at any public university or community college; smoking is prohibited at Southeastern Illinois College. Pursuant to the Act, smoking is prohibited on all College property, including buildings, grounds, parking lots, and vehicles that are owned or operated by the College. This policy includes all smoking and smoking tobacco substitutes including e-cigarettes. No tobacco products may be sold or given out as complimentary items on Campus. Signs will be posted at all main entrances clearly indicating that smoking is not allowed on College property or in College-owned vehicles.

This policy covers students, employees, and guests of the College. The College may refer students who violate this Policy to the Executive Dean for Student Services and Enrollment for disciplinary procedures pursuant to the Student Handbook, and College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Other disciplinary actions may follow up to and including discharge.

## **SOCIAL MEDIA/ ONLINE NETWORKING POLICY SOCIAL MEDIA POLICY (4023)**

(Following are excerpts from Southeastern’s Social Media Policy 4023. For the complete policy, see : [www.sic.edu/smpolicy](http://www.sic.edu/smpolicy))

While the College recognizes the benefits and strengths of social media, it recognizes that the use of social media at or concerning the College is governed by the same laws, policies and rules of conduct that apply to all other activities at or concerning the College.

### **Scope**

- Definition: Social media is defined, for purpose of this Policy, as tools and platforms that enable individuals to communicate, participate, share and network through websites and online media, such as Facebook, Twitter, LinkedIn, YouTube, etc.

The guidelines set forth in the College’s Social Media Policy are broad in nature and designed to accommodate any differences in online venues while maintaining a universal code of conduct. This policy focuses on the safe use of social media to support learning and other activities consistent with the college mission.

- This Policy applies to all use of social media by College students, faculty and staff to represent or discuss matters concerning the College and/or members of the College community, whether or not such use involves the College’s network or other computer resources. Personal use of social media on personal time is not governed by this Policy. However, individuals must take care not to engage in conduct that violates college policy or state and federal laws.

### **Expectations for Appropriate Use of Social Media**

- Use good judgment about social media content, respect privacy laws and exercise discretion in posting content that could reflect negatively on users or the College. Online posts should be treated as permanent and not recallable.
- Users shall not post any content onto social media which discloses confidential or propriety information of the College.
- Representation of your personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the College name to promote anything that is inconsistent with the approved activity or the College Mission.
- Only whole-group posts and messages should be sent to students through Social Media Sites. Messages to individual students must be sent from a college email account to the student’s email account through the regular college email services or through the course management site.
- By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- The College has the right to remove any content for any reason, including but not limited to, content that it deems threatening, demeaning, malicious, obscene, a violation of intellectual property rights or privacy laws, harassing in nature, or otherwise injurious or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- Users shall not post content on social media sites which violates any laws of the United States, State of Illinois, including but not limited to HIPAA and FERPA.

### **Additional Considerations**

- Violations, complaints or questions regarding this Policy should be directed to the appropriate supervisor or dean.
- Violators of this Policy may be subject to disciplinary action, up to and including dismissal from the College or termination of employment.

## **TUITION, DROPS, WITHDRAWALS, REFUNDS**

### **TUITION RATES**

Tuition rates are \$110 per credit hour for in-district students. Southeastern Illinois College District #533 includes residents of Gallatin, Hardin, Pope, and Saline Counties with portions of Hamilton, Johnson, Williamson, and White Counties. Distance learning and online courses (regardless of residency), are \$110 per credit hour. Tuition is FREE for Southeastern district residents 62 and older. Non-district Illinois residents pay \$176 per credit hour; out-of-state residents pay \$184 per credit hour; and, international students pay \$192 per credit hour. Special out-of-state tuition rates for the Indiana border counties of Posey and Vanderburgh and the Kentucky border counties of Henderson, Webster, Union, Crittenden, and Livingston are \$110 per credit hour. Tuition and fees are set according to a formula determined by the Illinois Community College Board. These amounts are subject to change.

Tuition for Online/Distance Learning courses is \$110 per credit hour plus a \$25/course distance learning in-district fee or \$45/course out-of-district/out-of-state fee.

### **STUDENT FEES**

A \$2 per credit hour activity fee, a \$20 per credit hour technology fee and a \$20 per credit hour facility fee are assessed on all credit bearing courses.

## **COOPERATIVE AGREEMENTS/CHARGEBACKS**

The College participates in the state cooperative plan with other community college districts in the state of Illinois for the purpose of increasing student access to instructional services. Illinois residents who reside in other community college districts and wish to attend a program at Southeastern Illinois College which is not available at their home community college may do so under the *State Cooperative Agreement*. Students should contact their home community college to receive authorization to participate in the *State Cooperative Agreement*.

Should a student's home community college NOT participate in the *State Cooperative Agreement* then the student should apply for a chargeback. The chargeback, if approved, permits the student to attend SIC at the indistrict tuition rate. Generally, chargebacks are reserved for programs unavailable to students at their home community college. Students should contact their home community college for an authorization letter and/or additional information.

## DROPS/ WITHDRAWALS

It is sometimes necessary for students to drop/ withdraw from a class. How a drop affects your academic transcript or student account depends upon the official date of withdrawal and the length of the class. Official withdrawals may be made by:

- Completing a drop form in person with the Enrollment Services Office.
- Completing a drop form in person or via phone at Carmi Center (382 8869).
- Phone at 252-5400 ext 4120 (866-338-2742 toll free).
- Email [admissions@sic.edu](mailto:admissions@sic.edu) from your SIC (Falconmail) account, please include SIC ID number.

Note: Any other attempts to withdraw are not considered official and will not be honored. Refund requests based on non-attendance or non-awareness of refund procedures are not considered justifiable. Full refund of tuition and fees is granted if the college cancels a class.

## WITHDRAWAL AND/ OR NO PASSING GRADES

If you withdraw or have no passing grades from SIC, you may owe a repayment of financial aid based on the date of withdrawal or last date of attendance. Contact the Financial Aid Office to obtain more information.

### *Refund/Withdrawal Schedule For Credit Classes*

| Class Length                   | 100% Refund                        | No Refund*                       | Last Day to Drop Without Grade Penalty (W Grade)** |
|--------------------------------|------------------------------------|----------------------------------|--|
| 13-16 weeks (regular semester) | Through the first 2 weeks of class | After the first 2 weeks of class | 2 weeks prior to finals                            |
| 8-12 weeks                     | Through the first week of class    | After the first week of class    | One week prior to end of class                     |

|                   |                                       |                               |   |
|-------------------|---------------------------------------|-------------------------------|---|
| 3 to 7 weeks      | Through the first 2 days of the class | After the second day of class | 2 days prior to end of class            |
| Less than 3 weeks | Before first day of class             | After class begins            | Depends on class - call for information |

\*The refund period on a class is set according to the official beginning date and not the first day that the student actually attends the class. To find the official begin and end dates of your classes, see the printed schedules or go to [www.sic.edu](http://www.sic.edu). Classes dropped during the 100% refund period are not listed on students' transcripts.

\*\* Classes dropped after the 100% refund period but before the grade penalty date receive a 'W' grade (a nonpunitive grade) on the transcript. No refunds are issued during this period. Financial Aid status may be affected by drops during this period. Classes cannot be dropped after this period except under extenuating circumstances.

It is the policy of the College to deduct from a student's tuition refund outstanding obligations when the refund is processed. Obligations include past due tuition, bad checks, student loans, traffic fines, library fines, and/or any other overdue obligations.

Students wishing to add a class should see an academic advisor. The course will be added to the student's schedule by the advisor or registration staff at Enrollment Services.

## Financial and Physical Hardship Withdrawal

Consistent with the Illinois Student Debt Assistance Act, this policy establishes processes and procedures to assist students in limited their student debt when a physical or financial hardship requires the student to withdraw from the College. Procedures implementing this policy can be found at [www.sic.edu/financial-aid/policies](http://www.sic.edu/financial-aid/policies) or under Admissions since not all students are Pell grant recipients.

## STUDENTS CALLED TO ACTIVE DUTY

### **Tuition Refund**

Any active student who is required to withdraw from classes during his/ her regular semester, intersession, or summer term due to active military obligations will be entitled to a full refund of tuition (unless paid by a State/ federal agency) upon proper evidence and notification to the College within the semester, session, or term of withdrawal. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.

### **Readmissions Requirements for Service members**

The College will not deny readmission to a service member of the uniformed services for reasons relating to their service. In addition, a student who is readmitted to the College will be readmitted with the same academic status as the student had when he/she last attended the College. This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days. Any student whose absence from the College is necessitated by reason of service in the uniformed services is entitled to readmission if:

- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives advance written or verbal notice of such service to the appropriate official at the College.
- The cumulative length of the absence and of all previous absences from the College by reason of service in the uniformed services does not exceed five years.
- Except as otherwise provided in this section, the student submits a notification of intent to reenroll in the College.

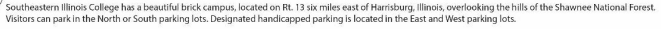
No advanced notice by the student is required if the giving of such notice is precluded by military necessity, such as a mission, operation, exercise, or requirement that is classified; or a pending or ongoing mission, operation, exercise, or requirement that may be compromised or otherwise adversely affected by public knowledge. In addition, any student (or an appropriate officer of the Armed Forces or official of the Department of Defense) who did not give advance notice of service to the appropriate official at the College may meet the notice requirement by submitting, at the time the student seeks readmission, an attestation to the College that the student performed service in the uniformed services that necessitated the student's absence from the College.

When determining the cumulative length of the student's absence for service, the period of service does not include any service:

- That is required, beyond five years, to complete an initial period of obligated service.
- During which the student was unable to obtain orders releasing the student from a period of service in the uniformed services before the expiration of the five-year period and the inability to obtain those orders was through no fault of the student.
- Performed by a member of the Armed Forces (including the National Guard and Reserves) who is:
- Ordered to or retained on active duty.
- Ordered to or retained on active duty (other than for training) under any provision of law because of a war or national emergency declared by the President or the Congress.
- Ordered to active duty (other than for training) in support of an operational mission for which personnel have been ordered to active duty ordered to active duty in support of a critical mission or requirement of the Armed Forces (including the National Guard or Reserve).
- Called into Federal service as a member of the National Guard.

An affected service member must, upon the completion of a period of service in the uniformed services, notify the institution of his or her intent to return to the institution no later than three years after the completion of the period of service. However, a student who is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services must notify the institution of his or her intent to return to the institution no later than two years after the end of the period that is necessary for recovery from such illness or injury. A student who fails to apply for readmission within the required period does not automatically forfeit eligibility for readmission to the institution, but is subject to the institution's established leave of absence policy and general practices.

- The student has not exceeded the specified service limitations; and
- The student's eligibility for readmission has not been terminated.



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