
LEWIS & CLARK COMMUNITY COLLEGE

2022-2023

STUDENT HANDBOOK



Our Mission

Empower people by raising aspirations and fostering achievement through dynamic, compassionate, and responsible learning experiences.

Purposes

1. Provide transfer programs for students seeking baccalaureate and advanced degrees
2. Provide career certificate and associate degree programs for students seeking entry into the workforce or career advancement
3. Provide programs and services for students seeking enrollment in college level courses and programs
4. Provide experiences that foster individual development and encourage lifelong learning
5. Provide an inclusive learning environment that is supported by teaching excellence, high quality student services, and premier facilities
6. Promote economic development and conduct research through institutional initiatives and collaborative partnerships
7. Contribute to the well-being of the community through cultural, wellness, and civic activities and services

Core Values

The five core values reflect our fundamental moral compass as professionals and individuals: Service, Respect, Responsibility, Compassion, and Integrity

Vision

We are the preeminent provider of relevant, high quality learning experiences to the communities we serve. The college combines the best of the traditional and the modern to provide an environment that is accessible and highly conducive to learning, social interaction, personal enrichment, physical development, and job skills enhancement. Programs and support services are carefully designed to serve the current and evolving needs of our students. Faculty and staff exemplify the highest standards of service and performance and take pride in the achievement of our students and the college as a whole. Our actions reflect Lewis and Clark's core values of service, respect, responsibility, compassion and integrity. We hold ourselves accountable for our performance as educators and as stewards of the resources entrusted to us. The true measure of our performance is the personal and academic success of our students, the overall well-being and cultural enrichment of the communities we serve, and the economic vitality of the region.

Accreditation

The Higher Learning Commission (www.hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

Illinois Board of Higher Education

Accreditation Council for Occupational Therapy Education (ACOTE)

Accrediting Bureau of Health Education Schools, Medical Assisting (ABHES)

American Dental Association, Commission of Dental Accreditation (ADA-CODA)

Accreditation Commission for Education in Nursing, Inc. (ACEN)

National Automotive Technicians Education Foundation (NATEF)

The Paramedicine program of Lewis and Clark Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Board of Trustees

David Heyen, Chairman (Bunker Hill)

Julie Johnson, Vice Chairman (Edwardsville)

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Nondiscrimination Statement

Lewis and Clark Community College is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. This commitment requires that decisions involving students and employees be based on individual merit and be free from discrimination or harassment in all its forms. Lewis and Clark Community College adheres to the principles of equal opportunity in education and employment. Lewis and Clark Community College does not discriminate on the basis of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law in its educational programs and activities. Likewise, Lewis and Clark Community College does not discriminate in any aspect of the employment relationship on the basis of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law.

The following person has been designated to handle inquiries regarding this nondiscrimination policy:

Lori Artis, Vice President, Administration
 Lewis and Clark Community College
 5800 Godfrey Road, Erickson Hall, Room 103
 Godfrey, IL 62035
 (618) 468-3000

Lewis and Clark Community College does not tolerate retaliation against any person for coming forward with a complaint or concern or for otherwise participating in the process of addressing discrimination.

The college abides by affirmative action principles, makes reasonable efforts to accommodate qualified individuals with special needs, and complies with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. These include but are not limited to: (a) Title VII of the Civil Rights Act of 1964; (b) Title IX of the Education Amendments of 1972; (c) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; (d) the Age Discrimination Act of 1975, (e) the Illinois Human Rights Act, and (f) the Mental Health Act of 2017. It is the policy of the college that any form of discrimination or harassment, including sexual harassment, of employees or students on campus is unacceptable and shall not be tolerated. Any employee or student of the college who feels that he/she has been a victim of any form of discrimination or harassment should notify the college's Human Resources office and the complaint will be investigated. Complaints of discrimination or harassment prohibited by college policy are to be resolved within the existing college procedures.

Important Notice for Students Concerning Changes in the Catalog

Be aware that this student catalog is not a contract or intended to create any type of contract between you and Lewis and Clark Community College. Rather, this catalog is a guide for the convenience of L&C students. The college reserves the right to change this catalog or anything contained in it at any time at its sole discretion, including, but not limited to, the following: changing or withdrawing courses or course requirement; changing fees, the college calendar, admissions, registration, instruction, graduation requirements; and/or changing, modifying or eliminating any other rules or policies governing students.

Semester Calendars

Fall Semester 2022

Off-campus classes at district high schools will meet each semester according to the schedule of the individual school district.

Registration for fall semester begins	March 14
On and off campus classes begin	August 22
Labor Day Holiday (campus closed; no classes, no office hours)	September 5
Mid-fall session begins	October 17
General Election Day	November 8
Veterans Day Holiday (campus closed; no classes, no office hours)	November 11
Last day to petition for fall graduation	November 15
Thanksgiving recess;	
Campus open; no classes	November 23
Campus closed; no classes, no office hours	Nov. 24-27
Last day of classes (semester ends at 10:30 p.m.)	December 15

Winter Intersession

Registration for winter intersession begins	October 17
Classes begin	December 19
Campus closed	Dec. 17-Jan. 1
Last day of classes	January 13

Spring Semester 2023

Off-campus classes at district high schools will meet each semester according to the schedule of the individual school district.

Registration for spring semester begins	October 17
Martin Luther King Jr. Holiday (campus closed; no classes, no office hours)	January 16
On and off campus classes begin	January 17
Registration for summer term begins	February 13
Last day to petition for spring graduation	February 15
Registration for fall terms begins	March 13
Spring recess (campus open; no classes)	March 13-17
<i>Classes at other sites will observe the "spring break" of that facility, not the L&C Spring Recess. Friday evening and Saturday classes are scheduled to meet March 17 and 18.</i>	
Last day to petition for summer graduation	March 15
Spring classes resume	March 20
Mid-spring classes begin	March 20
Easter recess (campus closed; no classes, no office hours)	April 7-9
Last day of classes (semester ends at 4:30 p.m.)	May 12
Commencement	May 17
GED Graduation	June 8

Summer Session 2023

Registration for summer session begins	February 13
Twelve week classes begin	May 22
Memorial Day Holiday	May 29
Eight week classes begin	June 5
Juneteenth Holiday	June 19
Independence Day Holiday (campus closed; no classes, no office hours)	July 4
Last day of eight week classes	July 28
Last day of twelve week classes	August 11

Admissions and Registration

Lewis and Clark Community College (L&C) follows an "open door" policy which welcomes you without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law. However, admission does not mean you will be enrolled immediately in a program with specified admission requirements.

The Enrollment Center (Admissions/Records/Advisement) is located in Baldwin Hall, Room 1450. Financial Aid and the Bursar's Office are located in Baldwin Hall, Room 2450. Students can contact these services by calling (618) 468-LCCC (5222), 1-800-YES-LCCC (in IL/MO), or emailing enroll@lc.edu.

Steps for admission to the college vary, depending on what you plan to accomplish. YOU ARE ENCOURAGED TO CONTACT US EARLY AS MANY OF THESE STEPS ARE TO BE COMPLETED BEFORE REGISTRATION. Questions should be directed to the Enrollment Center. (Electronic submission of Admission Forms is subject to review and acceptance by the college.)

NOTE: If you are an Illinois Sex Offender, the Illinois Sex Offender Registration Act requires you to complete a Registration Form before enrolling in classes. Bring completed forms to Student Development and Counseling or complete a form in that office before enrolling in classes.

If You Plan to Enter a Degree or Certificate Program

1. **Complete an Application** - Students interested in attending Lewis and Clark Community College will need to complete the application available at www.lc.edu. For additional information on specific degree programs please refer to the specific program section in the catalog.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years, you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
4. **Take College Placement Tests** - If you graduated from high school more than 4 years ago, you will need to make an appointment to take placement tests by calling the Assessment Center at (618) 468-5220 or your local Community Education Center. All students who are pursuing a degree or certificate and have graduated from high school more than 4 years ago are required to take the College Placement Test. Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you are planning on being a course taker and graduated less than 4 years ago, you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.
5. **Enroll in MYLC, New Student Orientation** - Orientation is mandatory for all new degree or certificate seeking students. MYLC includes an orientation presentation, campus tour, meeting with your advisor, and registration. Enroll in MYLC by calling (618) 468-5240.

The following admission requirements apply to all new students seeking to enroll in a transfer degree program (Associate in Arts, Associate in Science, Associate in Engineering Science, or Associate in Fine Arts). To meet the admission requirements, students may fulfill any one of the requirements in each category. Students who lack any of the requirements may develop an individualized plan with an academic advisor to fulfill these requirements.

- a. Four years of high school English and one of the following sequences:
 - L&C English placement test into ENGL 131
 - ACT score of 18 or higher on the English and Reading subscore; or ACT subscore of 14 and concurrent enrollment in a study skills class
 - SAT subscore of 25 in Reading and Writing or a 21 and concurrent enrollment in a study skills class
 - ENGL 125 and READ 125 - all with grades of "C" or higher
 - ENGL 120 and READ 120 plus ENGL 125 and READ 125 - all with grades of "C" or higher
- b. Three years of high school mathematics (algebra, geometry, advanced algebra) and complete one of the following sequences:
 - L&C algebra math placement test into college-level Math, plus MATH 113 (if necessary) with a grade of "C" or higher
 - ACT score of 22 or higher on the Math subscore; or ACT subscore of 14 and concurrent enrollment in a study skills class
 - SAT subscore of 25 on Math subtest or 22 and concurrent enrollment in a study skills class
 - Completion of necessary remedial Math courses based on placement scores - all with grades of "C" or higher

- c. Three years of high school laboratory science and successful completion of one laboratory science course at L&C.
- d. Two years of high school foreign language, music, vocational education, or art and successful completion of two L&C courses in humanities, foreign language, or vocational education.

If You Are a Course Taker (Credit) and Do Not Plan to Enter a Degree, Diploma or Certificate Program and Want to Register for Courses of Special Interest

(Students in this category are not eligible for financial aid.)

1. **Complete an Application** - This is available at www.lc.edu. This should be done early and before the registration period.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years, you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
4. **Take College Placement Tests** - Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you plan to be a course taker and graduated less than 4 years ago then you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.
5. **Register for Classes** - You are not required to meet with an advisor, however, it is encouraged and advisors are available if you need assistance. You can register online through Student Planner at selfservice.lc.edu or by going to the Enrollment Center or any of the Community Education Centers. Refer to The Schedule of Classes at www.lc.edu for registration dates and availability of classes.

If You Are Undecided or Need Assistance Before Selecting a Program

1. **Complete an Application** - This is available at www.lc.edu. This should be done early and before the registration period.
2. **Send Official Transcripts** - If you graduated from high school within the last 4 years then you must provide an official high school transcript in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit.
3. **Send Official ACT or SAT Scores** - If you have taken the ACT or SAT within 4 years of enrolling at L&C please send your official scores to the L&C Enrollment Center.
4. **Take College Placement Tests** - If you graduated from high school more than 4 years ago, you will need to make an appointment to take placement tests by calling the Assessment Center at (618) 468-5220 or your local Community Education Center. All students pursuing a degree or certificate and have graduated from high school more than 4 years ago are required to take the College Placement Test. Course takers (less than 12 credit hours) who wish to take English, Math, or other college-level courses and have graduated from high school more than 4 years ago will need to take the College Placement Test. If you plan to be a course taker and graduated less than 4 years ago then you must provide an official high school transcript in order to register. If your placement test scores or high school transcript indicate the need for developmental courses, you will be required to enroll in these courses.
5. **Enroll in MYLC, New Student Orientation** - Orientation is mandatory for all new students. MYLC includes an orientation presentation, campus tour, meeting with your advisor and registration. Enroll in MYLC by calling (618) 468-5220.

If You Are a High School Student in a L&C District High School Planning to Enroll in Lewis and Clark Class(es)

L&C district high school students are eligible to enroll under certain conditions. Please follow the instructions that apply to each category below.

High School Students Who Wish to Enroll in Regular College Credit Courses:

- Complete an application
- Send an official transcript
- Provide a signed [L&C Concurrent Enrollment](#) Form from www.lc.edu or your high school administrator
- Provide a signed [L&C Parent/Guardian Memorandum of Understanding](#)
- Send an Official High School Transcript to the L&C Enrollment Center
- Send an Official ACT or SAT Test Score Report to the L&C Enrollment Center

- Meet with an Academic Advisor - Talk with one of L&C's academic advisors to determine cooperatively the most appropriate course(s) for you

High School Students in College/High School Partnership Programs

- If you are a qualified student at an area high school which has entered into an agreement with L&C to offer high school partnership courses, you may enroll in these courses
- All students who seek enrollment in transfer level general education courses will need to have an appropriate college placement, ACT, or SAT score in English, reading, and/or mathematics
- All students who seek enrollment in career and technical education courses will need to have the appropriate GPA or have an appropriate ACT or SAT score in reading to be eligible for enrollment. The only exceptions are for the following courses: CDEV 130, DRFT 131, DRFT 146, MATH 122, WELD 190, and WELD 194
- High school partnership courses are taught at the high school by qualified high school faculty during the regular school day
- Lewis and Clark Community College will charge a transcription fee of \$10 per credit hour for all dual credit courses
- For further information about high school partnership courses, call the office of the Director of High School Partnership and Community Education at (618) 468-5050

If You are a High School Age Student Participating in a Home School Program

- Complete an application
- Send an official transcript
- Provide a signed [L&C Concurrent Enrollment Form](#) from the high school district where you reside
- Provide a signed L&C Parent/Guardian Memorandum of Understanding
- Send an Official High School Transcript to the L&C Enrollment Center
- Send an Official ACT or SAT Score Report to the L&C Enrollment Center
- If you do not have ACT or SAT scores then you will need to take Placement Tests - Home Schooled students must take the Placement Test prior to registering. Call the Assessment Center at (618) 468-5220 to schedule an appointment. If your placement test scores indicate the need for developmental courses, you will be required to enroll in these courses.
- Meet with the Assistant Director of Admissions and Registration - The college reserves the right to limit or structure your course schedule as appropriate for you. Call (618) 468-5120 to schedule an appointment.
- Please note that only courses taken through an institution recognized by the Illinois State Board of Education will meet prerequisite requirements

If You Are High School Age but are Not Enrolled in a District High School and Want to Register for L&C Courses

High school age students who are not currently enrolled in a district high school must provide the college with documentation of non-enrollment. This documentation is the L&C Concurrent Enrollment Form from the resident's school district signed by a district official. Also, the signed L&C Parent/Guardian Memorandum of Understanding is required.

- You are encouraged to complete some form of secondary education or General Educational Development (GED) program prior to becoming an L&C regular student.
- You must take the College Placement Test, submit any transcript of high school level course work, and meet with an advisor to discuss your goals.
- The college reserves the right to limit or structure your course schedule as appropriate for you. In general, you may be limited to courses appropriate to the completion of Home Study programs, for re-entry into a district high school, or to upgrade certain skills.

If You Plan To Complete High School Through High School Equivalency (HSE) Testing (GED® or HiSET)

High school equivalency (HSE), primarily through GED® testing offers you an option if you have not completed high school. L&C offers HSE preparation classes in a variety of formats to meet your needs; face to face, virtual, BlendFlex, and online. The classes provide instruction in language arts - reading, language arts - writing, mathematics, social studies and science to help prepare you to take and pass one of the HSE tests.

L&C offers HSE classes on campus and in off-campus education centers. There is no fee for the classes. However, a fee is charged by the test provider at the time you register to take one of the HSE tests. For more information about HSE test preparation classes, call the Adult Education office at (618) 468-4141.

Your Path. Your Future. There are numerous options for adults of all ages to complete your HSE and simultaneously begin college classes or training. Building Futures YouthBuild could be for you if you are 16-24 years old and are interested in career pathway training as you work towards completing your HSE. Call the Adult Education office for more information about transitioning to college while completing your HSE at (618) 468-4141.

Project READ offers confidential services to adults 16 years and over seeking help with their reading and/or math skills. In addition to attending HSE classes, you may qualify for one-on-one tutoring. Combining tutoring from Project READ with attendance in HSE classes could result in making progress towards your goal more quickly. There is no fee for these services. For more information about Project READ, call the Adult Education office at (618) 468-4141.

International Students

Legal residents with permanent Visas (Alien Registration Card holders) are admitted to L&C in the same manner as native citizens of the United States of America. Legal residents who need "English as a Second Language" should contact the Adult Education office at (618) 468-4141.

International students requesting F-1 or M-1 visas (I-20 forms) must complete the following requirements:

1. **Complete an application** - available at www.lc.edu
2. **Send Official Transcripts** - If you graduated from high school within the last three years, you must provide an official high school transcript (translated into English) in order to register for classes. Please provide the Enrollment Center with all high school and college transcripts from each academic institution previously attended. The name that you are currently using must appear on each transcript. Official transcripts must be sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope. Most degree and certificate programs require high school graduation or a General Education Development (GED) certificate. After a transcript has been received, it will be evaluated and your unofficial Lewis and Clark transcript will be mailed to you. Credit will not be accepted from non-regionally accredited institutions. Once received by Lewis and Clark, your transcripts will not be released to third parties or returned to you either in original or copy form. The L&C Records Evaluator may determine that a transfer course is not equivalent to a L&C course and may transcribe such course as elective credit. Please note: All international transcripts must be translated into English.
3. **Send TOEFL Score** - Supply the L&C Enrollment Center with the official results of your performance on the TOEFL (Test of English as a Foreign Language). A minimum score of 500 (paper-based), 173 (computer-based), 61 (internet-based) is required for admission to Lewis and Clark Community College.
4. **Send Proof of Ability to Pay** - Supply a statement of ability to pay the college's foreign student tuition rate and living expenses. The estimated cost for both tuition and living expenses is \$20,000 per year. This statement should come from a family member or sponsor with documentation from a financial institution.
5. **Submit the International Student Data Sheet** - All information must be received by the Enrollment Center at least 90 days before the beginning of the requested semester.

Upon admission, international students are required to follow an Education Plan and maintain a fulltime enrollment status (at least 12 semester hours) each semester. I-20 forms will only be issued when all above requirements are met.

Students with an I-20 are able to pursue any degree or certificate except for the Selective Admissions programs. Students must take classes on the Godfrey campus only. Students who are enrolled in 12 credit hours of face-to-face classes may enroll in a maximum of two online classes.

Like all students, international students must have cultural and social support while attending college. We strongly recommend that international students have a sponsor or mentor within the college district to provide cultural and social support while living in the area.

International students transferring to L&C from another American institution must complete the Transfer In Form, have a proper visa, and an I-20 that is in good status. The transferring student must also be in good academic standing at the transferring school. The applicant must also be compliant with U.S. immigration regulations.

Tuition and Fees/Payments and Refunds

Residency Requirements

When enrolling at L&C, you are classified as in-district, out-of-district, out-of-state, or international student for purposes of tuition and fees.

In-District: A student is considered to be in-district if his/her legal residence is within the boundaries of L&C District No. 536 for at least 30 days prior to the start of the semester in which the student plans to enroll and for purposes other than attending college. Students who are residents of the former Metropolitan Community College District, and attend L&C through the East St. Louis Higher Education Campus, will be charged the in-district rate (documentation of tax district may be required). If an in-district student moves out of district during the semester, the in-district rate will be honored for that semester.

Out-of-District: A student living outside L&C District No. 536, who is a resident of the State of Illinois and does not attend L&C under the terms of a cooperative agreement, is considered an out-of-district student and will be charged the appropriate tuition rate. If an out-of-district student moves in-district during the semester, the out-of-district rate will remain for that semester.

Out-of-State: A student who is a resident of another state or country will be considered an out-of-state student and will be charged the appropriate tuition rate.

International Student: An international student on a student Visa enrolled in 12 semester hours or more who has been issued an I-20 form will be charged the appropriate out-of-state tuition rate. International students who have been issued an I-20 to attend L&C or any other college or university may not establish eligibility for in-district tuition rates.

Employer In-District: Out-of-district and out-of-state students who receive training from, and are employed by, an industry within L&C District No. 536 may qualify for in-district rates. The required form may be obtained at the Godfrey Campus Enrollment Center, N. O. Nelson Campus or any of the off-campus Community Education Centers. The in-district employer must complete a new form each semester.

Cooperative Agreements: Out-of-district students who attend L&C under the terms of a cooperative agreement between L&C and another community college district will be charged L&C's in-district tuition rate.

Tuition and Fees

Tuition and fees are established by the Board of Trustees of Community College District 536 and are subject to change.

	<u>Tuition per Credit Hour</u>	<u>Fees* per Credit Hour</u>	<u>Total</u>
In-District student Rate	\$125	\$30	\$155
Out-of-District Student Rate	\$250	\$30	\$280
Out-of-State Student Rate	\$250	\$30	\$280
International Student Rate	\$250	\$30	\$280
Out-of-District, Out-of-State, Online Courses	\$146	\$30	\$176

*Fees include: Student Activity Fee - \$3, Athletic Fee - \$14, Technology Fee - \$11, Ecological "Green" Fee - \$2.

Other Fees

Application Fee	no charge
Digital Materials Fee	as designated per course
Late Registration Fee	\$7 per course
Laboratory/Course Fee	as designated per course
Non-Credit Course Cost	as designated per course
Non-Traditional Credit Fee	\$10 per credit hour granted
Proficiency Exam Fee	\$50 per exam
Replacement Diploma Fee	\$20
Returned Check Fee	\$20 each
Student ID Fee	First ID free, \$10 for replacement ID
Transcript Fee (Academic & Financial Aid)	no charge

Additional Costs - Students must be aware that additional expense will be incurred through the purchase of textbooks, instructional supplies, and materials needed for specific classes, such as equipment, tools, software, uniforms, licensing exams, etc.

Senior Citizen Rates - Lewis and Clark Community College has adopted tuition and fee policies which affect residents of the L&C District who are 65 years of age or older. These individuals who are enrolled in credit courses will receive a 100 percent tuition waiver. However, all students must pay all approved student fees and any applicable laboratory/course fees. All students enrolled in a non-credit course must pay all costs at the time of registration.

Tuition Payment Due Dates

The payment due date for non-credit classes differs from the payment due date for credit classes.

Non-Credit Classes: Non-credit courses are those courses with a prefix beginning with CE, e.g., CECK-101. Non-credit courses must be paid in full at the time of registration.

Credit Classes: The payment due date for credit classes is approximately thirteen (13) days prior to the start of the term. (This date is posted on your registration statement.) Students using financial aid must authorize use of their grant or scholarship at the Financial Aid office on the main campus in Baldwin 2450. Students who make partial payments are responsible for completing their payments within the deadlines listed. Payment for late starting credit classes (generally those starting after the third week of each semester) are due seven (7) days prior to the start of the individual classes.

Tuition Payment Options

Students may pay in person, by mail, or online. Payment is accepted at the Bursar's Office, the N.O. Nelson Campus, the Tri-County County Community Education, or the Macoupin County Community Education Centers. Payment options include cash, check, debit card/credit card (MasterCard, Visa, Discover, and American Express only), online via BlazerNet by credit card (Master Card, Visa, Discover, and American Express only). Financial Aid, the Installment Plan, and Employer Tuition Assistance. Payments by check may not be accepted on student accounts which have had previous returned check activity.

Credit/Debit Card Payments - Tuition, fees, and fines can be paid by MasterCard, Visa, Discover, or American Express in person or on-line at www.lc.edu using BlazerNet. After logging in, choose "Students" from the main menu. "Make a Payment" is located in the Financial Information section within the Students Menu.

Installment Payment Plan - An installment payment plan is available to assist in the payment of tuition and fees for credit classes only. Non-credit classes are not eligible for the installment plan. To qualify for the installment plan, you must have tuition and fee charges of at least \$500. You must sign/acknowledge a promissory note.

A \$15 non-refundable service fee will be charged up front if you are accepted to the plan. You will also have to make an initial down payment. This down payment consists of: the non-refundable \$15 service fee; plus, one third of the tuition, activity fees, technology fees, ecological fees, and lab fee charges, which are rounded up to the closest dollar. After the down payment, you will make two more payments, four weeks apart, to complete the total tuition and fee balance. When an installment plan is set up, the plan arrangement lists the student's specific payment due dates. Students either receive that plan in writing as soon as it is set up or are given the opportunity to print it if they are setting it up online. Students are also able to review their status at any time through BlazerNet. Failure to pay as scheduled may jeopardize your ability to create future installment arrangements. Textbooks and classroom supplies may not be charged to this plan. You may apply for the installment payment plan online via BlazerNet at www.lc.edu, in person at the Bursar's office, the N. O. Nelson Campus, or at one of the Community Education Centers, after registration.

Tuition Refund Policy

Regular Credit Courses - For classes that begin the first week of the semester and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following the first day of the term. Students are eligible for a 100 percent refund through the second Friday following the first day of the 8 week summer term. For classes that begin at midterm and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following midterm. There are no refunds thereafter. Requests for refund (deregistration) must be presented in writing by the end of the business day on that Friday at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through Student Planner, faxed to the Enrollment Center (618) 468-2310, or mailed and postmarked before that Friday. Written requests must include the student's signature and social security number or student identification number.

For late starting classes (those that begin after the third week of the semester), students are eligible for a 100 percent refund through the first 12 calendar days (NOT course meetings) of each course. (Calendar days include Saturdays and Sundays.) This period is extended one day for each holiday. There are no refunds thereafter. If the last day for a refund is scheduled on a Saturday or Sunday, the request for refund (deregistration) must either be presented in writing the previous business day at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through BlazerNet on or before the 12th calendar day, mailed and postmarked before the 12th calendar day, or faxed to the Enrollment Center (618) 468-2310 on or before the 12th calendar day. Written requests must include the student's signature and social security number or student identification number.

Short Term Credit Courses - Students enrolled in short-term credit courses of less than 24 days (i.e., the number of days between the course beginning date and ending date) are eligible for a 100 percent refund through the mid-point of each course.

Non-Credit Courses with a CE—prefix - Students in courses that meet for four or more sessions are eligible for a 100 percent refund prior to the start of the second session. There are no refunds for courses that consist of three or fewer sessions once the course begins. Certain specialized non-credit courses may have separate and specific refund policies outlined in contractual agreements or in course outlines.

Non-Credit Online Courses - Students in non-credit online courses are eligible for a 100 percent refund prior to the first 10 percent point of a course using the course beginning and end dates. No refund is issued after the 10 percent point of the course. Certain online non-credit courses may have separate and specific refund policies.

Note: Debts owed to the college must be satisfied before any refunds or payments are made to the student.

A non-refundable \$50 fee will be charged for each proficiency exam and must be paid before testing.

Financial Aid

We recognize students often need financial assistance to pursue post-secondary education. Various options are available at Lewis and Clark Community College (L&C) for students who need financial assistance while attending classes. The L&C Financial Aid Office is the best place to start to obtain information regarding scholarships and grants, as well as federal, state and institutional financial aid opportunities. The Financial Aid Office staff is available to assist you in completing application forms and in understanding financial aid programs.

Start the application process early to ensure the Financial Aid Office will have time to perform all the financial aid functions required to assist you in paying for your education. Estimated award letters and letters requesting additional documentation or forms will be mailed to students who list Lewis and Clark Community College's federal school code (010020) on their Free Application for Federal Student Aid (FAFSA) applications. Students are also instructed on how to accept their financial aid awards and view how their financial aid will be applied to institutional charges.

Students who have questions or need more individualized assistance can contact the Financial Aid Office at (618) 468-2223. The Financial Aid Office is located on the Godfrey Campus in Baldwin 2450.

Federal and State Student Aid Programs

Federal student aid includes the Federal Pell Grant, Federal Work-Study (FWS), the Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Student loans. The Illinois Student Assistance Commission's (ISAC) administers the State of Illinois Monetary Award Program (MAP) Grant that can be applied towards a student's tuition and mandatory fees. Please see the college's website (www.lc.edu) for links to more state aid resources. Each student who reports Illinois as his/her state of legal residence automatically applies for the MAP grant when completing the FAFSA annually. The FAFSA can be completed as early as October 1 prior to the academic year that starts on or after July 1. ISAC will calculate MAP awards only for those Illinois residents who list a MAP eligible school as one of their school choices on the FAFSA. Lewis and Clark students should list the college's federal school code (010020) on the federal student aid application. For priority consideration for state and some federal aid, students are encouraged to apply for financial aid as soon as possible starting October 1st each year.

Federal Pell Grant - A federal grant program designed to provide financial aid to students with need to attend post-secondary educational institutions. Need is determined by the evaluation of your FAFSA application. Even if you are ineligible to receive a Federal Pell Grant, you may be eligible for other programs such as the ISAC Monetary Award Program (MAP) Grant, Federal Work-Study, or one of the loan programs. Award amounts are determined by evaluating your Expected Family Contribution as determined by the FAFSA, the college's Cost of Attendance, and your Enrollment Status.

Federal Work Study - An employment program funded by L&C and federal funds. Students who request Federal Work Study and qualify for this program on the basis of financial need may seek employment opportunities by visiting the Financial Aid section of the college's website to view available job listings and download a work study application. Students are paid minimum wage, and the average work load usually cannot exceed 20 hours per week. Please Note: Additional employment opportunities can be obtained by accessing Career & Employment Services under Community Services at www.lc.edu.

Federal Supplemental Educational Opportunity Grant (FSEOG) - A federal grant which provides students with financial need a supplement to attend institutions of post-secondary education. Funds are limited and are awarded to students with the most need as determined by the FAFSA. Priority is given to students receiving the Federal Pell Grant and who apply for financial aid before the Financial Aid Office's priority deadline of June 30th each year.

Illinois Student Assistance Commission Monetary Award Program (ISAC MAP) Grant - A State of Illinois grant that provides payment of tuition and mandatory fees only. The MAP Grant is based on need. You must meet ISAC's Illinois residency criteria. ISAC determines annual award amounts based on information reported on the FAFSA.

Federal Direct Loans

- Subsidized - A federally subsidized loan based on financial need for which you are not charged interest while you are enrolled in school at least half-time (6 credit hours).
- Unsubsidized - A non-need based loan in which the interest begins accruing (accumulating) when the loan is disbursed. The interest will be added to the principle balance of the loan, or students may opt to make monthly interest payments thereby reducing the interest on the loan prior to repayment.

The maximum annual loan amounts are:

First year students: \$5,500 Dependent Students
 \$9,500 Independent Students
 Only \$3,500 can be subsidized if eligible

Second year students: \$6,500 Dependent Students
 \$10,500 Independent Students
 Only \$4,500 can be subsidized if eligible

Federal Direct Parent Loan for Undergraduate Students (PLUS Loan) - is available to help pay for a Dependent student's educational expenses. These loans are not based on financial need but cannot exceed the student's Cost of Attendance minus other awarded aid. Repayment usually begins 60 days after loan funds have been disbursed but can also be deferred. Contact the Financial Aid Office for additional information.

To receive a Direct Student Loan or to benefit from a PLUS Loan, a student must meet the general eligibility criteria for all Federal Student Aid (FSA) programs (referenced from the Code of Federal Regulations regarding Title IV Federal Student Aid Programs, 34 CFR Section 668.32). Students cannot be on financial aid or academic suspension and receive a federal student loan. Students must maintain at least half-time enrollment status for student loan eligibility.

Per federal regulations, student loans will be prorated for those in their last term of study (34 CFR Section 682.204). All student loan borrowers must participate in loan entrance and exit counseling sessions to review loan terms, obligations, and options for student loan repayment.

The Code of Federal Regulations, in reference to the Federal Family Education Loan (FFEL) Program [34 CFR Section 682.602(e) (1)], provides that a school may refuse to certify a FFEL Stafford or PLUS loan application or may reduce the borrower's determination of need for the loan if the reason for that action is documented and provided to the student in writing, provided the determination is made on a case-by-case basis.

How to Apply for Financial Aid

To apply for federal and state financial student aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) for the academic school year they plan to attend. To complete and submit your FAFSA, go to <https://studentaid.ed.gov/sa/fafsa>. New students are encouraged to apply for a Federal Student Aid ID (FSA ID) to electronically sign your application at <https://fsaid.ed.gov> before beginning the online process. You must apply for financial aid using the FAFSA each school year. You can apply as early as October 1 for the next full academic school year (which usually begins with the fall semester and ends with the summer term).

What Happens After You Apply

Once you have submitted your FAFSA, the Central Processing System (CPS) for the United States Department of Education will process your FAFSA within two weeks. Lewis and Clark will receive the results of your FAFSA electronically. If there is no additional information required, once processing for the school year begins, the Financial Aid Office will calculate an estimated award package, and you will receive an award notification in the mail. You must accept your awards online through Lewis and Clark's website. In lieu of an award letter, you may receive a request for more information or documentation. Once the required documentation is received, verified, and your file is complete, the office will calculate an estimated award package for you. The Financial Aid Office will begin processing award packages in the spring of each year for the following school year.

Some students are selected for verification upon CPS processing of their financial aid applications. The Financial Aid Office will request certain financial documents from you if you are selected for verification.

You have the option to accept or reject any student financial assistance offer on your award package. You can also request a lower loan amount depending on your educational needs. Unlike grants and scholarships, student loan funds must be repaid.

How Financial Aid Eligibility is Determined

The Department of Education calculates an Expected Family Contribution (EFC) from the information you reported on the FAFSA using a formula established by law. The EFC is not the amount of money that your family must provide. Rather, you should think of the EFC as an index the college will use to determine how much financial aid (grants, loans or work-study) you could receive. Your EFC is determined from two prior year's income (i.e. your income for 2020 is used for the 2022-2023 FAFSA), the number of people in the family, the number of people in college, and your current assets in some cases. You and your family are expected to make a maximum effort to assist with your college expenses. Financial assistance should be viewed as a supplement to you and/or your family's effort to finance your education.

Within guidelines by the Department of Education, we may be able to adjust the data elements that determine your EFC or to your Cost of Attendance (COA) to better reflect your true need. Additional paperwork, time, and documents are required for these processes.

Your EFC number, which is calculated from the information you report on the FAFSA, is used to determine your eligibility for the Federal Pell Grant, the ISAC MAP Grant, Federal Work Study, and federal student loan programs.

If you indicate on your FAFSA that you wish to be considered for the Federal Work Study Program or L&C determines that you are eligible for an additional federal grant, the Financial Aid Office will indicate these awards on your estimated financial aid award package. Your award package will specify for which programs you are eligible and the estimated award amount(s) you can expect to receive from the program(s). Your financial aid is packaged using the following formula:

	\$x,xxx	Cost of Attendance Budget (COA)
minus	\$x,xxx	Expected Family Contribution (EFC)
=	\$x,xxx	Financial Need
minus	\$x,xxx	Federal and State Grants
minus	\$x,xxx	Private Grants and Scholarships
minus	\$x,xxx	Federal College Work-Study
minus	\$x,xxx	Federal Loans
=	\$x,xxx	Unmet Financial Need

In order to be eligible to receive any federal and ISAC state student assistance, you must be enrolled as a regular student. For all federal and ISAC state aid programs, a regular student is one who:

- Has the ability to benefit from higher education by having a certificate of graduation from a secondary school (High School Diploma), has a General Education Development (GED) certificate, or has completed a home school curriculum and is beyond the age of compulsory school attendance (17 for the state of Illinois).
- Is enrolled as a degree-seeking student in an eligible program
- Is enrolled in courses that apply toward his/her program
- Is a U.S. citizen or eligible non-citizen
- Has not applied for and is not receiving financial aid at two colleges at the same time; unless the course is needed for degree completion and a consortium agreement is approved by both colleges in which one school will award aid. Student must see the Director of Financial Aid for approval information.
- Has a valid Social Security number
- Is not debarred or suspended from any federal programs
- Does not owe a federal student aid refund
- Is not in default of a federal student loan

Any student receiving federal or ISAC state financial aid is also responsible for knowing, understanding, and complying with the preceding and following information. All information is subject to change and all changes will be publicized by L&C. This information is correct at the time of this printing and complies with all applicable consumer information reporting requirements.

How Your Cost of Attendance is Determined

All students incur comparable direct educational expenses based on enrollment hours. Your indirect expenses are based on your own circumstances, and can vary from student to student. Budget figures are allowances derived from average and expected costs. Your costs may be higher or lower. In some circumstances, the Financial Aid Office may be able to make adjustments to your budget. Budgets are based on an average full-time attendance of 14 semester hours in the fall and spring semesters.

Direct Educational Expenses

Tuition & Fees	\$4,340
Books & Supplies	\$1,120

Indirect Education Expenses for Independent Students

Room, Board, and Personal Expense Allowance	\$7,560
Transportation Allowance	\$2,700
Total Allowance for Financial Aid	\$15,720

Indirect Educational Expenses for Dependent Students

Room, Board, and Personal Expense Allowance	\$6,273
Transportation Allowance	\$2,700
Total Allowance for Financial Aid	\$14,433

Budgets will be prorated for students enrolled less than full-time and for summer terms. Budgets can be adjusted if a student is attending the fall, spring, and summer semesters during the academic year.

What is Required After Accepting Your Financial Aid

Once you have accepted your aid, you are expected to maintain satisfactory academic progress standards. If you do not maintain satisfactory academic progress standards, you may be denied financial aid in the future. You are expected to attend class regularly. If you have registered and later decide not to attend classes in a particular semester, you must officially withdraw from those classes. For more information, please see the sections on the college's withdrawal and tuition refund policies.

If you are receiving aid from the following federal and state programs, you must meet satisfactory academic progress standards to remain in good standing for the:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Direct Loans (Subsidized and Unsubsidized)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Parent Loan for Undergraduate Students
- Illinois Student Assistance Commission Monetary Award Program (ISAC MAP) Grant

In accordance with United States Department of Education regulations (as dictated by Public Law 94-482 as amended) and Illinois Student Assistance Commission regulations, a student receiving federal or state funded financial assistance must be "making measurable progress toward the completion of his/her course of study" in order to continue receiving financial assistance. The requirement that a financial aid recipient must maintain satisfactory progress should not be confused with the academic requirements as described in the College's Academic Standards Policy. A conceptual difference exists between the two. Good standing or academic probation (warning) means you are allowed by the institution to continue

in enrollment according to the academic standards as described in the most recent catalog. Financial aid satisfactory academic progress must be maintained to continue receiving federal and most state financial student assistance.

Satisfactory Academic Progress Standards for Financial Aid

The financial aid satisfactory academic progress (SAP) standards for federal student aid and state grant recipients conform to federal and state regulations. The standards complement the academic standards for all L&C students, encourage the timely completion of academic programs, and promote academic achievement. The standards will look at a student's cumulative progress; in addition to how the student performed in the term for which financial aid is received.

Lewis & Clark Community College has established qualitative and quantitative measures for evaluating the efforts of financial aid recipients pursuing an educational degree or certificate. An assessment of these efforts will occur after each fall, spring, and summer term. Financial Aid Satisfactory Academic Progress Standards are consistently applied to all students who are enrolled in an undergraduate program at all enrollment levels (i.e. Full-time -12 or more credit hours, Three-quarter-time - 9 to 11.5 credit hours, Half-time - 6 to 8.5 credit hours, and Less than half-time - 5.5 or less credit hours) and include the evaluation of successfully completed courses of grades A, B, C, D, and S as well as Remedial courses, Repeats, Withdrawals, Incompletes, Failures (PR, W, I, X, F) and Transfer hours even if federal student aid was never received.

Financial Aid Good Standing: In order to remain in financial aid good standing, a student must maintain a cumulative grade point average (GPA) of 2.0 or higher, a pace of progression of 67 percent or higher, AND must not exceed the maximum timeframe of his/her program of study at Lewis and Clark. The financial aid pace of progression is not the same as comparing academic hours attempted or earned as indicated on your L&C transcript and should not be confused as such. The pace of progression is calculated by dividing the total credit hours earned by the total credit hours attempted.

Grades A, B, C, D, and S are passing grades and are considered course completions. Grades X, I, PR, W, F and repeats are not passing grades and are treated as non-completions when calculating SAP and are considered attempted hours. Blank grades (due to late grade reports) are also calculated as non-completions. When a blank grade or an incomplete is reported, students need to notify the Financial Aid Office when the actual grades are entered on their records. If warranted, the student's status can be upgraded. Remedial, prerequisite courses, and transfer hours are included in SAP and are considered attempted hours.

Financial Aid Warning: A student who is receiving financial aid and who fails to maintain a cumulative 2.00 or higher GPA and/or a pace of progression that will ensure graduation within the maximum timeframe of the student's program by earning at least 67 percent of all credit hours attempted through each semester or summer term, will be placed on financial aid Warning. This status is a warning to students who need to improve academic performance in order to graduate in the required timeframe with the required GPA. While on financial aid Warning, a student may continue to receive financial aid.

To End a Warning Status: If a student brings his/her cumulative GPA to 2.00 or higher and pace of progression to 67 percent or higher while on Warning, he/she will be placed back in Financial Aid Good Standing.

Financial Aid Suspension: A student will continue to receive financial aid during his/her first semester on financial aid Warning. At the end of that semester, the cumulative GPA must be 2.0 or higher and the cumulative pace of progression must be 67 percent or higher in order to avoid financial aid suspension.

Financial Aid Suspension and the Maximum Timeframe: Per federal and state financial aid regulation, a student must be able to complete an eligible program within a maximum timeframe. The maximum timeframe consists of 150 percent of the total number of credit hours needed for completion of a program. This regulation includes all federal aid programs and ISAC MAP. All credit hours attempted are considered when calculating this Financial Aid Suspension status: hours attempted at Lewis and Clark, hours transferred from other colleges, hours withdrawn, and hours repeated. A student's suspension status applies whether or not financial aid was received for any of the attempted credit hours. Credits granted for GED courses and continuing education courses are not counted toward the maximum timeframe.

While on Suspension, a student cannot receive any type of federal or state financial aid. If a student has been suspended from financial aid and wishes to have his/her financial aid reinstated, he/she can seek the following options:

1. Bring the cumulative GPA to 2.0 or higher and the cumulative pace of progression to 67 percent or higher without the use of financial aid.
2. Appeal to the Financial Aid Committee explaining the mitigating circumstances which interfered with successful completion of his/her studies and what has changed.

If a student appeals his/her financial aid suspension status to the Financial Aid Committee and the appeal is approved, the student will be reinstated for financial aid and placed on Financial Aid Probation for one semester or must follow an academic plan that ensures the student will meet SAP by a specific point in time. Many students will be restricted by the number of credit hours and the types of courses that can be taken in a semester. The student must adhere to this educational plan to receive aid. In some cases, the Financial Aid Committee may consult with Academic Advising concerning educational plans for student success. Once a student has been reinstated for financial aid through the appeal process, if the student successfully maintains a 100 percent semester pace of progression AND at least a 2.0 semester GPA, while on the academic plan, the student will remain on Financial Aid Probation, though the cumulative GPA may still be below 2.0 and/or the cumulative pace of progression may still be below 67 percent. If a student does not continue to make progress by successfully maintaining a 100 percent semester pace of progression AND at least a 2.0 semester GPA after his/her appeal has been approved, the student will again be placed on Financial Aid Suspension.

Financial Aid Appeals

Students have a right to appeal their financial aid suspension status to the Financial Aid Committee:

Appeal to the Financial Aid Committee with documented, mitigating circumstances or family hardships, explaining why you are not meeting the standards. Explain your circumstances in a letter addressed to the Financial Aid Committee in care of the Financial Aid Office. Your letter can be typed or handwritten and should be no longer than one page. The Financial Aid Committee will assess your appeal based on the documentation you provide. You will be notified in writing of the Committee's decision.

A student **may** still be eligible for other forms of assistance such as private scholarships or grants, the Workforce Innovation and Opportunity Act (WIOA), and the Department of Human Services Division of Rehabilitation Services (DHS DRS) and some Veterans Educational Benefits.

Repeat Courses and Financial Aid:

- Failed and withdrawn courses can be repeated with financial aid coverage. However, multiple unsuccessful attempts will negatively affect financial aid satisfactory academic progress and could result in increased course costs on the 4th attempt.
- Courses in which a passing grade was received may be retaken only one additional time and be covered by financial aid. Any additional repeats will not count toward enrollment status and will be ineligible for financial aid. (i.e. If a student receives a D in a class and then retakes the class for a better grade, but the retake results in a F or a W, the student cannot receive aid for any further repeats of the course.)
- In addition, if a student successfully passes a course and wants to repeat the course within 4 years of the successful completion, the charges for the course will be the equivalent of the out-of-district tuition rate.

Return of Federal Funds

The law specifies how Lewis and Clark Community College (L&C) must determine the amount of Federal Student Aid (FSA) assistance that you earn if you withdraw from school. The FSA programs administered by L&C that are covered by this law are: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Direct Student Loans, and Parent PLUS Loans.

When a student withdraws during a payment period, the amount of FSA program assistance that he/she has earned up to that point is determined by a specific formula. If you received (or L&C or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned to the federal government by L&C and/or you.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if you completed 30 percent of your payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you are considered to have earned all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. Lewis and Clark may automatically use all or a portion of your post-withdrawal disbursement for tuition and fees. If any part of the disbursement consists of loan funds, we will request your permission to use that part of the funds to pay tuition and fees or other institutional charges.

If a student receives (or L&C or your parent receives on your behalf) excess FSA program funds that must be returned, L&C must return a portion of the excess. If L&C is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the servicer of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. You can make arrangements with L&C or the Department of Education to return the unearned grant funds.

The requirements for FSA program funds when you withdraw are not to be confused with the college's Refund Policy. Therefore, you may still owe funds to L&C to cover unpaid institutional charges. **L&C will hold you accountable for any FSA program funds that the school was required to return.**

If you have questions about your FSA program funds, you can call Lewis and Clark Community College's Financial Aid Office at (618) 468-2223 or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

All financial aid recipients are required to view Financial Aid Satisfactory Academic Progress Standards and Return of Federal Funds policies by logging into Blackboard and clicking on the [Self Service](#) link in the Student Network.

Student Loan Defaults

If you are currently in default of a federal student loan, you are not eligible for federal or certain state student financial aid. However, you may be eligible for assistance from other agencies. If you have defaulted on a student loan you can rehabilitate your loan and regain Title IV (federal) and state student aid eligibility by establishing satisfactory repayment. Please contact the Financial Aid Office for defaulted federal student loan repayment options. To regain financial aid eligibility, you must submit documentation from the loan servicer, guarantee agency, or Department of Education to the Financial Aid Office once satisfactory repayment has been established. You must continue your payment agreement in order to retain eligibility for student aid.

Disbursement of Federal/State Funds

Financial Aid credit balances will be disbursed for students who have complete financial aid files, no later than the sixth week of a semester. All tuition and fees must be paid before any remaining financial aid is disbursed to the student. Student aid awards based on late starting classes will not be disbursed until those class refund periods have ended. A credit balance may be comprised of the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, Federal Direct Loans, and/or scholarships. Students may charge books and supplies to their student accounts if they have available funds.

What To Do With Your Financial Aid Refund

By signing the Free Application for Federal Student Aid (FAFSA), you have certified that you will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education. You are expected to use the financial aid funds you receive for the costs of attending L&C as listed in the "Cost of Attendance" budget.

Student Rights

You have the right to know and should understand the following:

Available financial programs - This information is found in the L&C Catalog, on the Federal Student Aid website (www.StudentAid.gov), and in Illinois Student Assistance Commission publications and on their website (www.isac.org). Current publications are available in the Financial Aid Office. See the Financial Aid section of the college's website (www.lc.edu) for more information.

Cost of Attendance - Cost of Attendance (COA) budgets are found in the current L&C Catalog. Certain academic programs require additional tools and/or supplies that are not purchased through L&C or the college bookstore. Contact the appropriate program coordinator for a program syllabus that will list required tools and/or supplies, estimated costs, and possible sources of procurement. If you are in an academic program that requires additional tools and/or supplies, your COA budget may be adjusted to reflect these costs.

Determination of satisfactory academic progress - Policy about how L&C determines if you are making satisfactory academic progress, and what happens if you are not, is printed in the current L&C Catalog, available on the college website, and accessible through the Self Service Financial Aid link in Blackboard. Satisfactory progress is monitored every semester.

Explanation of programs in the student aid package - Information about all financial aid programs can be found in the current L&C Catalog, on the Federal Student Aid website (www.StudentAid.gov), in ISAC brochures, and on ISAC's website (www.isac.org).

Financial Aid Deadlines - Can be found on application forms, the current L&C Catalog, and in the Financial Aid Office. A student who fails to complete the verification process and/or submit all required paperwork and/or documents by the end of a term for which aid is sought cannot receive that aid, unless the student is continuing into another term within the same academic year.

Financial aid distribution process - Information about how financial aid is distributed, how decisions regarding financial aid are made, and the basis for those decisions is available in the current L&C Catalog, the Financial Aid Office, the U.S. Department of Education, and the Illinois Student Assistance Commission.

Financial aid student loan repayment - You must be aware of what portion of student aid received must be repaid, what portion is grant aid, and what portion must be earned (work-study). If the aid is a federal student loan, you should know the rate of interest and total amount borrowed. For repayment procedures, deferment criteria, the length of time for repayment, and when repayment is to begin, please contact your loan servicer through <https://nslsds.ed.gov>. Further information is available in the financial aid section of L&C's website, the U.S. Department of Education (<https://studentaid.ed.gov/sa/repay-loans>), or the Illinois Student Assistance Commission.

Financial need determination process - Information about how financial aid is determined including costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., is found in the current L&C Catalog, is available in the Financial Aid Office, can be found in federal and state publications, and is available on the Web.

L&C's accrediting and licensing organizations - This information is printed in the current L&C Catalog, available on the college's website, and materials are available for inspection. Contact the College Administration if you wish to review these documents.

L&C's faculty, services, and facilities - Information about L&C's instructional, laboratory, and other physical facilities, faculty, special facilities and services for individuals with disabilities, and the drug abuse referral program can be obtained through the appropriate offices on campus.

L&C graduation rates and licensure rates for all students and athletes, athletic program revenue and costs, on campus crime rates, and drug and alcohol abuse consequences and prevention programs. - Refer to the college's website and other L&C literature and brochures on these topics.

L&C's refund policy - The general L&C refund policy is printed in the current L&C Catalog. The refund policy that affects all Title IV (federal) student aid recipients is also printed in the L&C Catalog and available on the college's website. A "Return of Title IV Funds" calculation must be performed for all Title IV recipients who totally withdraw before completing 60 percent of the semester of enrollment for which he/she was awarded. Refunds are made to the federal aid program(s) and only apply when a student withdraws from all of his/her classes.

Other program rights and responsibilities, especially the loan programs - This information is printed in aforementioned sources as well as in and with any additional paperwork or requirements that must be read or completed by the aid recipient.

Portion of financial need met - Information about how much of your financial need is met as determined by L&C is included in the Financial Aid Award Package. Please be aware that need is based on Cost of Attendance (COA) budgets that use allowances and averages; your true need may

not be reflected on your Package. Adjustments to Expected Family Contributions (EFC) and COA budgets may be possible; see the Financial Aid Office if you have unusual circumstances. Financial Aid award packages may not meet 100% of financial need.

Resources considered in the calculation of need - Information about what resources are considered in the calculation of financial aid need such as assets, parental contributions, other financial aid, etc., can be found on the Federal Student Aid website (<https://studentaid.ed.gov>). Calculation worksheets that show in detail how aid is determined are also available from the Department of Education, the Financial Aid Office, or the Web.

Student confidentiality - Student information is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended and will not be released without written consent of the student unless it is needed by another school or agency to determine aid eligibility.

Student Responsibilities

You are responsible for knowing and understanding the following:

Awareness of the college's refund policies. This information is found in the current L&C Catalog and is also available from the Financial Aid Office.

Communicating changes in enrollment status, name or address. You are to inform the Financial Aid Office and the Admissions and Records Office of changes in enrollment status, name, or address.

Completing applications. You must complete all application forms accurately and submit them on time to the proper agency or office.

Maintaining satisfactory progress. You must maintain financial aid satisfactory academic progress in order to receive financial aid.

Meeting application deadlines. You must be aware of and comply with the deadlines for application and reapplication for aid. You must reapply for aid every academic school year.

Performing assigned work. You must perform the work that is agreed upon when accepting a Federal Work-Study job.

Providing correct information. Incorrect reporting of information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U. S. Criminal Code, state prosecution, and L&C disciplinary action. Read the application directions carefully and ask questions if you do not understand what you have read.

Reading and understanding all signed agreements, documents, and forms. You are responsible for reading and understanding all forms you sign, for keeping copies of each, and for fulfilling the obligations of each.

Repaying all student loans. Federal Student Loan Entrance and Exit Counseling is required for each student borrowing a federally guaranteed student loan. You must repay your loan even if you do not graduate or do not get a job in the field for which you studied.

Returning all required documentation. You must return or provide all documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which application was made if you wish to receive student financial aid.

Note: Additional information about the topics addressed above appears elsewhere in the current L&C Catalog, is available in L&C Financial Aid Office, or in official government publications. Be advised that the information in this section is subject to change. This information is provided for your benefit and does not constitute any type of contract with you or obligation to you by Lewis and Clark Community College, the federal government, the state government, private donors, or other agencies. As law and regulations change, L&C will inform students and the public through various media on what those changes are and how they will be implemented at L&C. Law and regulation changes tend to nullify previous policies and procedures; therefore, student use of previously published guidelines, such as found in the catalog under which a student matriculates and uses for academic program completion, cannot be used as a defense for not meeting current financial aid standards, deadlines, and procedures if those guidelines have been superseded.

If You Need Further Information

You can contact the Financial Aid Office for more information concerning your eligibility and how to apply for aid at (618) 468-2223, or finaid@lc.edu. You may also contact:

U.S. Department of Education: (800) 433-3243 (www.ed.gov) TDD number is (800) 730-8913

- Free Application for Federal Student Aid (FAFSA)
- Federal Student Aid Programs (Pell Grant, Federal Work Study, Federal Direct Student Loans)

Illinois Student Assistance Commission (ISAC): (800) 899-4722 (www.isac.org)

- Monetary Award Program (MAP)
- Illinois Veterans Grant (IVG)
- Illinois National Guard Grant (ING)
- Other ISAC administered programs

Veteran & Service Member Education Benefits

L&C is approved by the Department of Defense and the Illinois Department of Veterans Affairs' State Approving Agency (SAA) to process veteran and service member education benefits and, in that capacity, certifies veteran and service member students to receive education benefits for associate degree programs and some non-degree programs. Contact a L&C VA Certifying Official in Financial Aid, Baldwin Hall, Room 2450, (618) 468-2223 for further information. All veteran and service member education benefit recipients must:

- Submit a completed application for admission to L&C to the Enrollment Center, Baldwin Hall, Room 1450, Lewis and Clark Community College, Godfrey, IL 62035-2466, or on-line at www.lc.edu.
- Submit official academic transcripts of any previous college work or schooling including college courses taken while in the military and any military training for which you would like to receive college credit. Official transcripts must be sent directly to the Enrollment Center from the school you attended. Military training transcripts must be requested through Joint Services Transcript (<https://jst.doded.mil>) and <https://www.airuniversity.af.edu/Barnes/CCAF> (Air Force only).
- Complete the appropriate application(s) for state and/or federal veteran and service member education benefits. Service members who plan to utilize Tuition Assistance should contact the Educational Services Officer in their particular branch of service prior to enrolling. Contact a L&C VA Certifying Official in Financial Aid for assistance. Veterans and service members may also be eligible for financial aid in addition to state and/or federal education benefits for which they are entitled.

Veteran and Service Member Education Programs

The following are summaries of several state and federal education programs at L&C. Since these programs are always subject to change, for the most current information go to: <http://www2.illinois.gov/veterans/benefits/Pages?education.aspx> or www.benefits.va.gov/gibill.

Chapter 30 - The Montgomery GI Bill® provides up to 36 months of education benefits to eligible veterans who entered active duty for the first time after June 30, 1985; received a high school diploma or equivalent (or, in some cases, 12 hours of college credit) before the end of their first obligated period of service; received an honorable discharge; continuously served for 3 years. OR 2 years if that is what you first enlisted for, OR 2 years if you have an obligation to serve four years in the Selected Reserve AND entered Selected Reserve within a year of leaving active duty.

Chapter 31 - The Vocational Rehabilitation & Employment Vet Success Program (Voc Rehab) is for those veterans with a service-connected disability that creates an obstacle to employment. The purpose of Voc Rehab is simple: Assist service-disabled veterans to train for, find and hold down a suitable job, or achieve independence in daily living. Chapter 31 recipients need approval from their assigned VA counselor each semester in order to receive benefits.

Chapter 33 - The Post 9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Veterans must have received an Honorable Discharge to be eligible for the Post-9/11 GI Bill®. You may be able to transfer benefits to your spouse or dependent children.

Chapter 35 - This program is for survivors and dependents of veterans, who died on active duty, died of a service-connected disability, are missing in action or were captured in the line of duty by a hostile force, or are totally and permanently disabled.

Chapter 1606 - The Montgomery GI Bill® - Selected Reserve is an education program that provides up to 36 months of education benefits to members of the Selected Reserve. This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, as well as the Army National Guard.

Chapter 1607 - The Reserve Educational Assistance Program (REAP) is an education program that provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserve (IRR) and National Guard, who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress.

Illinois National Guard (ING) Grant - For details about this program, see the Scholarship Opportunities section on Other Grants/Scholarships or go to: www.illinois.gov/veterans/benefits/Pages/education. Grant recipients may also be eligible for other forms of financial aid and are encouraged to apply for those at L&C Financial Aid.

Illinois Veterans Grant (IVG) - For details about this program, see the Scholarship Opportunities section on Other Grants/Scholarships or go to www.illinois.gov/veterans/benefits/Pages/education. Grant recipients may also be eligible for other forms of financial aid and are encouraged to apply for those at L&C Financial Aid.

Illinois MIA-POW Scholarship - For details about this program, see the Scholarship Opportunities section on Other Grants/Scholarships or go to www.illinois.gov/veterans/benefits/Pages/education. Scholarship recipients may also be eligible for other forms of financial aid and are encouraged to apply for those at L&C Financial Aid.

Tutorial Assistance - For information on VA tutorial assistance, contact the L&C VA Certifying Official in Financial Aid or the L&C Veterans Services Office. Additionally, L&C offers free tutoring in many academic fields through the Student Success Center. Contact them at (618) 468-4772 or www.lc.edu/ssc.

Veterans Administration Work-Study Program - VA Work-Study jobs are available both on- and off-campus for veterans receiving education benefits and who are enrolled at least three-quarter time (9 or more credit hours). Contact a VA Certifying Official in Financial Aid or L&C Veterans Services for additional information.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Veteran and Service Member Rate of Attendance

Once a veteran or service member has set his/her education goal, satisfactory progress is expected toward that goal. L&C is required by law to report all changes in status, whether that change is withdrawing from a class, adding a class, unsatisfactory academic progress, academic suspension, or withdrawal from all classes. Financial Aid Satisfactory Academic Progress standards for good standing, warning, and suspension are also applicable to all veteran and service member students receiving education benefits. (See the Financial Aid section on Satisfactory Academic Progress for details.)

General studies and community education courses that are not required for a degree are not eligible for VA federal education benefits, nor will courses taken outside your major be used to determine enrollment status for federal education benefits. You should always consult an Academic Advisor prior to registering each semester to make sure the courses you are taking apply to your approved program of study.

All veterans and service members must notify the L&C VA Certifying Official in Financial Aid before withdrawing from classes or adding classes in order to learn how the change may affect benefits. Changes in enrollment status may change monthly benefit amounts. Depending on the circumstances involved, benefits may be reduced effective with the change or they may be reduced retroactively, resulting in money owed back to the VA or the state.

Each semester, all veterans and service members attending L&C and receiving education benefits from the VA or the State of IL must complete a "Certification Request" form and submit it to L&C Financial Aid. In addition, each semester you must submit a copy of your class schedule to L&C Financial Aid. These two documents initiate your L&C certification to the VA/State of IL for education benefits for the upcoming semester. If you do not submit the documents to L&C Financial Aid, you will not be certified as a student and your benefits will not flow. If you have questions, please contact a L&C VA Certifying Official in Financial Aid or the Veterans Services office.

Veteran and Service Member Terms and Concepts

Please review the following terms and concepts to help you secure and maintain your eligibility for education benefits:

Advance Pay - You can apply for advance pay 30-60 days before a semester begins so money may be available to help pay for books, but tuition should be paid first. You cannot apply for advance pay if you are a continuing student.

Break Pay/Interval Pay - If you are a continuing veteran student, according to current law, you will not be paid for the break periods between any terms.

Change of Program - If you change your major, it must be reported to the VARO by the L&C VA Certifying Official in Financial Aid. However, if you change to a similar major and there is no substantial loss of credit, the VA will not consider this a program change. The VA allows one program change. Second and subsequent program changes must have VA counselor documentation in order to obtain VA approval. It is your responsibility to inform L&C Financial Aid of any change of program you make even if you already discussed the change with an L&C Academic Advisor or your Program Coordinator.

Enrollment Status - During fall and spring semesters, 6-8 credit hours are considered half time, 9-11 credit hours are considered three-quarter time, and 12 or more credit hours are considered full time. For eight-week courses and Summer semesters, enrollment status is based on the number of 50-minute class sessions per week and follows the above criteria for credit hours. You should always be certain of the number of credit hours you are receiving for the courses and the length of the courses. For example, if an eight-week course ends and you don't have another course scheduled to begin, you could drop below one of the enrollment thresholds and therefore your benefits would be reduced for the remainder of the semester. Utilizing the services of a L&C Academic Advisor each semester will help ensure you do not encounter credit hour issues.

Financial Aid for Veterans and Service Members - It is possible to receive either veteran or service member education benefits and federal or state financial aid. All veterans and service members are encouraged to apply for financial aid online using the Free Application for Federal Student Aid (FAFSA) application (www.fafsa.ed.gov). If you have recently been discharged, be sure to inquire about an Expected Family Contribution (EFC) adjustment to determine eligibility. Contact L&C Financial Aid with any FAFSA questions.

Military Credit - Among the methods of earning credit for veterans and service members are the Defense Subject Standard Tests (DSST) and credit based on the completion of courses at service schools, transcribed on a Joint Services Transcript that have been evaluated by the Commission on Accreditation of Service Experiences (CASE) of the American Council on Education (ACE). The DSST program is a national, credit-by-exam program offered by Prometric. The DSST examinations cover material taught in six basic areas: business, sciences, humanities, mathematics, social sciences, and education. L&C will grant credit for eligible DSST tests at \$10 per credit hour. Service members, veterans, and their dependents are encouraged to consult with their Base Education Services Office or with the L&C Veterans Services Office in Baldwin Hall 2418, (618) 468-5500. Students who have had one year of active duty and an honorable discharge automatically qualify for three credits in health education and two credits in physical education at no charge. Credit is determined from documentation supplied by the veteran's official discharge document (DD214), which must be presented to the L&C Enrollment Center.

To obtain military transcripts:

- Army, Navy, Marines, or Coast Guard should go to the Joint Services Transcript (JST) website. Fill out an Official Transcript Request to share your transcript with Lewis & Clark online. <https://jst.doded.mil/official.html>
- Air Force should go to the Community College of the Air Force website. <https://www.airuniversity.af.edu/Barnes/CCAF/>

Transfer Credit (from an accredited college) - Veterans, Service Members, and Dependents should submit military transcripts or official transcripts from other accredited colleges attended prior to enrolling in classes at Lewis & Clark. Transcripts should be submitted to the Registrar at the Lewis & Clark Enrollment Center. A Records Evaluator will evaluate transcripts(s) and apply eligible credit hours that are applicable to the degree in pursuit, in consultation with an Academic Advisor, prior to enrolling in classes.

Monthly Benefits - The monthly payment amounts vary by program and enrollment status. The most current payment information can be found online at benefits.va.gov/qibill/.

Pending Payment - Compliance with 38 USC 3679(e). Lewis and Clark Community College has adopted the VA Pending Payment Policy and will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

Remedial Courses - Generally, most veteran and service member students can receive benefits for remedial courses if they are required before enrolling in college level courses; however, these courses cannot be taken online. Contact the L&C VA Certifying Official in Financial Aid for additional information.

Repeat Courses - Repeat courses may or may not be approved for benefits depending on the previous grade obtained and program requirements. Contact the L&C VA Certifying Official in Financial Aid for additional information.

Transfer Credit (from an accredited college) - Veterans, Service Members, and Dependents should submit military transcripts or official transcripts from other accredited colleges attended prior to enrolling in classes at Lewis & Clark. Transcripts should be submitted to the Registrar at the Lewis & Clark Enrollment Center. A Records Evaluator will evaluate transcripts(s) and apply eligible credit hours that are applicable to the degree in pursuit, in consultation with an Academic Advisor, prior to enrolling in classes.

Additional Veteran and Service Member Contact Information

If you have questions about your eligibility for federal or state education benefits based on military service, contact the L&C VA Certifying Official in Financial Aid, L&C Veterans Services, or one of the following offices:

U.S. Department of Veteran Affairs

P.O. Box 66830
St. Louis, MO 63166-6830
(888 GI BILL1) or (314) 442-4551
benefits.va.gov/qibill/

IL Department of Veterans' Affairs (DVA)

833 South Spring Street
Springfield, IL 62794-9432
(217) 782-6641
www2.illinois.gov/veterans

IL DVA Service Office

231 East Edwardsville Road
Wood River, IL 62095
(618) 259-9790
vaoffice.madison@illinois.gov

VA Vocational Rehabilitation and Employment

521 West Main Street, Suite 15
Belleville, IL 62220
(618) 239-0087

For more useful links and phone numbers, go to www.lc.edu/veterans

Veterans Services Department

L&C continues to be recognized as a Military Friendly School by G.I. Jobs magazine. We are proud of that accomplishment and we will continue to support veterans and service members as they pursue their education goals at L&C.

We established a Veterans Resource Center (VRC) on the Godfrey Campus in Baldwin Hall 2415. The center has computers, a printer/scanner/copier, phone, TV, a couch and chairs, lots of brochures and pamphlets, and free bottled water. There is also a VRC on the Nelson Campus in Building N4, Room 213.

In addition to designating a Financial Aid Advisor to focus on assisting veterans and service members, we have established our Veteran Services Department in Baldwin Hall 2418.

This office is managed by a veteran who himself used state and federal education assistance to obtain a college degree. His job is to assist you during your time at L&C. He will supplement the work of the Enrollment, Advising, and Financial Aid departments in meeting your needs. He will serve as a liaison and advocate for you with other L&C departments, faculty and staff. He is available to confidentially discuss personal issues that are affecting your ability to carry out your education mission and will make referrals as needed to campus and/or community assistance.

Please make contact at some point during the semester. You can just stop by to say hello and be assured you have an advocate on campus. You will also find a variety of information and at www.lc.edu/veterans. Terry Lane is the Director of Career and Veteran Services and may be contacted at (618) 468-5500 or tdlane@lc.edu.

Scholarship Opportunities

Lewis and Clark Community College and the Lewis and Clark Community College Foundation together award more than 150 scholarships each academic year valued around \$422,000. Nearly half are for full tuition and fees, approximately a \$4,500 value for a full-time student. The scholarships administered by the college are guided by the philosophy that scholarships will be distributed to qualified students as widely as possible. All students are encouraged to apply for a scholarship. Scholarships established by private donors and L&C Trustees exist for students of all ages, abilities, levels of academic standing and full or part-time enrollment status. The online application is available at www.lc.edu/scholarships. Students complete one online form. The online application automatically matches scholarships to qualifying applicants. The application process begins each November, with the application deadline in March. Students are notified in May of their awards for the upcoming academic year. To apply or learn more, visit www.lc.edu/scholarships, or contact the Financial Aid office at (618) 468-2223, or the Foundation office at (618) 468-2011.

Other Grants/Scholarships Administered by the Illinois Student Assistance Commission, the State of Illinois and/or Illinois Counties, and Other Groups

Please see Grant/Scholarship descriptions for contact information.

Calvin and Juanita Ritchey Whitlock Education Foundation - Multiple scholarships are available for Jersey County residents who can show residency in Jersey County at their birth and graduation from Jersey Community High School, Southwestern High School, successful completion of a GED with a score of 2500 or higher on the GED test, or a score of 2500 or higher on the GED test if home-schooled. Applicants must have a GPA of at least 2.0, and be enrolled in 12 or more credit hours. Applicants may receive no more than \$3,000 in scholarship funds for any given school year. The number of awards granted annually will vary based upon available funds. Applications are available through Jersey State Bank in Jerseyville, IL.

Illinois Department of Public Health Nursing Education Scholarship - Applicant must be a resident of Illinois for at least one year prior to application; be a U.S. citizen or lawful permanent resident alien of the United States; be enrolled in or accepted for admission to a nursing program in Illinois that is approved by the Illinois Department of Financial and Professional Regulation or the Illinois Board of Higher Education; contact program staff to see which schools are approved by the Illinois Board of Higher Education; demonstrate financial need based on the applicant's Student Aid Report; and agree to the nurse employment or nurse educator employment obligation. Applications are available <http://dph.illinois.gov/topics-services/life-stages-populations/rural-underserved-populations/nursing-education-scholarship-program>. Application submission period is March 1, 2021 through April 30, 2021.

Illinois MIA-POW Scholarship - Available through the Illinois Department of Veterans' Affairs to any spouse, natural child, legally adopted child, or any child in legal custody of an Illinois resident prior to or during the time the U.S. Department of Defense has declared such serviceman or service woman to be a prisoner of war, a person missing in action, a person killed in service, a person who died as a result of a service-connected disability or a serviceman or service woman who has been declared by the U.S. Department of Defense or the U.S. Veterans' Administration to be permanently disabled with 100 percent disability. Recipients may be able to receive other financial aid including a Federal Pell Grant. Contact the L&C VA Certifying Official in the Financial Aid Office for more information.

Illinois National Guard (ING) Grant - Basically limited to active NG members who have served at least one year in the Illinois National Guard, but check eligibility details. This grant pays for tuition and activity fees only. Student must be enrolled at least half-time (6 hours or more) each semester. Online applications are available at <http://www.isac.org>. Students cannot use ISAC MAP if eligible for the IL National Guard Grant. The deadline dates for submitting applications and school changes are as follows:

First semester (full academic year)	October 1
Second semester	March 1
Summer term	June 15

A new application is required to establish your eligibility each academic year. Contact the L&C VA Certifying Official in the Financial Aid Office for more information.

Illinois Veterans' Grant (IVG) - Limited to veterans who were Illinois residents at the time of entry in the military service, who returned to Illinois as permanent residents within six months following discharge from the military service, who were honorably discharged, and whose DD-214 separation paper indicates one year or more of continuous active duty in the U.S. Armed Forces. Effective September 15, 2004, any member of the Illinois National Guard or a Reserve component of the U.S. Armed Forces who meets the eligibility requirements is considered a qualified applicant for the IVG Program, along with Illinois veterans or members of the U. S. Armed Forces. This grant pays tuition and some fees. Usage for the grant is computed on a point system with a 120 unit maximum. One hundred twenty (120) units are equivalent to four academic years of full-time enrollment. IVG does not cover course fees, lab fees, or late fees. Online applications are available at <http://www.isac.org>. Contact the L&C VA Certifying Official in the Financial Aid Office for more information.

Madison County Economic Development Scholarship - A \$1,500 scholarship for the academic year (\$750 for fall and \$750 for spring) to the applicant(s) who demonstrate financial need (as defined by the Madison County Economic Development), who have lived the majority of their life in Madison County, and meet academic standards. This scholarship will first be applied to unpaid balances in the following order: Tuition and fees, books and supplies. Any unused amounts will be disbursed to the student. L&C Financial Aid Committee recommends the top applicants and the Madison County Board selects the recipient(s). This scholarship is not automatically renewed each academic year. Students need to reapply. Applications are available in the Financial Aid Office. The application deadline is tentatively the last Friday in April.

Reserve Officer Training Commission (ROTC) Scholarship - Three annual awards are available to students who transfer from Lewis and Clark Community College to a senior state university or college. Contact the ROTC office at the school to which you are transferring. For full consideration, the L&C Financial Aid Office must receive a nomination from your college or university. Note: A recipient of a scholarship or award that pays for tuition and fees only cannot receive a tuition reimbursement if a second scholarship or award is also received that pays tuition and fees only. For example, the recipient may not receive a tuition reimbursement from the ISAC MAP award if an L&C award has been granted. If a MAP grant is awarded, tuition will be charged to MAP and the scholarship or award will be reimbursed. There are some exceptions. Students may also receive Federal Pell Grants if they are receiving a L&C, L&C Foundation, or a private donor scholarship because Pell Grants can be used for other education expenses. Scholarship recipients may also be eligible for Federal Work Study and student loans. L&C tuition waivers cannot be used to pay tuition at another college for cooperative or concurrent enrollment programs. Contact the L&C Financial Aid Office for further information.

Are There Other Scholarships Available?

L&C posts and distributes new scholarship information around campus as it is received. Information is also forwarded to the L&C student radio station, WLCA, and to the L&C student newspaper, The Bridge, as well as to local newspapers. Students should also do their own research on scholarships offered by foundations, religious organizations, fraternities or sororities, community clubs, and professional organizations. The internet is a great resource to search for scholarship information. Please see the Financial Aid section of the college's website for more details.

Other Student Employment Opportunities

Institutional Student Employment - This is an employment program which is not based on financial need and which requires a student to be enrolled in at least one credit hour in the term for which work is performed. Contact the Financial Aid Office for further information.

Other Resources

Workforce Innovation and Opportunity Act (WIOA)

WIOA funding is county-based assistance for persons who are underemployed, unemployed, under-skilled or unskilled and who want to get skills training. WIOA entities also certify Dislocated Worker status for Title IV and ISAC aid applicants. Contact your county WIOA office at:

Southwestern IL workNet Center (Madison, Bond, Jersey, Greene)
101 East Edwardsville Road, Wood River, IL 62095, (618) 296-4301

The Job Center (Morgan, Scott, Shelby, Greene, Macoupin, Montgomery)
116 South Plum, Carlinville, IL 62626, (217) 854-9642

Students and employers can get details by contacting Terry Lane, Director of Career and Veteran Services at (618) 468-5500 or at tdlane@lc.edu.

Employers

Many local employers will also provide educational assistance to employees or their dependents through grants, scholarships, tuition reimbursements, etc. Contact your employer for details. Please be advised that if you live out of L&C's district, but work 35 hours per week at an employer within the district, you may be eligible for the lower in district tuition rate. Contact Enrollment Services for forms and procedures.

Educational Opportunity Center (EOC)

The EOC will help adult students research and apply for college admissions, scholarships, financial aid, and helps re-establish aid eligibility for those students with defaulted loans. These services are not available to those who are eligible for the L&C Talent Search Program. The EOC can be reached at:

11 West Third Street, Alton, IL 62002 (618) 465-5124

Illinois Department of Human Services Division of Rehabilitation Services (DORS)

The DORS program may assist qualified individuals with the cost of education. If you have a disabling condition and want to develop employability skills, contact: 606 W. St. Louis Avenue, East Alton, IL 62024 (618) 258-9996

Academic Information

Student Responsibilities

You are responsible for following all policies and meeting all requirements and deadlines for enrollment, course withdrawal, and graduation. Policies are subject to change. It is your responsibility to be familiar with the information presented in this catalog and to know and observe all regulations and procedures relating to the program you are pursuing. In no case will a regulation be waived or an exception granted because you plead ignorance of, or contend that you were not informed of the regulations or procedures.

- Academic Standards
- Attendance
- Auditing a Course
- Classification of Students
- Course Load
- Courses from a Non-Accredited Institution
- Credit for Prior Learning
- Grade Point Average (GPA)
- Grades
- Graduation
- Honors
- Honors College
- Repeating Courses
- Waitlist Policy
- Withdrawing from a Course

Academic Standards

All students are expected to make satisfactory academic progress, and the standards are as follows:

Good Standing: To be in good standing you must maintain a cumulative grade point average (GPA) of 2.0 or higher. Failure to do so may result in the following.

Academic Probation: If you have attempted any credit hours at L&C (including transfer hours accepted by L&C), you will be placed on academic probation if you meet one of the following conditions: (a) your cumulative grade point average is lower than 1.75 and the total number of credit hours attempted at L&C plus any transfer hours accepted by L&C is less than 16; or (b) your cumulative grade point average is lower than 2.00 and the total number of credit hours attempted at L&C plus any transfer hours accepted by L&C is 16 or more. To be removed from probation, you must raise your cumulative GPA to the required level. If you are placed on probation you should seek academic help from the Counseling office. You will be required to meet with an advisor prior to registering for classes. You are also limited to a maximum of 14 credit hours for fall and spring semesters and seven credit hours in the summer while you are on probation.

Academic Suspension: If, while on probation, your cumulative GPA stays below 2.00 and you have 24 or more credit hours attempted (including transfer hours accepted by L&C) and your semester GPA drops below 2.00, you will be placed on suspension. Students on academic suspension are required to develop a Student Success plan with an advisor which could include repeating courses or limiting the number of courses taken in the next semester or sitting out for one semester. While it is recommended that you work with an advisor and continue working toward a degree or certificate, you may not be eligible for financial aid while your GPA is below 2.0. If you are suspended in the fall semester you cannot register for the spring semester if you do not develop a Student Success plan with your advisor. If you are suspended in the spring semester you cannot register for the following semester (either summer or fall) if you do not develop a Student Success plan with your advisor. If you are suspended in the Summer session you cannot register for the fall semester if you do not develop a Student Success plan with your advisor.

Academic Renewal: Students with a GPA below 2.0 at L&C and who have not enrolled at the college for four or more years may apply to the Director of Enrollment and Advising for academic renewal. If approved, all prior L&C grades will be voided with a "W" placed in front of each grade on the academic transcript. Academic renewal pertains to Lewis and Clark only and not to any other college or university the student may attend. Financial aid status is not affected by academic renewal. Students who have received degrees or certificates from L&C may not be eligible for academic renewal. Once academic renewal has been awarded and posted on the student's transcript, it cannot be reversed. Academic Renewal may only be done once.

Transfer Students: The academic standards of L&C apply to transfer students who have been accepted on the basis of total hours transferred from the institution attended. Credit hours (but not grade points) you have earned at the previous institution will be included for satisfaction of L&C graduation and academic standards requirements.

Attendance

Class absences seriously disrupt your progress in a course and visibly diminish the quality of classroom interaction which is so important. There is also a close relationship between the number of absences and your final grade. Our data show that 80% of students who miss the first day of class fail or withdraw from the course. Although an occasional absence may be unavoidable, it in no way excuses you from meeting the requirements of the course. You are responsible both for completing any work you miss and for preparing for the next class. Your instructor may allow full credit, partial credit, or no credit at all for work you complete late. Your Course Outline specifies the instructor's attendance policy.

Auditing a Course

You may register to audit a course during the week prior to the start of the course. We suggest that you meet the course prerequisite or obtain permission from the instructor. You **MUST** indicate on your registration form that you are auditing the course. Once a class has begun, the period for audit registration has expired.

If auditing a course, you are expected to attend regularly. However, you do not have to take examinations, and will not receive college credit. A record of audit will be entered on your transcript as AU with no college credit given. It cannot later be converted to a letter grade with college credit.

You must pay full tuition and fees for an audit. You cannot receive financial aid, scholarships, nor veteran's educational benefits for audited courses. For additional information, contact the Enrollment Center, Baldwin 1450.

Classification of Students

You will be classified as follows:

- Freshman: A student who has earned fewer than 28 credit hours.
- Sophomore: A student who has earned 28 or more credit hours.
- Full-Time Student: A student enrolled for 12 or more credit hours.
- Part-Time Student: A student enrolled for fewer than 12 credit hours.

Course Load

You are considered a full-time student if you are registered for at least 12 credit hours in the fall or spring semester or for at least 6 credit hours in the Summer semester. The majority of associate degree programs are 60 credit hours. Enrolling in 15 credit hours in the fall and spring semesters, increases the likelihood of graduating in four semesters or two years. However, you may register for a maximum of 18 credit hours (with the exception of the Dental Assisting Program) in the fall or spring semesters or for a maximum of 12 credit hours during the Summer sessions. Overload hours beyond these maximums require the permission of an Enrollment Center manager. If on academic probation, you will be required to meet with an advisor prior to registering for classes. You are also limited to a maximum of fourteen credit hours for fall and spring semesters and eight credit hours in the summer while you are on probation.

Courses from a Non-Accredited Institution

L&C does not accept transfer courses from non-accredited institutions. The definition of a "non-accredited" institution is a post-secondary educational institution that is not accredited by one of the six regional associations of higher education.

Credit for Prior Learning

Academic credits may be earned through a variety of prior learning assessments. These credits may be added to earned credits and used to satisfy program requirements resulting in a certificate, a degree, and/or a transfer to other colleges. In addition to transferring credits earned while attending other accredited institutions, persons may have earned credits (general occupational) for established professional knowledge and skill development through military training and work life experience. If the student earns a score on a proficiency test that demonstrates knowledge at the level established by L&C, proficiency credit may be entered on the student's transcript. A person seeking credit for prior learning at L&C must be enrolled prior to awarding credit for prior learning. These credits might not transfer to other colleges. Credit for Prior Learning is counted toward graduation but is limited to no more than 50 percent of the credit hours required for an associate's degree or a certificate of proficiency. The credit is not included in the calculation of the grade point average and may not be used to establish full-time eligible status. An appointment with an academic advisor in the Enrollment Center, Baldwin Hall 1450, is encouraged. Please call (618) 468-2222 to schedule an appointment. The following procedures may be used in obtaining proficiency credits:

Advanced Placement (AP) Program - The Advanced Placement program is sponsored by the College Board and gives secondary school students the opportunity to demonstrate knowledge that merits college credit. L&C offers credit for many AP subjects. Scores from AP examinations should be submitted to the Enrollment Center, Baldwin Hall 1450. An amendment to the College and Career Success for All Students Act in fall 2015 provides that a student who takes a College Board Advanced Placement examination and receives a score of 3 or higher on the examination is entitled to receive postsecondary level course credit at a public institution of higher education. It requires each public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. L&C will grant credit for eligible AP tests at \$10 per credit hour.

College Level Examination Program (CLEP) - The College Level Examination Program is a national credit-by-examination program that offers an individual the opportunity to obtain recognition for college-level achievement. Through CLEP, a person can demonstrate knowledge that merits academic credit. On-the-job experience, military training, personal study, or distance learning are some of the sources that can prepare an individual to earn college credit. Anyone may take the CLEP test, no matter where or how a person has learned. To determine if the CLEP credit will meet general education requirements, check with an academic advisor. Science courses credited by CLEP will not meet L&C's general education lab science requirements. Test credit will not be allowed when students have previously received credit in equivalent courses. In addition, test credit will not be granted when students are currently enrolled in an equivalent course, or a higher level course. The non-refundable \$87 CLEP test fee must be paid in advance of taking the test, along with an additional \$15 test-proctoring fee. L&C will transcribe proficiency credit for eligible CLEP exams at \$10 per credit hour. For a current list of courses available for CLEP credit or to register to take a CLEP test contact the Assessment Center, Baldwin Hall 1442, (618) 468-5220.

International Baccalaureate (IB) Program - The International Baccalaureate Program gives students the opportunity to demonstrate knowledge that merits college credit. L&C offers credit for many IB subjects. Scores from IB examinations should be submitted to the Enrollment Center, Baldwin Hall 1450. Scores of 4 or higher on International Baccalaureate Diploma Program examinations shall be accepted for credit to satisfy elective, general education requirements, or major requirements. The L&C Enrollment Center can provide information on the scores required to receive credit for those purposes. L&C will grant credit for eligible IB tests at \$10 per credit hour.

Military Credit - Among the methods of earning credit for veterans and service members are the Defense Subject Standard Tests (DSST), formerly known as Defense Activity for Non-traditional Education Support tests (DANTES), and credit based on the completion of courses at service schools, transcribed on a Joint Services Transcript and that have been evaluated by the Commission on Accreditation of Service Experiences (CASE) of the American Council on Education (ACE). The DSST program is a national, credit-by-exam program offered by Prometric. The DSST examinations cover material taught in six basic areas: business, sciences, humanities, mathematics, social sciences, and education. L&C will grant credit for eligible DSST tests at \$10 per credit hour. Service members, veterans, and their dependents are encouraged to consult with their Base Education Services Office or with the L&C Veterans Services Office in Baldwin Hall 2418, (618) 468-5500. Students who have had one year of active duty and an honorable discharge automatically qualify for three credits in health education and two credits in physical education at no charge. Credit is

determined from documentation supplied by the student's official discharge document (DD214) which must be presented to the L&C Enrollment Center.

Institutionally Prepared Proficiency Exams - Students may also earn credit in a number of disciplines through institutionally prepared proficiency examinations. Proficiency exams are not available for all courses and are offered at the discretion of the program coordinator/faculty. Students may not take a proficiency exam for a course in which they were previously enrolled and received a grade of D, F, W, or I. Students may only attempt a proficiency exam one time for any particular course and may not take a proficiency exam after the first week of a course in which they are currently enrolled. Students seeking to take a proficiency exam must register for the exam through the Main Campus Enrollment Center, the Nelson Campus, a Community Education Center, or online. A non-refundable \$50 fee will be charged for each proficiency exam. L&C will transcribe proficiency credit at \$10 per credit hour. Both the exam fee and the credit hour fee must be paid prior to testing. Proof of payment will be required at the time of testing. If a student fails the proficiency exam, the student should complete a refund form and the transcription fee will be refunded through the Bursar's Office. Examinations may not be administered to students who have passed a higher level course than the one for which the proficiency is requested unless specifically approved in advance by the dean responsible for that program area. In all cases, credit to be granted for successful completion of tests will be determined by the program coordinator and his/her dean. Credit earned through examinations cannot duplicate credit earned in college course work. Exceptions to any of the procedures noted in this section must be discussed with the appropriate dean. Proficiency examinations are taken at times set by the program coordinator and are administered by the Assessment Center. For more information about proficiency credit, contact the appropriate program coordinator and/or her/his dean. Proficiency exams may be taken for the following courses: CIS 135, CIS 260, ENGL 131, FREN 131, FREN 132, FREN 231, FREN 232, GERM 131, GERM 132, GERM 231, GERM 232, SPAN 131, SPAN 132, SPAN 231, and SPAN 232.

State Seal of Biliteracy - The Illinois State Seal of Biliteracy gives secondary school students the opportunity to demonstrate proficiency in a foreign language that equates to college credit. High school programs encourage qualified students to complete standardized assessments to establish proficiency. The State Seal of Biliteracy is transcribed by the high school and under state statute; public community colleges and universities must accept the seal as equivalent to foreign language course credit. L&C accepts the State Seal of Biliteracy and will transcribe Proficiency (P) credit earned in the Elementary foreign language courses, I and II, in Spanish, French and German. High school graduates who earn a State Seal of Biliteracy must request foreign language course credit within three academic years after graduating from high school. Qualified students are encouraged to meet with an academic advisor in the Enrollment Center, Baldwin Hall 1450.

Grade Point Average (GPA)

We use a quality point average system based on 4.0, which equals an "A." "B" equals 3.0, "C" equals 2.0, and "D" equals 1.0. The overall grade point average is computed by dividing the total quality points earned by the total credit hours completed. For example:

1 credit hour of A = $1 \times 4.0 =$	4 quality points
4 credit hours of B = $4 \times 3.0 =$	12 quality points
6 credit hours of C = $6 \times 2.0 =$	12 quality points
2 credit hours of D = $2 \times 1.0 =$	2 quality points
<hr/>	
13 credit hours	30 quality points
30 divided by 13 =	2.308 GPA

PR, AU, I, S, W, and X are not counted when computing your GPA.

Grades

The following letter grades are used at L&C:

A	Superior Performance
AU	Audit, no credit
B	Good Performance
C	Average Performance
D	Poor Performance (may not qualify as a passing grade in some programs)
F	Failing the Course
I	Incomplete. Student in good standing who did not complete the requirements of the course due to extenuating circumstances. Work must be completed at least two weeks prior to the end of the next regular semester (Summer sessions not included) or a grade of F will automatically be recorded on the transcript.
P	Proficiency credit earned
PR	Progress - Re-enroll, made progress but did not successfully complete course. Generally awarded only in developmental education courses at the discretion of the instructor. No credit earned and no grade point value. Can be awarded twice per course.
S	Satisfactory. Awarded for completion of those courses designated as pass/fail.
W	Withdrawal

WA, WB, WC, WD,

WF, WI, WS, WX, Identifies grades forgiven through Academic Renewal

WPR

X	Unsatisfactory. Indicates failure to satisfactorily complete the requirements of a designated pass/fail course.
ZA, ZC, ZD, ZL, ZM, ZN, ZP	Proficiency credit earned from the Advanced Placement program (ZA), the College Level Examination Program (ZC), the Defense Subject Standard Test and/or Defense Activity for Non-traditional Education Support Test (ZD), life experiences (ZL), the military (ZM), non-accredited institutions (ZN), and institutionally-prepared proficiency exams (ZP).

Grade Changes

Students that believe they have received a grade in error have a maximum of two years to request a grade change. This includes late withdrawals in which a previously earned grade is changed to a W. Requests should be made to the Director of Enrollment and Advising and must include supporting documentation explaining why a grade change is necessary.

Grade Reports

Reports indicate a letter grade for each course, a grade point average, and a cumulative grade point average of all work attempted and credit earned. Grade reports are available on Lewis and Clark's website through Student Planner and are no longer routinely mailed to students. Students who need a hard copy of their final grades should contact the Enrollment Center and a grade report will be mailed to their homes at the end of the term, or they may request an official transcript.

Graduation

General Graduation Requirements

- Have all, if any, high school and post-secondary transcripts sent directly to the Enrollment Center from those institutions.
- Successfully complete the prescribed minimum number of credit hours.
- Successfully complete the human relations course requirement under State of Illinois Public Act 87-581 for any of the transfer degrees.
- Complete a minimum of 15 credit hours of the degree at L&C to fulfill the residency requirement. For the AAS degree, all 15 hours must be core program courses, not general education courses. For the Certificate of Proficiency, 9 hours must be core program courses, not general education courses. For the Certificate of Completion, 6 hours must be core program courses, not general education courses.
- Achieve a minimum grade point average of C or 2.00 for courses attempted at L&C subject to the academic standards.
- Pay all financial obligations to L&C.
- Be sure that all incomplete grades are assigned a regular grade.

Graduation requirements for an Associate in General Studies degree vary. Make an appointment with a counselor at (618) 468-4121 for details.

Posthumous Degree Policy

In the case of a student's death, the student's academic record will be reviewed. Students who have been approved to graduate will be awarded the certificate or Associate's Degree for which the student is eligible. Deceased students who have completed a minimum of 45 graduation hours toward any Associate's Degree or have completed a minimum of 75% of a certificate program at the time of the student's death are also eligible for a posthumous degree or certificate award.

Degree Completion Requirements

- No student may graduate using the requirements of a L&C catalog that is more than six years old prior to the date of graduation.
- Any exception or waiver of these requirements must be approved by the Academic Vice President.
- To become eligible to receive a certificate in a career program at L&C, please refer to the Career Programs section of the catalog.

Graduation Procedure - Follow these steps:

1. Apply for Graduation - Fill out the on-line graduation application through Student Planner by the appropriate deadline date as shown below. If interested in participating in the Commencement Ceremony in May, you will need to order your cap and gown online when completing the graduation application.

Graduation Date	Application Deadline
Fall Semester Graduation	November 15
Spring Semester Graduation	February 15
Summer Graduation	March 15

2. Complete Course Requirements Listed on Your Program Evaluation - You will not receive any further correspondence from the college regarding the requirements. It is your responsibility to complete the requirements listed on your program evaluation. If you fail or withdraw from required courses, contact the L&C Registrar at (618) 468-5110 immediately to change your graduation date.

Other Important Graduation Information - After the semester ends in which you plan to graduate, the Registrar will certify your graduation. Your transcript will be updated to show your degree, and your diploma will be predated. If the Registrar is unable to certify your graduation, you will be informed by email. If problems can be resolved, your graduation will be certified by mid-term of the following semester. Otherwise, you will need to be reapplied for the following semester by the Registrar or your graduation file will remain inactive.

If you need any waivers or substitutions, it is your responsibility to contact your faculty advisor or program coordinator and be sure the proper forms are initiated and processed. This step must be completed prior to applying for graduation. The Registrar will send you a copy when the process is complete.

In March, candidates for graduation are sent informational packets containing information needed to participate in commencement. All graduates are encouraged to attend the commencement ceremonies in May in the Hatheway Cultural Center. The Registrar will inform you by email when your diploma is ready for pick up.

Honors

You will be named to the Dean's List if you:

- are enrolled in twelve or more credit hours and earn a semester GPA between 3.250 and 3.749, or
- have accumulated twelve or more credit hours in two or more semesters and earn a cumulative GPA between 3.250 and 3.749.

You will be named to the President's List if you:

- are enrolled in twelve or more credit hours and earn a semester GPA of 3.750 or higher, or
- have accumulated twelve or more credit hours in two or more semesters and earn a cumulative GPA of 3.750 or higher.

Graduation Honors - If you graduate with a cumulative grade point average of between 3.250 and 3.749, you will graduate with honors. With a cumulative grade point average of 3.750 or higher, you will graduate with high honors. If you graduate with honors or high honors, the designation will appear on your transcript and diploma.

Honors College

The Honors College at Lewis and Clark provides an opportunity for students with outstanding potential to complete their first two years of a four-year degree while saving thousands of dollars and taking advantage of other benefits offered by a community college, including small class sizes and faculty mentorship opportunities.

This program enhances the college experience through honors courses, service and social opportunities and a culminating undergraduate research project and symposium. Students move through the program together as a cohort with 10-20 peers, and work closely with a designated transfer advisor and faculty mentor throughout their two years at L&C to guide a smooth transfer to their four-year university. For best results, students should declare a transfer school upon admission to this program.

Upon graduation, students will have earned an Associate in Science or Associate in Arts degree, with a special honors designation at Commencement and on their college transcript.

Repeating Courses

You may attempt any course three times in which you earn a "PR", "D", "W", "X" or an "F" except in certain programs where specific repeat policies are identified. Only the highest grade earned will be computed into your Grade Point Average (GPA). If you are unsuccessful in the third take of the course, you will be blocked from future registrations for the course. You may appeal by meeting with an academic advisor. If the advisor approves another registration in this course, you will be required to pay the equivalent of the out-of-district tuition rate.

Note: If the last attempt of the course has been four years or more, the student can have another three attempts before the out-of-district rate is applied.

If you successfully pass a course (earn a grade of "C" or higher) and want to repeat the course within 4 years of the successful completion you will be required to pay the equivalent of the out-of-district tuition rate. This includes transfer courses. The exceptions to this rule are NUAD 120, Basic Nurse Assistant Training and EMT 120, Emergency Medical Technician. If a student successfully completes NUAD 120 or EMT 120, and repeats the course within 4 years, the student will not have to pay the out-of-district rate. If it has been more than 4 years since a student successfully completed a course he or she will not be charged the out-of-district rate.

Please note: Some courses are designed such that the student is expected to gain increased depth of knowledge through repetition. The following courses are designed to be repeated for additional credit and cannot be repeated for improving grade point average: AUTO 250, BRDG 100-141, DENT 299, DRFT 249-250, DST 130, EASL 101-103, EDTR 221, 223, 224, 240, 250, 251, 259, 260, 266, 268, 279, 286, 287, ENGL 031, 037, FIRE 100, 110, 120, 160, 160A, 190, 201, 250, 260, 270, GED 101-103, JOBS 100, 131-133, MATH 025, 031, 037, 038, 045, MCOM 280, MUSI 142-147, 149, 168, 172, 196-199, 233, 299, NURS 127, OTLC 0010-0012, PRCS-271, SCT 111, SERV 130, and STSK 132.

Waitlist Policy

Students who are placed on a waitlist will be automatically enrolled in the class once a seat becomes available. Once enrolled, the student will receive an email to his/her Lewis and Clark email address notifying him/her that he/she has been enrolled. Students will not be automatically enrolled if there is a time conflict, a registration restriction (i.e. the student owes a fine to the college), the student doesn't meet the required prerequisite, or if the student is registered in another section of the class. If this happens, the student will be skipped and the open seat will go to the next student on the waitlist. Students can use "Manage My Waitlist" from their [BlazerNet](#) account to see where they rank on the waitlist.

Once the payment deadline has passed students who haven't paid their tuition will be removed from their classes. Waitlisted students will be automatically enrolled in classes that have room in them. Students will get an email notifying them that they have been enrolled in the class(es) and that they need to pay their tuition within 24 hours. The waitlist will then be shut off and no other students will be added. Waitlisted students who did not get enrolled in a class will receive an email notifying them that they did not get enrolled and that the waitlist has been shut off.

Withdrawing from a Course

All students, credit and non-credit, who wish to withdraw from any course, need to officially withdraw. You can officially withdraw in three ways: (1) by logging into Student Planner and processing your withdrawal online, (2) by letter with your signature requesting the withdrawal either mailed or faxed to the Enrollment Center, N. O. Nelson Campus or Community Education Centers, (3) by course change form in person at the Enrollment Center (BA 1450) or at any of the Community Education Centers.

Non-credit students need to withdraw in accordance with the refund policies for Continuing Education and non-credit courses with a CE_ _ prefix. Withdrawal from non-credit courses after the refund periods is not necessary. When withdrawing via Student Planner, use your ID and password.

Credit students need to officially withdraw by course deadline dates. You can find the exact withdrawal dates for your courses at www.lc.edu. Click on Schedule of Classes to access Search for Sections, then enter your course information.

Be aware that these deadlines are not related to refunds (See Refund Policy). You are encouraged to inform your instructor(s) of your intentions to withdraw. The withdrawal is official when the completed request is processed by the Enrollment Center, N. O. Nelson Campus, or Community Education Centers or submitted through Student Planner. If you do not officially withdraw from a course, you will receive a grade based on work completed - which may not be sufficient to give you a passing grade. An official withdrawal within the withdrawal period results in a grade of "W" on your transcript. However, a withdrawal prior to the conclusion of the tuition refund period results in no transcript record. Non-attendance does not constitute an official withdrawal.

Requests to withdraw after the official withdrawal period will not be processed. Exceptions can be made only in hardship cases, described in writing, to the Director, Enrollment and Advising.

Resources for Students

- Academic Advisement/Counseling
- Assessment Center
- Blackboard/Student Resources
- Bookstore
- Career Planning
- Career Services
- Child Care
- Closing Policy
- Disability Student Services
- Drug and Alcohol Abuse Prevention
- Health Services/Family Health Clinic/Dental Clinic
- Library
- Lost and Found
- Online and Web-Blended Classes
- Parking
- Perkins Student Support Project
- Security
- Student Activities
- Student Conduct Code
- Student Employment
- Student Grievance Procedure
- Student Identification Cards
- Student Records (Transcripts)
- Student Success Center (SSC)
- Talent Search
- Upward Bound
- Voter Registration

Academic Advisement/Counseling

Academic Advisement and Counseling are two related, yet distinct, groups of services at Lewis and Clark. While many prospective students use the term counseling to refer to advisement and counseling, L&C has separated the services for more comprehensive attention to student needs. In general, Academic Advising provides more basic enrollment assistance related to students' course and program selections and Counseling provides more specific assistance related to individual and personal needs. More complete descriptions follow. Academic Advisement is located in the Enrollment Center, Baldwin 1450, and Counseling is located in Caldwell 2320. In-person, virtual, and telephone appointments are available by calling Academic Advisement at (618) 468-2220 or Student Development and Counseling at (618) 468-4121.

Academic Advisement - Assisting students with all of their academic needs is a priority within the Advising Department. All new, returning, transfer, and occupational students are advised by academic advisors and/or faculty advisors. Academic advisors also advise prospective students, providing them with general information related to admissions at Lewis and Clark. By utilizing all resources available, the academic advisors and faculty advisors are committed to placing students appropriately in classes that meet their academic requirements. Advisors assist students in planning an educational outline best adapted to the students' needs, abilities and interests.

New students who have graduated from high school within the last 4 years and wish to enroll in a degree or certificate program will need to submit their high school transcripts in order to register for classes. Course takers who wish to take English, Math or other college-level courses and have graduated from high school within the last 4 years and will need to submit their high school transcripts in order to register for classes. Students who graduated from high school 4 or more years ago will need to take the college placement test. To make an appointment for placement testing on campus, visit the Assessment Center located in Baldwin Hall Room 1442. You may also call (618) 468-5220, or call/visit your nearest Community Education Center. All new, degree-seeking students will meet with an academic advisor during MYLC, New Student Orientation who will interpret their scores or high school transcripts and schedule the students in classes appropriate to their current academic skill level. The earlier students complete the process, the better the selection of courses.

Personal Counseling is available by nationally certified or state licensed counselors. Crisis intervention counseling is available for situations requiring immediate attention, and short-term intervention counseling is available for situations requiring adjustment to life changes, such as a death of a family member or friend, divorce, job loss, or the stress of the multiple demands of school, work, and family responsibilities.

Academic Counseling is available for situations related to classroom achievement, such as test anxiety, a problem with methods of instruction, lack of adequate study skills or time management issues.

Education Counseling is available for students with special learning needs. These students have access to a variety of resources including assistive technology, specialized tutoring, learning styles inventories and educational assessments.

Counseling and Other Resource Referrals are available to students for community based agencies and services.

For counseling services, contact the Student Development and Counseling Office by visiting the office in Caldwell 2320 or by calling (618) 468-4121.

Assessment Center

You will have your first experience as a new student in the Assessment Center when you take the college placement tests. Lewis and Clark administers the Accuplacer Next-Generation test, a computerized assessment that will evaluate your skills in Reading, Writing, and Math. The Assessment Center also administers a variety of other tests including CLEP, Pearson Vue, and HSE tests.

The Assessment Center offers make-up course testing and proctored testing for online and other types of distance learning courses. Make-up exams and other types of proctored testing are arranged within time frames designated by instructors. The Assessment Center is located in Haskell B25 and can be reached by phone at (618) 468-5220.

Blackboard/Student Resources

Blackboard is your one stop online shop for everything Lewis and Clark. Initial login and password information will be provided at orientation, and you are encouraged to log in daily for the information and tools you need to be a successful student at Lewis and Clark.

Students will be placed in the Blackboard Student Resource Organization, which gives access to new student orientation information, Blackboard how-to-documents, and other campus resources. It also includes a discussion board with forums for asking questions and buying and selling textbooks.

For all classes that use Blackboard - this includes fully online classes, web-blended classes (online classes with some on-campus meetings), and web-enhanced classes (face-to-face classes that place materials in Blackboard) - you will find the following in the Student Network by logging in (<https://blackboard.lc.edu>):

Lewis and Clark Email - The College, as well as your instructors, will send important messages and correspondence to your Lewis and Clark email account, so be sure to log in often.

Self-Service Student Planner - Student Planner functionality will allow you to manage your enrollment and financial aid, retrieve grades and unofficial transcripts, and much more.

LC Alert - Set up and maintain your contact information for important campus announcements or emergency alerts.

Bookstore

You can buy textbooks and supplies needed for your course work in the L&C bookstore. Many textbooks can be rented, and you must have a Lewis and Clark ID to rent books. Students taking online classes through Lewis and Clark also may order the necessary course materials here.

The bookstore is located on the Godfrey Campus in Baldwin 1401, where Baldwin and Caldwell halls meet. Please check our website lc.edu/bookstore for current store hours. You can contact the bookstore at (618) 468-2268 or by email bookstore@lc.edu.

Career Planning

Students seeking career development assistance have several options. L&C Academic Advisors (in the Enrollment Center) and Student Support Specialists (in the L&C Student Success Center) can assist students making program decisions.

The Student Success Center will also discuss administering interest inventories to help students identify potential career choices. *Career Coach* also offers a quick interest inventory.

The following courses are also designed to help students make informed decisions:

Face-to-face sections

CDEV 130 - This course may be the best choice for students who need more help with career decision making. Undecided students may benefit from the structure and faculty attention provided in a regular classroom setting. Students who experience anxiety about making a career choice, lack knowledge about available careers, or lack confidence in their ability to make a career decision should consider taking CDEV 130 in a face-to-face section.

JOBS 131 - This one-credit hour course appeals to students who do not need the more extensive CDEV 130. The course includes the administration and interpretation of the Myers-Briggs Type Indicator, the Strong Interest Inventory, and an orientation to computerized career information and decision-making materials.

Online sections

CDEV 130 - If a self-directed and more self-paced learning experience appeals to you, the online sections provide students with a guided career planning experience. CDEV 130 online sections include individual conferences with a career counselor as well as selected activities which are completed online.

For more information call the Student Success Center at (618) 468-4393. Any Lewis and Clark student or prospective student seeking information regarding real-time, regional jobs and job information related to L&C programs can go to *Career Coach* at: www.lc.edu.

Career Services

L&C Career Services provides access to a variety of information and job search tools through its Career Resource Center on the Godfrey Campus in Trimpe ATC Room 251 and on the Nelson Campus in Building N4, Room 213. Online job-seeking resources include Career Coach software which is designed to help students, prospective students, and members of the community find a job by providing current local data on wages, employment trends, job postings, and associated education and training. A resume builder is also included free of charge in Career Coach. Students may walk in or call (618) 468-5503 for career and job readiness assistance. Employment opportunities can also be obtained by accessing the Community Job Board at www.lc.edu/career. Although we are not a job placement service, we will provide lots of information and assistance to students, potential students and graduates.

Workforce Innovation and Opportunity Act (WIOA) information and unemployment services can be found throughout L&C's district at the following locations:

Southwestern IL workNet Center (Madison, Bond, Jersey, Greene)
101 East Edwardsville Road, Wood River, IL 62095, (618) 296-4301

The Job Center (Morgan, Scott, Shelby, Greene, Macoupin, Montgomery)
116 South Plum, Carlinville, IL 62626, (217) 854-9642

These centers, in partnership with L&C and several other agencies, provide valuable job-seeking services. Students and all county residents are free to utilize the services at these centers which include WIOA training funds, a local job bulletin board, job market statistics, resume and office software, a full library of self-help resources for job search and online job bank access.

Illinois Cooperative Work Study Program Grant - Employers who employ and pay wages to L&C students may qualify for reimbursement of a portion of wages paid. Students who are required to complete an internship as part of their programs are eligible to participate in this program. Other students receiving wages from area employers may also be eligible under the grant. Employers and students can get details by contacting Terry Lane, Director of Career and Veteran Services at (618) 468-5500 or at tdlane@lc.edu.

Child Care

The Montessori Children's House located on the Godfrey Campus provides childcare for employees and enrolled students with children aged two years through elementary school. The school is open from 7:00 am to 5:30 pm weekdays, excluding holidays. For more information, call (618) 468-3154 or visit their website at MCHGodfrey.org.

Closing Policy

Inclement Weather - If it becomes necessary to close the college due to inclement weather, notification will occur in the form of voice messages, text messages, and emails based on user managed settings through the LC Alert system. Closings are also posted on the college's website and social media channels, as well as major St. Louis television stations, and major St. Louis and local community radio stations.

Classes held at the N. O. Nelson Campus and Community Education Centers throughout the district will follow the same closing policy as on-campus classes.

Classes held at community public schools throughout the district will not meet whenever the main L&C campus is officially closed for inclement weather even if the off-campus site remains open. Off-campus sites may also be closed on a site-by-site basis by the local authority (principal or superintendent) even if the main L&C campus remains open.

Classes held at specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of those organizations.

Holidays, Thanksgiving Recess, Spring Recess - L&C's Godfrey campus, the N. O. Nelson Campus, and the Community Education Centers will maintain the academic calendar and holiday schedule published in the catalog.

However, classes held at community public schools and other specialized locations (hospitals, libraries, industries, social service agencies, other colleges, etc.) will meet according to the schedules of the individual organizations. For example, if a public school teacher in-service day falls on a day when L&C courses are scheduled to meet, the L&C courses WILL NOT MEET on that day or evening in that location.

When L&C observes Spring Recess, on-campus and off-campus L&C courses WILL NOT MEET.

Disability Student Services

Disability Student Services are available to students referred from the Division of Rehabilitation Services and other students with documented disabilities, including students with learning disabilities. Services may include individualized testing arrangements, special counseling, classroom relocations, special equipment loan and individual rehabilitation services as required.

Students with hearing or visual impairments should notify the Center for Access and Accommodations at least 30 days prior to the first day of classes in order to ensure that necessary accommodations can be arranged. Because of the demand for qualified interpreters, the college may not be able to provide sign language interpreters for those students who register late. For further information call the Center for Access and Accommodations at (618) 468-4121.

Drug and Alcohol Abuse Prevention

Lewis and Clark Community College supports federal, state and local efforts to eliminate the abusive use of alcohol and the use of illicit drugs by both students and employees of the college. L&C takes all reasonable steps to ensure a drug-free environment in its programs and services. Students or employees seeking assistance with drug or alcohol problems will be referred by counseling or health services to appropriate community agencies. Special information is published in the Drug Free & Campus Regulations.

Health Services/Family Health Clinic/Dental Clinic

The Lewis and Clark Family Health Clinic is a full service clinic, located in Fobes 1525, offering both acute and chronic care for all students and members of the community. The clinic is staffed by board certified nurse practitioners and collaborates with several health-service agencies and school districts to help expand healthcare services and education in rural communities. Our service area includes Greene, Macoupin, Jersey, Calhoun and Madison counties.

The clinic offers family practice basic services within the nursing philosophy, emphasizing health promotion and preventative care. Care includes but is not limited to diagnosis and treatment of simple acute health problems such as infections and injuries, diagnosis and treatment for chronic disease such as diabetes and high blood pressure, prescription medications and specialist referrals, health maintenance care for adults, including annual physicals, well-woman exams, contraception, mental health assessment and support for conditions such as anxiety, depression and stress, healthcare education for pediatrics and adults, pediatric care (age two through adolescence) including sick- and well-child exams, and mobile health unit services.

The clinic hours are Monday through Friday 8:00 a.m. - 4:30 p.m. Both walk-in and appointments are welcome. To schedule an appointment or for further information regarding the clinic please call (618) 468-6800.

The Paul B. Hanks Dental Clinic offers thorough dental assessment, a treatment plan, x-rays, preventive (teeth cleaning) or therapeutic periodontal treatment, oral hygiene instructions, fluoride treatments and sealant placement and any necessary referral for treatment outside the realm of these services.

Dental treatment is provided by dental hygiene students of Lewis and Clark under the supervision of licensed dentists and dental hygienists. The clinic has been providing these services to the community since the inception of the program in 1996, and at the new campus facility since 2002. Appointment days and times vary each semester, so interested patients are asked to call the clinic at (618) 468-4463 for more information or to schedule a screening appointment.

Library

Reid Memorial Library, located in Reid Hall, serves to provide user-focused services and collections to support L&C students, faculty and staff.

As a member of the I-Share library consortium, L&C students, faculty and staff have access to Reid Library's collection of 50,000 books plus an additional 30 million books collectively held by other I-Share libraries. Requests for materials owned by other I-Share libraries may be placed online and are generally available for check-out within 48 hours. A valid campus ID is required to check-out all library material. Reid Library also offers access to over 40 full-text periodical and electronic book databases via the Internet. These databases can be accessed in Reid Library or off-campus with a valid campus ID card. Special collections including: DVDs, spoken word material, music, popular reading, local history and the explorers Meriwether Lewis and William Clark are also available.

Other library services include: two computer labs, study tables, wireless Internet, reference assistance, interlibrary loan, self-serve photocopier, fax machine, and a private study room. Both computer labs provide Internet access, word processing software, instructional programs and access to network printers. Students wishing to reserve a private study room need to make an appointment by calling (618) 468-4320. A wheelchair accessible workstation with screen magnification software is also available. Lab assistance is provided for most hours.

Reid Memorial Library also serves as a location for two services provided by the Student Success Center (SSC)--Academic Tutoring and The Writing Desk. These services provide one-on-one support for students seeking assistance in areas related to study skills, test preparation, and writing assignments. No appointment is necessary. Hours vary by service and semester. For more information visit the Student Success Center web page at www.lc.edu/ssc or call (618) 468-4555.

Library and computer lab hours are 8 a.m.-8 p.m. Monday - Thursday, 8 a.m.-4:30 p.m. Friday. Summer session hours are 8 a.m.-7 p.m. Monday-Thursday and 8 a.m.-4:30 p.m. Friday. No Saturday or Sunday hours. Hours may vary during breaks and on holiday weekends. Call the library at (618) 468-4301 for exact schedules.

Lost and Found

L&C's Lost and Found service is maintained by the Campus Information and Security Office, located at the north entrance to the campus. Any lost items should be turned in promptly. Unclaimed items are donated at the end of the academic year. Security services are maintained 24 hours a day, seven days a week. For additional information or assistance, call the Campus Information and Security Office at (618) 468-2300.

Online and Web-Blended Classes

Online courses at Lewis and Clark provide the same rigor as traditional courses, and their flexibility makes them a convenient alternative. As long as you meet expected due dates, you can work around your schedule and at your own pace.

L&C offers two types of online classes:

Online - Classes that are fully online with no on-campus meetings. Some online courses may require in-person proctored tests.

Web-blended - Classes where most of the work is completed online with some on-campus requirements.

Restrictions: New students with no GPA and those with a GPA above 2.3 may enroll in online courses. You may not enroll in an online class if your GPA is below 2.3 or if you have previously received a grade of PR, D, I, or F in the same class whether online or face-to-face. Please see an academic advisor to create an academic plan to raise your GPA to the level needed for online learning. The following courses require a 2.7 GPA in order to enroll in an online section: BIOL 164, BIOL 165, BUSN 161, CIS 235, ENGL 132, MATH 111, MATH 112, MATH 116, MATH 125, MATH 131, MATH 165, PSYC 131, PSYC 232, PSYC 233, and PSYC 260.

For F-1 students enrolled in credit classes, no more than three credits/semester completed online may be counted toward the full course of study requirement. Web-blended courses that require students' physical attendance for some class meetings or examinations are exempted from this restriction.

Parking

Students, faculty and staff are required to have a valid parking permit properly displayed when parking on campus. Parking permits, along with campus maps and complete campus regulations, are available at the Campus Information and Security Office located at the north entrance of the Godfrey campus. The Campus Information and Security Office is open 24 hours a day, seven days a week, and can be reached by dialing "0" from on-campus phones or (618) 468-7000 if calling from off campus.

Designated parking areas are established on campus for students, staff and faculty, and visitors. All vehicles must be parked on pavement, between parking lines, and/or centered on parking block bumpers. Parking is not allowed on grass, sidewalks, roadways, circle drives, or in restricted areas.

Student Parking: Students must use established designated parking areas. Student parking is permitted in staff and faculty lots after 4:30 p.m.

Visitor Parking: When visitor lots are full, visitors may park in either student lots (anytime) or in staff and faculty lots (after 4:30 p.m.). Visitors must display a visitor's parking permit which is available from the Campus Information and Security Office at the north entrance.

Parking for Individuals with Disabilities: Individuals with disabilities who have a valid parking permit issued by the Illinois Secretary of State may park in designated areas.

Perkins Student Support Project

The Carl D. Perkins grant is designed to help the United States compete in the world marketplace by providing monies for career programs. The Perkins Student Support Project, in part, can provide various forms of assistance to students who are economically disadvantaged, single parent, out-of-workforce individuals, students 21 or younger in foster care or aged out of foster care, students 21 or younger with a parent on active military duty, homeless individuals, and/or enrolled in a nontraditional career program (a program in which 25% or less of the student's gender is employed in that field). To be eligible for Perkins Student Support Project services, the Grant requires that students must officially declare a major in a career program (an AAS or Certificate program) with the intent to enter the workplace in that career field immediately after receiving a degree or certificate from Lewis and Clark, or, are currently employed and enrolled in a career program with the intent of improving their job skills in that field. Services may include: the loan of required career specific textbooks, provision of some required career specific supplies and materials, and/or the loan of a laptop computer for the semester in which they seek assistance (may be renewed for subsequent semester, if needed). No direct monetary assistance is provided to students, nor can the Project provide for general education course materials, calculators, transportation, childcare, tuition, fees, testing, physicals, vaccinations, background checks, and/or reimbursement for items purchased by students. For more information, visit lc.edu/Perkins_Student_Support_Project, or contact the Perkins Project Manager at (618) 468-4020, or by visiting Caldwell 2337. The office is generally open Monday through Friday, 8:15 to 4:15. Appointments may be required.

When seeking services, students may begin the process by contacting the Perkins & Transfer Transition and Recruitment Coordinator (Transition Coordinator) and setting up an appointment for assessment and information about additional resources that may be available to offset costs and expenditures. All students seeking Perkins services are required to meet with the Transition Coordinator before those services can be provided. The Transition Coordinator can be reached by calling (618) 468-2730 or visiting Baldwin 4205. More information can be found at lc.edu/Perkins_Student_Support_Project. Appointments may be required.

Security

Lewis and Clark Campus Safety and Security works to ensure a safe environment for all students, faculty, staff and visitors. Campus safety officers patrol the campus by motor vehicle and on foot 24 hours a day, 7 days a week. The Security Office is located at the north entrance of our Godfrey campus where campus maps, visitor parking permits, and complete campus regulations are available.

Lewis and Clark Campus Safety and Security works closely with all members of the college community and with local law enforcement agencies. The Security Office is alerted of all 9-1-1 calls, as received by the Madison County 9-1-1 service. Lewis and Clark Community College Security immediately notifies the local or state police agencies when confronted with a need for an arrest regarding criminal/civil violations on campus. Security will assist the police agencies in all appropriate ways.

Services provided by Lewis and Clark Campus Safety and Security include but are not limited to: security escorts, securing campus buildings, mobile patrol, enforcement all college policies and procedures, enforcement of student code of conduct violations, traffic, crowd, and parking control, lost and found services, emergency medical assistance, vehicle assistance (jumps and lock-outs), crime reporting and investigations, security detail for special events, security education and training, and confidential counseling referrals.

To reach the Security Office by phone, dial *0* if on campus and (618) 468-2300 if off campus.

Student Activities

Student activities are important to the educational experience at Lewis and Clark, and a comprehensive program of activities is provided. For information about the following services, call (618) 468-6001.

You will have the opportunity to participate in student government, the student published newspaper called The Bridge, service organizations, special interest clubs, band, intramurals, and other related activities.

Student Activities offices are located in the River Bend Arena. Common places to look for information are the message boards and the student newspaper. Near the beginning of each semester, Student Activities distributes calendars about special events. The Student Center offers recreational activities including TV, and organized activities.

Intercollegiate Athletics: L&C is a member of the National Junior College Athletic Association and the Midwest Community College Athletic Conference and the Midwest Athletic Conference. An athletic program is conducted under the rules of the conferences and includes five men's sports (golf, basketball, soccer, baseball, and tennis) and five women's sports (soccer, basketball, softball, tennis, and volleyball).

Intramural Sports: You are encouraged to participate in the wide range of activities. It is less formal than the intercollegiate level; nevertheless, it provides opportunity for well-conducted team and individual competition. The program is directed by a professional who works with the students in the organization of teams and games.

Student Conduct Code

Lewis and Clark Community College respects the civil rights and liberties of each member of the College. It is imperative for the College to be a safe environment, free from violence, threats of violence, coercion and harassment. Students are held to standards of academic integrity, allowing for the exchange and expression of ideas.

Student conduct is governed by this Student Conduct Code. Violations of the Student Conduct Code are subject to disciplinary action, up to and including expulsion from the College. Prohibited student conduct which is subject to disciplinary action includes, but is not limited to:

- Violations of federal, state and local laws on any property owned, operated, leased or controlled by the College or at any College-sponsored activity, whether on- or off-campus. Violation of laws that take place off College property may also be considered a violation of College policy depending upon the circumstances.
- Acts that interfere with the purposes and processes of the College community or that deny the rights of members of the College community.
- Academic dishonesty, including but not limited to actual or attempted cheating, plagiarism, forgery, falsification of any information as part of an academic exercise, or obtaining or distributing a test bank, test questions or other test materials before a test is administered, unless expressly approved in advance by the faculty member.
- Using College technology resources in a manner that violates College policies, including but not limited to unauthorized access to or altering, damaging, destroying, or removing a computer, a computer program, or data; scheming to deceive or defraud to gain control over money, services, or property (including electronically produced data, confidential or copyrighted material, financial information, or as otherwise protected by applicable law).
- Violation of any College rule, regulation, or policy.
- Fighting, violent acts, or threats of violence.
- Engaging in behavior which disrupts, impedes or interferes with the learning environment due to being under the influence of alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs.
- Except as otherwise provided below, using, possessing, maintaining, distributing or selling alcohol, cannabis, illegal drugs, controlled substances or unauthorized prescription drugs while on College property, in College-owned vehicles or while participating in any College activity. The possession and use of alcoholic beverages is permitted only during special events with prior approval by the College President and only where such use and consumption is permissible under State and federal law.
- In response to the passage of the Illinois Smoke-Free Campus Act (Public Act 098-0985), the College has taken action to comply with the law and support entirely smoke-free campuses. This includes tobacco, cannabis, e-cigarettes and any other type of smoke. Smoking is prohibited indoors and outdoors, as well as in College-owned vehicles and private vehicles that are on campus property. Lewis and Clark hopes to promote an environment that supports the health and wellbeing of its students, staff, faculty and visitors. Transitioning to a smoke-free campus decreases the effects of secondhand smoke, promotes fire safety and helps support the College's efforts toward sustainability. Violators of the policy are subject to fines and other disciplinary actions. For more information on the policy or to view a smoke-free campus map visit www.lc.edu/smokefree.
- Gambling.
- Theft or damage to College property or property of members of the College community and any student housing.
- Failure to meet financial obligations relative to College transactions or the issuing of fraudulent checks.
- Possession, carrying, displaying, brandishing, discharging or otherwise having control of or using a firearm, weapon, explosives or other dangerous object or substance on College premises or engaging in other conduct inconsistent with the College's policies against weapons and providing a safe environment.
- Denying a trustee, employee, student or invitee of the College freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; or occupying buildings or other property after due and legal notice to depart.
- Nuisance activities such as use of loud, abusive or otherwise improper language; creating any hazard to persons or things; blocking access ways; improper disposal of rubbish; loud music; or any other disruptive behavior.
- Lewd or obscene conduct, including use of a computer to access pornographic or hate sites.
- Giving false or misleading information in response to requests from College officials.
- Failing to comply with directives of Campus Safety officers, failing to identify one's self to a Campus Safety officer when requested to do so, or otherwise interfering with Campus Safety or law enforcement operations.
- Engaging in harassment, intimidation and/or bullying. A student will be found responsible for harassment, intimidation or bullying (including physical, verbal, relational and emotional bullying) if s/he engages in conduct, including but is not limited to, any gesture, written, verbal or physical act, or any electronic communication (which includes but is not limited to emails, text messages, videos and Internet postings on web-sites or social media), whether it be a single incident or series of such incidents, that occurs on or off the College campuses.
- Engaging in sex or gender-based discrimination, harassment or misconduct, or engaging in any other behavior which violates the College's Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy. Anyone experiencing sexual misconduct may speak confidentially to the College's confidential Counselor at (618) 468-4125. A student may also choose to report an alleged incident to the College and have it investigated. Faculty are legally required to report incidents of sexual misconduct brought to their attention through any source to the College's Title IX Coordinator and thus cannot guarantee confidentiality. The College's Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy can be found at www.lc.edu/4rsv.

Note: Student Athletes are also required to comply with a separate Athlete Code of Conduct. In addition, many College programs (i.e. Nursing) require program participants to comply with a program-specific Code of Conduct, in addition to the College-wide Student Conduct Code.

Student Employment

Federal Work Study - This is an employment program funded by L&C and federal funds. Students who request Federal Work Study and qualify for this program on the basis of financial need may seek employment opportunities by visiting the Financial Aid section of the college's website to view available job listings and complete a work study application. Students are paid minimum wage, and the average work load usually cannot exceed 20 hours per week. Please Note: Employment opportunities can also be obtained by accessing L&C's website and selecting Community Employment under Community Programs & Services.

Student Grievance Procedure

Student grievances may involve academic or administrative matters, disciplinary action under the Student Conduct Code, or alleged discrimination. Grievances, other than those involving alleged discrimination charges will be handled through the regular chain of authority. A student who is not satisfied with a decision at one level may appeal the grievance in writing to the next level of authority. The President or President's designee is the final authority in any grievance except discrimination grievances where the Board of Trustees is the final authority.

- In grievances involving academic matters, including grading, the student should first consult with the instructor concerned. Every attempt should be made to resolve the grievance at this point of origin; but if necessary, the student may process a grievance, in writing, through the levels of Coordinator, Dean, Academic Vice President, and College President.
- In grievances involving administrative matters and disciplinary action under the Student Conduct Code, the student should first consult with the responsible office administrator; if necessary the student should proceed, in writing, through the levels of appropriate Director or appropriate Dean, appropriate Vice President and College President.
- In grievances involving alleged discrimination because of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law, the student should first consult with the Vice President of Academic Affairs who will handle the grievance. Appeals may be made to the L&C President and the Board of Trustees.
- Grievances should be submitted in writing at each level of review within ten (10) school days of the action being grieved or within ten (10) school days of the decision on appeal. Written response will normally be made to the student within ten (10) school days unless circumstances require additional time for consideration.

NOTE: L&C must share information about complaints with its accreditor, the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, but individual identities will be shielded.

If a grievance results in a fact-finding hearing, the following procedure will be followed:

- You will be informed in writing of the date, time, location and subject of the hearing. A Vice President has the right to suspend you temporarily until the hearing process can be completed.
- The complaints will be described and examined at a meeting of the accusers, the accused, the appropriate Vice President (or representative), advisors and assistants that either party wishes to bring. The appropriate Vice President must be notified within two days of the hearing regarding anyone other than the principal parties who will be attending.
- The appropriate Vice President will have five school days following the hearing to consult again with all parties, as may be necessary, and render a decision.
- This decision may be appealed in writing to the L&C President (or representative) within ten school days of receipt of the decision. With respect to grievances involving alleged discrimination, the decision of the L&C President (or a representative) may be appealed to the Board of Trustees within ten school days of the receipt of the decision.
- If you are dismissed, application must be made in writing to the appropriate Vice President before readmission will be considered.
- Readmission to L&C will be dependent on the student's ability to document that the behaviors that led to his/her dismissal have been fully remediated.
- If the student is not satisfied with the decision of the Vice President, he/she may appeal in writing to the college President.

Student Identification Cards

Students may obtain an ID card, free of charge, in the Enrollment Center, located in Baldwin 1450. The ID card allows students to use the Learning Resource Center, computer labs, and other campus services. A \$10 fee is charged for a replacement ID.

Student Records (Transcripts)

The Enrollment Center will send official copies of your transcript to any institution or individual you choose based on your written request. Please provide the Enrollment Center with your request, written signature, date of birth, and College ID number or last four digits of your social security number. L&C reserves the right to deny a student an official transcript (not required to be made available by FERPA) because the student has an unpaid financial obligation to the college. Requests for more than 10 official transcripts require review and approval by the Director, Enrollment and Advising.

Evaluation of Transfer Credit: By state law, Lewis and Clark is required to review your previous academic record(s) prior to admission to an Associate of Arts, Associate of Sciences, Associate of Fine Arts, or Associate of Engineering Sciences degree. Students must provide the college Enrollment Center with all high school and college transcripts from each academic institution previously attended. Lewis and Clark will only accept official transcripts sent directly to the Enrollment Center from each previously attended institution and/or hand delivered by the student only if the transcript is in a sealed official envelope.

The Records Evaluator will complete a course by course evaluation and mail the results, including an updated transcript to the students.

Any documents presented to us in order to attain admission (i.e. applications, high school and/or college transcripts, etc.) become the property of L&C and will not be released to any outside agency or returned to you.

The Illinois Community College Board and the Higher Learning Commission have given L&C permission to waive the 15 credit hour residency policy for the purpose of evaluating transcripts issued by State Community College (HLC accreditation July 1, 1978 - June 13, 1996) or Metropolitan Community College (HLC accreditation June 14, 1996 - December 30, 1998).

Student Success Center (SSC)

The Student Success Center is a free service providing individualized assistance for students seeking help with their coursework. No appointment is necessary on the main campus. Tutoring is available on the N.O. Nelson Campus by appointment only. Hours of operation vary by semester. For more information see the Student Success Center web page at www.lc.edu/ssc.

Academic Tutoring/Writing Desk - Reid Hall 2201 (in the library) - Essay writing issues including organization, idea generation, mechanics, and more, as well as general help in any liberal arts courses. No appointment necessary.

Career Resource Center - Trimpe 251 - Provides individual career counseling, resume preparation, and assistance with job seeking skills. No appointment necessary.

Math/Science Resource Center - Commons 233 in the McPike Math & Science Complex - Free one-on-one tutoring for general education core math and science courses; in-room resources including textbooks and solution materials, and Internet-connected computers - no appointment necessary.

Online Paper Submission - Students who are not able to visit the Writing Desk in person may submit drafts of their papers to the Online Paper Submission (OPS) at ops@lc.edu. Please refer to the OPS instructions on the webpage www.lc.edu/writingdesk.

Social Sciences Tutoring - Virtual Zoom - Provides tutoring in social science courses such as Psychology and Sociology, including study space for small group study sessions.

STEM Resource Center - Math Building 301 - Provides one-on-one and group tutoring for students pursuing careers in Science, Technology, Engineering, and Math.

Trimpe Open Lab - Trimpe 250 - Provides hands-on tutoring assistance for coursework relating to office technology, computer information systems and computer graphics/web design. Assistance is also available for applications including Microsoft Office, Adobe Photoshop, Dreamweaver, InDesign and Illustrator. MAC workstations are available. In addition, this lab is an open lab for students who need to print materials or work on coursework. No appointment necessary.

Talent Search

Talent Search is a federally-funded program designed to identify and assist middle school and high school students who have the potential to further their education after graduating from high school. For information call (618) 468-6100.

Upward Bound

Upward Bound is a federally-funded program dedicated to helping high school students stay in school and further their education after graduating from high school. Upward Bound provides academics, educational counseling and career motivation.

Voter Registration

Public Law 105-244, The Higher Education Amendments of 1998, requires institutions of higher education to provide students the opportunity to register to vote. You may request a voter registration form in the Enrollment Center, N. O. Nelson Campus or the Community Education Centers. The form has all the information necessary to register you to vote in the county where you reside.

Policies and Regulations

- Affirmative Action Policy
- Anti-Harassment Policy, Including Sexual Harassment Policy
- Drug and Alcohol Use Policy
- Family Educational Rights and Privacy Act (FERPA)
- Filming and Photography on Campus Policy
- Religious Observances Policy
- Sex-Based Misconduct Prohibition Policy
- Sex Offender Registration Act Process
- Smoking Policy
- Solicitation Policy
- Student Right to Know
- Technology Resources Policy
- Weapons on Campus Policy

Affirmative Action Policy

It is our policy and firm belief that the employment practices of Lewis and Clark Community College are non-discriminatory. To further strengthen that position, we re-emphasize through the Affirmative Action statement that every aspect of employment including hiring, placement, upgrading, transfer or demotion; recruiting, advertising, or solicitation for employment; rates of pay or other forms of compensation; selection for training; and termination shall be accomplished without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law. Lewis and Clark Community College adheres to the principles of equal opportunity in education and employment.

The following person has been designated to handle inquiries regarding this non-discrimination policy:

Lori Artis, Vice President of Administration, Lewis and Clark Community College, 5800 Godfrey Road, Godfrey, IL 62035, (618) 468-3000

Lewis and Clark Community College does not tolerate retaliation against any person for coming forward with a complaint or concern or for otherwise participating in the process of addressing discrimination.

Administration and supervision are responsible for compliance with the policy within the respective areas of their activities to assist the Community College in its commitment to:

1. Eliminate from current policies and practices anything which results in or perpetuates discrimination toward sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law; and the adoption of new or revised policies and practices where necessary to achieve these ends.
2. Intensify recruitment and fair consideration of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law to ensure that candidates and employees with appropriate qualifications, potential and responsibilities are afforded equal opportunity for selection, training and promotion, and will be compensated without regard to race, sex, disability or covered veteran status.
3. Ensure that all contractors, sub-contractors, vendors and suppliers doing business with Lewis and Clark Community College, unless otherwise exempt, comply with the provisions of E.O. 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA.

The college will comply with all provisions of Executive Order 11246, Section 503 of the Rehabilitation Act, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA) and the relevant rules, implementing regulations and orders of the Secretary of Labor.

The college will furnish all information and reports required under Executive Order 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA and to permit access to records by the Secretary of Labor for purposes of determining compliance.

Dissemination of Policy

Copies of the Affirmative Action Policy will be distributed to:

1. Administrative and supervisory personnel
2. Personnel whose responsibilities include interviewing, employment, training, promotion, transfer and termination of personnel

The college equal opportunity and affirmative action policy will be displayed in central areas of the college and shall become a part of the orientation procedure for new employees, training programs for staff, and appropriate administrative and supervisory meetings.

All of the college's personnel policy and procedure manuals shall reiterate the college's commitment to equal opportunity and affirmative action. Also, the college's recruitment sources, leaders of minority groups, and community organizations shall be informed of the college's nondiscrimination and Affirmative Action Policy.

In any advertisement of job vacancies, a statement that we are an Equal Opportunity Employer shall be included. The same clause shall be added to all appropriate college documents, such as, purchase orders, leases, contracts covered by Executive Order No. 11246, and notices sent to any collective bargaining representative of the college's employees.

All employment openings, with the exception of executive and top administrative positions, positions that will be filled from within the college's organization, and positions lasting three days or less, have been listed concurrently with the use of any other recruitment source or effort with the appropriate office of the State Employment Service.

Responsibility for Implementation of Policy

The President of the Community College District has overall responsibility for the development and implementation of the equal opportunity and affirmative action policy. Specific authority and responsibility is delegated by the President to every administrator of the District - Vice President of Academic Affairs, Vice President of Administration, Vice President of Enrollment Services, Vice President of Student Engagement, Vice President of Finance, Chief Information Officer, associate vice presidents, deans, directors, managers, supervisors, coordinators, and all others exercising supervisory or administrative control over any employee - all of whom are responsible for performing his or her functions without regard to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law, or any other status protected by law. Not only are these officers responsible for supporting the college's equal opportunity policy, but they must also include in their own day-to-day operational policies and procedures the implementation of affirmative action.

Their efforts will be coordinated by the college's Human Resources Office which will assist in the functions of recruitment, training, employment, transfer, promotion, termination, and compensation according to the non-discriminatory policies in effect.

A. Recruitment

Recruitment of qualified minority, female, disabled and covered veteran status applicants will be sought from the following sources:

1. Minority, female, disabled and veteran organizations
2. Federal and State employment agencies
3. College and University placement services
4. Minority, female, disabled or covered veteran employees on staff
5. Newspapers and other media, where feasible

B. Training

1. In-service training will continue to be provided to all employees.
2. Employees will be encouraged to develop new and update current skills by participating in available educational and training programs.

C. Transfer and Promotion

1. Recommendations for transfer or promotion will be based on job requirements and will be non-discriminatory.
2. Transfers or promotion opportunities will be made available to current staff prior to considering other applicants.

D. Compensation

1. Determination of compensation will be based on current policies and schedules as approved by the Board of Trustees.
2. Equal pay for equal work will be established with no exceptions because of race, color, religion, sex, national origin, ancestry, citizenship, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other status protected by law.

E. Selection

1. Required qualifications and abilities will be established for each type of position, and evaluation of applicants will be based on these requirements.
2. Actual selection will be made from those applicants recommended by the supervisor. If an applicant referred to the supervisor is rejected, the supervisor must report to the Human Resources Office the reason for the rejection in writing.
3. No individual may be employed without approval of the President and the Board of Trustees.

F. Termination

1. No employee will be discharged on the basis of sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender-related identity or other protected statuses as defined by law.
2. The supervisor will schedule at least one conference with the employee prior to recommending dismissal.
3. An exit interview will be scheduled for the employee with the Human Resources Office.
4. No employee may be discharged without approval of the President and the Board of Trustees.

Anti-Harassment, Including Sexual Harassment Policy

Statement of Policy

A working and learning environment that is free from any form of unlawful discrimination, including harassment on the basis of any legally protected status, is essential and shall be maintained. It is a violation of College policy for anyone, including any College employee, elected official, vendor, volunteer, student, contractor, visitor or third party to discriminate against or harass another individual in the workplace, educational environment, at College-sponsored activities, or elsewhere if there is a connection to the workplace or learning environment, on the basis of any legally protected group status, and the College will not tolerate any form of discrimination or harassment. Violation of this Policy shall be considered grounds for corrective action, including disciplinary action, up to and including expulsion from the College or termination of employment.

Prohibited Conduct

The conduct prohibited by this Policy includes unwelcome conduct, whether verbal, physical or visual, that is based upon an individual's protected status, including but not limited to sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, gender-related identity or any other protected group status as defined by law. The College will not tolerate harassing conduct that affects tangible job benefits or educational development, that interferes unreasonably with an individual's work or educational performance, or that creates an intimidating, hostile or offensive working or learning environment. Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based upon his or her protected status.

Reporting and Investigation

Every elected official, employee, student, volunteer, contractor and visitor is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment under this Policy.

Any person who believes he or she has been subjected to sex-based discrimination, sexual harassment or any other form of sex-based misconduct, who has been informed of conduct constituting sex-based discrimination, sexual harassment or other sex-based misconduct, or who witnesses sex-based discrimination, sexual harassment or other sex-based misconduct, should promptly submit a report to the College's Title IX Coordinator. For additional information regarding the College's prohibition on sex-based misconduct and procedures for addressing sex-based misconduct, please see the College's Sex-Based Misconduct Policy and Procedures, which can be found at www.lc.edu/4rsv. All reports and complaints alleging sex-based discrimination, sexual harassment or other sex-based misconduct shall be processed in accordance with the College's Sex-Based Misconduct Procedures, which can be viewed at: https://www.lc.edu/uploadedFiles/Pages/Consumer_Information/Sex%20Based%20Misconduct%20Procedures.pdf

Anyone who believes they have been subjected to discrimination or harassment based on a category or categories other than sex, who has been informed of conduct constituting discrimination or harassment based on a category or categories other than sex, or who witnesses discrimination or harassment based on a category or categories other than sex, should promptly submit a report in accordance with the procedures outlined below. It is critical in establishing a workplace and educational environment free of discrimination and harassment that an individual who experiences or witnesses such conduct has access to a mechanism for reporting such conduct. At the same time, the purposes of this Policy against harassment are not furthered where a report or complaint is found to be frivolous or made in bad faith. A report or complaint that is determined to be frivolous or made in bad faith may result in disciplinary consequences, up to and including discharge or expulsion.

1. Reporting Non-Sex Based Discrimination and Harassment

Students who wish to report non-sex based discrimination or harassment should contact the Vice President of Academic Affairs, Vice President of Student Affairs, or the Vice President of Administration.

Individuals are expected to come forward promptly and report any violations before the alleged offending behavior becomes severe or pervasive. Supervisors are required to immediately report any and all incidents of alleged discrimination or harassment reported to or observed by them.

All employees are required to promptly report discrimination and/or harassment involving students to the Vice President of Administration. Notwithstanding the foregoing, this Policy does not require an employee to report such harassment or discrimination to the individual who is creating the harassment or discrimination. No employees, not even the highest-ranking people in the College, are exempt from the reporting requirements of this Policy.

2. Investigating Complaints of Non-Sex Based Discrimination and Harassment

The Vice President of Administration and/or the Vice President of Academic Affairs shall be responsible for the investigation procedures contained herein. If an employee receives a report or complaint of harassment directly from another employee, the report or complaint shall be immediately forwarded to the Vice President of Administration.

- a) Any individual wishing to submit a complaint (i.e., the "complainant") alleging non-sex based discrimination or harassment, whether the victim or a bystander, may submit his/her complaint to the appropriate Vice President or President (Employees, volunteers, elected officials, contractors and/or visitors - Vice President of Administration or President; Students - Vice President of Academic Affairs or Student Affairs). Employees, students and other individual third parties in the workplace may make their complaint verbally or in writing as the individual sees fit. Alternatively, the complaint may be submitted electronically. To the extent possible, individuals should include as many specific facts and as much information as possible (e.g., location, names, dates, times) to facilitate investigation. All such complaints should be submitted promptly.
- b) The Vice President of Administration and/or the Vice President of Academic Affairs or a designee shall promptly and thoroughly investigate the complaint.
- c) If the College determines that a violation of this Policy has occurred, the College will take corrective action, including discipline, up to and including expulsion or discharge, as is appropriate under the circumstances. In the event of harassment by an individual who does not work for the College, the College will take corrective action as is reasonable and appropriate under the circumstances.

Resolution of Complaints

Complaints of discrimination or harassment that are based on categories other than sex may be resolved either informally or formally. Informal resolution is voluntary. In the event that either party does not wish to participate in informal resolution or the applicable Vice President determines that informal resolution is inappropriate, the formal investigation and resolution process will be initiated.

Prohibited Retaliation

Good faith reporting of alleged discrimination or harassment will not reflect adversely upon an individual's employment or educational status. Retaliation is prohibited and persons found to have retaliated or discriminated against an employee, student or other individual for reporting or complaining about discrimination or harassment, or for participating in an investigation of alleged discrimination or harassment, will be subject to appropriate disciplinary action, up to and including expulsion or discharge. Among the acts protected under this section are: making a good faith report or complaint of harassment; assisting or cooperating in an investigation of a complaint by someone else, whether internally or with an external agency; filing a charge of discrimination or harassment; or otherwise providing information in a proceeding, including in a court, administrative or legislative hearing, related to violations of discrimination or harassment laws. Examples of the types of retaliation that are prohibited by this Policy include, but are not limited to: intimidation; discrimination; verbal or physical abuse; adverse actions with respect to pay, work assignments, and other terms of employment; termination of employment; or threats of any such actions. Anyone experiencing or witnessing any conduct he or she believes to be retaliation should immediately report it pursuant to the reporting procedures above.

Confidentiality

The right to confidentiality of the complainant and the accused, and of witnesses who participate in an investigation, will be respected to the extent possible, provided that maintaining such confidentiality does not interfere with the College's obligations to investigate allegations of misconduct and to take corrective action when such misconduct is found to have occurred.

Other Options for Assistance

Those who feel they have been subject to harassment, discrimination or retaliation may seek assistance from other resources, including but not limited to the Illinois Department of Human Rights, the Office for Civil Rights or the Equal Opportunity Employment Commission. These agencies may be contacted at the following addresses:

Illinois Department of Human Rights
State of Illinois Center
100 West Randolph Street, Suite 5-100
Chicago, IL 60601
(312) 814-6245

The Office of the Civil Rights/Chicago
U.S. Department of Education
Citigroup Center
500 West Madison Street, Suite 1475
Chicago, IL 60661
(312) 730-1560

Illinois Human Rights Commission
State of Illinois
222 South College Street, Room 101
Springfield, IL 62704
(217) 785-5100

The United States Equal Employment Opportunity
Commission
1222 Spruce Street, Room 8.100
St. Louis, MO 63103
(800) 669-4000

Drug and Alcohol Use Policy

All applicable state, federal, and local laws relating to alcoholic beverages and controlled substances will be enforced. Illegal possession, consumption, use, sale, delivery or transfer of alcoholic beverages or controlled substances distribution is prohibited on the college grounds and in college facilities. Students seeking assistance with drug or alcohol problems will be referred by Counseling or the Family Health Clinic to appropriate community services such as Narcotics Anonymous, Alcoholics Anonymous, or local community counseling agencies.

Family Educational Rights and Privacy Act (FERPA)

L&C accords to students all the rights under the Family Educational Rights and Privacy Act of 1974 as amended. The college will not provide access to nor disclose any information from students' educational records without the written consent of students except as permitted by FERPA: to L&C officials who have a legitimate educational interest in the record, in connection with a student's request for or receipt of financial aid, to accrediting organizations to carry out their functions, to comply with a judicial order, to appropriate parties in a health or safety emergency, and to release directory information (see below).

L&C officials with legitimate educational interest in a student's educational records may access those records without the student's consent. A school official includes: a person employed by the college in an administrative, supervisory, academic or research, or support staff position, a person elected to the Board of Trustees, a person employed by or under contract to the college to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is performing: a task that is specific to his or her position description or by a contract agreement; a task related to a student's education; a task related to the discipline of a student.

Unless specifically requested otherwise in writing to the Director of the Enrollment and Advising, the college may disclose the following Directory Information: (1) name, (2) email address, (3) whether or not currently enrolled, (4) dates attended, and (5) degrees and honors attained. Additionally, to comply with the Solomon Amendment, the college will release to authorized military personnel the following directory information: student's name, address, telephone listing, date of birth, academic year, academic major, and degrees received. Students can request non-disclosure of above Directory Information by completing a form available from the Director in the Enrollment Center, Baldwin 1450.

Students have the right to review their educational records. Any information within the record is open for the student's inspection. If a student wishes to inspect the educational record, the student should begin the process by completing a Request to Inspect and Review Education Record form. If a student wishes to challenge data in the educational record which he or she considers inaccurate, misleading, or otherwise in violation of the student's privacy rights, the student may request a hearing to be conducted. The request form may be obtained from the Enrollment Center.

Under FERPA a student's right to review his or her records supersedes the right of the parent when the student becomes 18 or is enrolled in a post-secondary institution.

NOTE: The college uses students' college ID numbers and social security numbers for limited and specific purposes. The college is required to obtain students' social security numbers for the purposes of Federal financial aid, college employment (IRS reporting), and Hope/Life Long Learning Scholarship reporting. The Family Educational Rights and Privacy act (FERPA) requires implementation of policies to protect a student's "educational records" and "personally identifiable information" including college ID numbers and social security numbers. College ID numbers and social security numbers are protected and not released to a third party without each student's written permission.

Filming and Photography on Campus Policy

Lewis & Clark Community College encourages filming and photography on its properties within the guidelines of this policy. In all instances, filming and photography will be approved on Lewis & Clark Community College campuses and locations only if it does not interfere with the educational or other program functions or events of the College; does not pose a security or safety risk to those involved in the filming and photography or other campus users; does not cause damage to any College asset; and, the use or re-use of the resulting film or photography product is consistent with the interests of the College and other applicable policies.

Incidental, Non-Commercial Filming Or Photography In Public Places

The College's historic buildings and grounds, as well as its gardens, provide a desired backdrop by area photographers for family, engagement, prom, and other special event photos or for use by amateur photographers. Photographers are welcome to use exterior, public areas of the campus as a backdrop for these non-commercial photographs, but should generally check with the campus safety department to alert security to their

presence on campus. Any individual who uses College property for such purposes must respect the rights of our students, employees and visitors not to be photographed or filmed without their knowledge and permission.

Any such incidental filming or photography by faculty, staff, students, visitors or tourists shall not be used or reused for commercial purposes at any time without the express written permission of the College.

Commercial Filmmakers and Photographers

The College requires explicit written permission for all film, photo, and video shooting on College property done for commercial purposes. Commercial purposes include promotional, marketing, commercial, advocacy, or similar purposes, via any medium, including online digital platforms. Should a filmmaker or photographer shooting for commercial purposes have a special request to utilize College property for filming or photography, that request must be directed to the Vice President of Administration 10 days prior to the planned shoot. A determination will be made within that 10-day period.

If approved for commercial filming or photography, the individual or entity seeking approval must provide a certificate of insurance for workers' compensation and general liability insurance as specified in the approval, naming the College as an additional insured. The individual or entity seeking approval for commercial filming and photography must also agree to indemnify the College from any claims and pay the approved filming or photography fee in advance of the shoot. The College may impose additional fees to cover direct costs for related College services required by the shoot, including safety, security, grounds preparation and restoration, traffic control, facilities, equipment and all other costs associated with the request.

To the extent commercial filming or photography is approved, Lewis & Clark Community College may not be identified as the location, except in those limited circumstances when the Vice President of Administration approves a specific request for such use of College property. Prohibited forms of identifying Lewis & Clark Community College as the location include filming or photographing trademarks, icons, recognizable College landmarks, and merchandise containing trademarked images/logos (such as flags, apparel, posters and other miscellaneous items). Identification also includes verbal references on film or video.

The College reserves the right to restrict filming or photography of a lecture, concert, theatrical production, or similar event. Commercial filming or photography of athletic or other special events requires approval of the Vice President of Administration consistent with this policy.

It is the responsibility of the individual or entity engaging in commercial filming or photography to secure releases from the persons photographed or video recorded in the course of the shoot.

Private Event Photography

Individuals or organizations who have been granted a license to use College facilities for special events may film or photograph contemporaneous with the event without an additional permit, including commercial photography or videography, so long as it is consistent with all other aspects of College policies and regulations and is used solely by the licensee for non-commercial purposes.

Student Work

Lewis and Clark students may film or take photographs on campus as part of an academic project if they obtain approval from their professor or the Vice President of Administration in advance. The student's plans to film or photograph on campus must comply with all College policies.

Journalists

News organizations are generally permitted to film and take photographs in open areas of the campus. Journalists should contact the Media Services Department beforehand. News reporters and photographers should have media credentials to identify themselves and are expected to follow journalistic codes of conduct and ethics.

Please note: Permission from the College is not transferrable to any other individual or entity. The College reserves the right to deny permission to photograph or film or revoke such permission at any time with or without notice consistent with the interests of the College.

Religious Observances Policy

Lewis and Clark Community College recognizes the varied religious beliefs that exist at the college and will accommodate students in resolving conflicts with their academic and religious commitments. Students who are unable to attend classes, take an exam or complete coursework due to a religious observance may be excused and will have the opportunity to make up any such exam or coursework. To be excused for such absences, students must notify their instructors of the absence due to the religious observance by the second week of the semester in order to establish a make-up schedule for completing any exam or coursework, to the extent such schedule will not create an unreasonable burden on the college. Students may raise any claim that they have been denied an educational benefit due their religious beliefs or practices under this policy, initially to the instructor and, if not resolved, through the college's student grievance procedure. This policy implements the University Religious Observances Act, which reads in part:

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. 110 ILCS 110/1.5(b).

Sex Offender Registration Act Process

Illinois state law requires all sex offenders to inform the college within 3 days of registering for classes or accepting employment from an institution of higher learning. To be in compliance, sex offenders must complete an ISP 5-695 form in the Student Development and Counseling office.

If a student discloses as a sex offender at any L&C location, those students are directed to the administrative assistant in Student Development and Counseling to complete the Registration Form ISP 5-695. Once completed, the form is faxed to the State Police. Continuing students must complete the Registration Form ISP 5-695 every semester before advising/registering in Student Development. A new Registration Form must be completed when the student graduates.

Sex-Based Misconduct Prohibition Policy

Policy Statement

Lewis and Clark Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under Policy 505: Anti-Harassment, Including Sexual Harassment.

It is the policy of Lewis and Clark Community College to comply with Title IX of the *Education Amendments of 1972* ("Title IX"), the *Violence Against Women Reauthorization Act* ("VAWA"), Title VII of the *Civil Rights Act of 1964* ("Title VII"), the *Illinois Human Rights Act*, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* ("Clery Act"), the *Preventing Sexual Violence in Higher Education Act*, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.

Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

Title IX Compliance

As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.

The College has designated the Vice President of Administration and the Vice President of Student Engagement as the Title IX Coordinators, who are responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

Retaliation Prohibited

Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct (including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

Implementing Procedures

The College will establish, maintain and publish procedures implementing this Policy, which set forth:

- The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- Definitions of prohibited conduct;
- Responsibilities of and contact information for the College's Title IX Coordinators and Director of Human Resources;
- Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- The College's response to reports of alleged sex-based misconduct;
- The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- Prevention and education programming provided to College students; and
- Training and education provided to the Title IX Coordinators, campus safety, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

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 these Procedures is to implement the College's Policy Prohibiting Sex-Based Misconduct (Board Policy 707) and the College's Anti-harassment, Including Sexual Harassment Policy (Board Policy 706), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the *Education Amendments of 1972* ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the *Violence Against Women Reauthorization Act* ("VAWA"); Title VII of the *Civil Rights Act of 1964* ("Title VII"), 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* ("Clery Act"), which requires timely warning to the community of certain immediate threats; the *Preventing Sexual Violence in Higher Education Act*; and other applicable law and local ordinances.

The College has an affirmative duty to take immediate and appropriate action once it knows or its management should know of an act of sex-based discrimination, sexual harassment or other sex-based 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 Policy Prohibiting Sex-Based Misconduct and these implementing 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

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal framework require the College not to address an act of misconduct falling within the scope of these Procedures.

Sections I-VII and IX-X include provisions relevant to sex-based misconduct in all its forms.

Sections VI.A and VI.B address specific reporting procedures for students and employees, respectively. Section VIII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Appendix A provides definitions for these Procedures.

IV. Administration

A. Title IX Coordinator

The College has designated the Vice President of Administration and the Vice President of Student Engagement as the Title IX Coordinator(s). Contact information for the Title IX Coordinator(s) is as follows:

Vice President Administration
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-3000
Email: lartis@lc.edu

Dean, Student Support Services
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-6000
Email: shill@lc.edu

Responsibilities of the Title IX Coordinators include, but are not limited to:

- 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 or complaints.
- 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.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
 - With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinator(s) will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
 - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- 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.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.
- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator(s) or to the Assistant Secretary for Civil Rights at the United States Department of Education:

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

B. Lewis and Clark's Department of Human Resources

The Department of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Department of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

V. Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment, or Misconduct

A. 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, as well as ongoing assistance and support:

Lewis and Clark Counseling Services, Caldwell Hall 2335, (618) 468-4125, Confidential Counselor*: Terri Austin (taustin@lc.edu)

Call for Help* (Sexual Assault Victim's Care Unit), Granite City: (618) 797-1049, Edgemont: (618) 397-0975, East St. Louis: (618) 271-8990

*Indicates Confidential Advisors, as defined in Appendix A. While the above-listed counselors and advocates may maintain a reporting person's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law.

B. Emergency Response

Anyone who experiences or observes an emergency situation should immediately call 911 and/or the phone number listed below:

Lewis and Clark Campus Safety: (618) 468-2300 or dial "0" from any campus phone

C. On-and Off-Campus Health Care Options

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

Lewis and Clark Family Health Clinic
Fobes Hall, Room 1525
5800 Godfrey Rd.
Godfrey, IL 62035
(618) 468-6800

Alton Memorial Hospital
1 Memorial Dr.
Alton, IL 62002
(618) 463-7311

*OSF St. Anthony's Health Center
1 St. Anthony's Way
Alton, IL 62002
(618) 465-2571

*Anderson Hospital
2133 Vadalabene Dr.
Maryville, IL 62062
(618) 288-5711

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

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

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

D. State of Illinois Sexual Harassment and Discrimination Helpline

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources. The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at 877-236-7703.

VI. Making a Report of Alleged Sex-Based Misconduct

Any student, employee or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinators or any member of management at Lewis and Clark. Students may also make a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting follows below.

A. Student Reporting

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct. Some College employees (referred to as "Responsible Employees") are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex-based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these Procedures.

Immunity for Good-Faith Reporting: Students who in good faith report an alleged violation of the College's Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during 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.

1. Student Reporting to the Title IX Coordinator(s)

Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator(s) directly. The College's Title IX Coordinators are:

Vice President Administration
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-3000
Email: artisa@lc.edu

Dean, Student Support Services
Lewis and Clark Community College
5800 Godfrey Rd.
Godfrey, IL 62035
Telephone: (618) 468-6000
Email: shill@lc.edu

2. Student Reporting to Responsible Employees

A Responsible Employee, as defined in Appendix A, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report.

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

- Title IX Coordinator(s)
- College Administrators
- Supervisors and Managerial Staff
- Faculty
- Campus Safety Officers
- Coaches
- Advisors (including all student club advisors)

Before a student reveals any information to a Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed in Section VI.A.3 below.

If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the College will consider the request, but that the College cannot guarantee it 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's request for confidentiality.

3. Confidential Reporting

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to:

Lewis and Clark Counseling Services, Confidential Counselor Terri Austin, (618) 468-4125, taaustin@lc.edu

This individual is a Confidential Advisor, as defined in Appendix A. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individual(s) listed above may maintain a student'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 a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, Campus Safety may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

4. Electronic and/or Anonymous Reporting

The College maintains 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 he/she 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 4rsv@lc.edu or by calling 855-RSV-4RSV (855-778-4778). Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.

5. Note Regarding Student Participation in 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 sex-based discrimination, harassment or misconduct for purposes of triggering an 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' rights at these events.

B. Employee Reporting

1. Alleged Sex-Based Misconduct of a Student

In addition to the reporting requirements for Responsible Employees (see Section VI.A), all College employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.

2. An employee should notify the Title IX Coordinator or Director of Human Resources if he or she believes that the College or a member of the College community has engaged in sex discrimination, sexual harassment or other sex-based misconduct in violation of the College's Policy Prohibiting Sex-Based Misconduct or Anti-harassment, including Sexual Harassment Policy.

C. Board Member Reporting

Members of the College's Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

VII. College Response to Reports of Alleged Sex Discrimination, Harassment, or Other Misconduct

A. Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the *Preventing Sexual Violence in Higher Education Act*, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter "complainant") to

1. Discuss the availability of supportive measures (see Section VII.B below);
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
4. Explain to the complainant the process for filing a formal complaint.

B. Supportive Measures

Supportive measures (also referred to as "interim protective measures") are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College's policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College's ability to provide the supportive measures.

The Title IX Coordinator(s) is/are responsible for coordinating the College's implementation of supportive measures.

C. Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VIII below, or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

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 will 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. The *Clery Act* also requires the College to maintain a public crime log and publish 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.

VII. Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or (b) sexual violence, domestic violence, dating violence or stalking in violation of the *Preventing Sexual Violence in Higher Education Act*; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

The College as it deems appropriate may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. Where a party requests an extension of time or postponement of a scheduled date and the College grants the request, the extension or postponement will be provided on an equal basis to both parties.

A. Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

B. Informal Resolution

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary, written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

C. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

D. Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal-either of a complaint altogether, or of a complaint for purposes of Title IX-the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

E. Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing (see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, either in electronic format or in hard copy. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report in electronic format for their review and written response.

F. Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hear the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

G. Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

H. Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Appeals Officer or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;
3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Appeals Officer or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Appeals Officer will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Appeals Officer or designee has concluded his/her review of the appeal, the Appeals Officer or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Appeals Officer or designee's decision is final.

IX. 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 Preventing Sexual Misconduct 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.

X. Training

The Title IX Coordinator(s), campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other 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 investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VIII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

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 Grievance Process pursuant to Section VIII above.

The College, in conjunction with its Preventing Sexual Misconduct 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.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

Appendix A

Definitions for the College's Sex-Based Misconduct Procedures

- A. Bystander Intervention: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- B. Complainant: an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.
- 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 may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section VI of these Procedures are not Confidential Advisors.
- D. Consent: knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. 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 does not imply ongoing or future consent. 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.
- E. Dating Violence: 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. Education Program or Activity: a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.
- H. 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.
- I. 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.
- J. 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.
- K. Intimidation: to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.
- L. 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.
- M. Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.
- N. Responsible Employee: a college employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of these Procedures lists categories of employees who are Responsible Employees for the College.
- O. 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 and may violate the protections of the *State Employees and Officials Ethics Act*, the *Whistleblower Act*, and the *Illinois Human Rights Act*. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.
- P. Sexual Assault: any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, 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.
- Q. Sex-Based Misconduct: misconduct on the basis of sex, sexual orientation or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- R. Sexual Exploitation: 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.
- S. 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 may include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
 - Non-Verbal: Sexually suggestive 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.
- T. 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.
- U. 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.
- V. Survivor-Centered: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.
- W. 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.
- X. 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.
- Y. Trauma-Informed Response: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

Smoking Policy

As of July 1, 2015, and in accordance with the Smoke Free Campus Act (Public Act 098-0985), smoking is prohibited on all campus property. Campus property is defined as property that is owned, leased, occupied or otherwise controlled by Lewis and Clark Community College, both indoors and outdoors and in college-owned vehicles. The college's prohibition extends beyond the limitations of Public Act 098-0985 and is further applied to individuals traveling through campus or on campus in personal vehicles not owned by the college. The advertising, sale, or free sampling of tobacco products is also prohibited on campus property.

This policy applies to all individuals, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, vendors, volunteers, visitors, guests, and members of the public. The policy is applicable 24 hours a day, seven days a week.

The prohibition includes using any kind of lighted or unlighted smoking materials. Prohibited materials include but are not limited to any kind of pipe, cigar, cigarette, cigarillo, bidi, kretek, hookah, atomizer, vaporizer, marijuana, weed, herb, and electronic cigarette.

This prohibition does not include (1) smoking associated with a recognized approved religious ceremony, ritual, or activity by American Indians and (2) smoking that is exclusively conducted for the purpose of approved medical or scientific research.

Violations of this policy will subject the violator to a fine of \$100. Repeated failure to comply with this policy may result in a ban from campus. Employees and/or students may also be subject to disciplinary action as well.

The Lewis and Clark Community College Security Department will enforce the provisions of the Smoke Free-Campus Act and this policy. However, compliance and enforcement are also the responsibility of all employees and students. Any form of discrimination or retaliation against an individual for making a complaint or furnishing information concerning an alleged violation will not be tolerated and will result in appropriate corrective action.

Appeals of any fine may be made to the Vice President of Administration within ten (10) calendar days of the receipt of the ticket. Students may appeal discipline in accordance with the Student Code of Conduct and employees may appeal discipline in accordance with the provisions of the college's personnel policies.

A smoke-free campus map for all college locations is available on the college's website: www.lc.edu/smokefree.

Solicitation Policy

Solicitation of employees and students by individuals or profit-making organizations with products or services for personal use is prohibited unless otherwise authorized by the college President or his/her designee. Solicitation by individuals or non-profit organizations is not prohibited provided that it does not interfere with college business, programs and activities, is approved by the Vice President of Student Engagement, and is affiliated with a college organization, club or office.

Student Right to Know

Please note that Student-Right-to-Know graduation rate and transfer-out data is available at www.lc.edu/right_to_know.

Athletic Participation and Financial Aid (EADA) disclosure is available at www.lc.edu/right_to_know.

The Jeanne Clery Disclosure of Campus security Policy and Crimes Statistics Act (formerly the Campus Security Act) can be found at www.lc.edu/security by clicking "Annual Security Report."

Technology Resources Policy

All college students, faculty, staff or other personnel who use or have access to the college's technology resources, including but not limited to computers (e.g. desktops and portable computers, servers, networks, printers, software and data storage media), email, voicemail, facsimile machines, photocopiers and Internet access (collectively, technology resources) should be familiar with, and must comply with, these policies.

1. Confidentiality and Access Policies

The college's technology resources store confidential information. Access to this confidential information is granted to users only in connection with the college's function as an educational institution. Users may access and use the information only for proper purposes and must respect and maintain the confidentiality of that information. Users may not leak, place, post, transmit, or otherwise disclose confidential, sensitive, or proprietary college information, or any private information relating to any individual college employees, contractors, or students, to anyone outside of the college by any means, at any time, or for any reason.

2. Types of Software Used at College and Software Policies Third Party Software

All third party software used by the college is proprietary to the third party vendor, is protected by copyright and/or trade secret law, and is subject to the terms of the specific software license agreement entered into by the college with the third party vendor with respect to that software. In general, these software license agreements expressly forbid copying of the software, forbid the use of unauthorized copies of the software, may restrict the use of software to particular hardware, and may limit the computers upon which the software may be used or the number of concurrent users of such software. In some cases, the college's licenses permit certain limited use by students, faculty or staff on home or portable computers. Violation of the provisions of software agreements and or copyright law can subject the college and individuals to substantial damage claims and possible criminal penalties.

Copying of Software - Lewis and Clark Community College will comply with copyright laws and license agreements entered into with vendors and computer software authors. The college prohibits any unauthorized duplication of all software owned or licensed by College. No user may, without proper authorization, duplicate the software that is loaded on his or her computer's hard disk for use on any other PC without consulting with and obtaining written authorization from the Academic Computing/Help Desk staff.

Installation of Unauthorized Software - The installation or use of non-college software on Lewis and Clark Community College computers is prohibited unless approved in writing by Academic Computing/Help Desk Staff. Such approval will be granted unless there is a substantial

danger of system or network conflicts, configuration changes, etc. Any maintenance required by a PC that was caused by the installation of unauthorized software will be placed at the bottom of the priority list for repair by the Academic Computing/Help Desk Staff.

File-Sharing - To avoid the risk of copyright infringement and exposure to viruses/malware, users may not post, upload, download, transmit, distribute, or engage in any "file-sharing" of any data or files (including software, music, audiovisual clips, movies, etc.) unless such activity is consistent with all applicable licenses and approved in advance by College's Academic Computing/Help Desk Staff.

3. **Use of Technology Resources**

The college's technology resources are property of the college, or are licensed for use by the college and are intended to be used primarily for proper educational institutional purposes.

Monitoring - The college reserves the right to monitor, inspect, access, intercept, review, and when appropriate, disclose any and all information created, entered, received, stored, viewed, accessed or transmitted via college technology resources (including without limitation in databases, data file systems, data archives, Web/Internet/Intranet sites). Users should have no expectation of privacy in connection with the use of college technology resources, including the creation, entry, receipt, storage, accessing, viewing or transmission of data via such resources.

Passwords and Security - All passwords and security used in connection with college technology resources - including voice mail access codes - are college property and must be made available to the college. Users must understand that their use of passwords will not preclude access, monitoring, inspection, interception, review, or disclosure by authorized college personnel. The college also may unilaterally assign and/or change passwords and personal codes. The security of the college's technology resources is every user's responsibility.

Academic Computing Staff access each PC in the college periodically to perform system maintenance. Authorized and specifically designated college employees, agents, or representatives may also investigate and/or monitor the use of college systems to ensure that use is consistent with our policies. They may also override all passwords or security codes when deemed necessary.

Lawful Use - College technology resources may not be used to intentionally or unintentionally violate any local, state, federal, or national civil or criminal laws, including copyright and patent laws of any jurisdiction. Unlawful activity includes but is not limited to lotteries, raffles, betting, gambling for anything of value, and participating or facilitating in the distribution of unlawful materials. Users likewise may not upload, post, email, or otherwise transmit any data that is threatening, malicious, tortuous, defamatory, libelous, obscene, or invasive of another's privacy. Users also may not upload, download, post, email, or otherwise transmit any material that contains software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software, hardware, or telecommunications equipment.

Infringement - College computer, electronic, email, and Internet resources may not be used to violate proprietary rights, including copyright, trademark, trade secret, patent, rights of publicity, or any other intellectual property rights.

No Harassment - Users are absolutely forbidden from using college technology resources in any way that may be construed to violate the college's harassment-free workplace policy or otherwise harass fellow students or other individuals. This prohibition includes sexually explicit or offensive images, messages, cartoons, jokes, ethnic or religious slurs, racial epithets or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other status protected by law. Users are required to take all reasonable steps to avoid and eliminate receipt of any potentially offensive material: claiming to be a passive recipient of prohibited material is unacceptable. Prohibited conduct includes sending email messages to someone who has requested that the user not do so.

Misrepresentation of Identity - College computer, electronic, email, and Internet resources may not be used to misrepresent, obscure, suppress, or replace one's identity or the origin of data or communications. For example, "spoofing" and "phishing" (e.g., constructing electronic communications to appear to be from someone else, including to solicit personally identifiable information from recipients) is prohibited. Each user's name, email address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date, and place of origination, as well as the original message's true content.

4. **Internet Guidelines**

In addition to the above terms of use, the following guidelines specifically apply to Internet usage. Members of the Lewis and Clark Community College campus community must remember that access to the Internet is a privilege. All College Students, Faculty, Staff or other personnel who use or have access to the Internet through the college must use the Internet resources in an effective, ethical and lawful manner. The following guidelines must be adhered to by all persons whether using systems on-campus or remotely from off-campus. Failure to do so may result in removal of your account. The account is to be closed if you are no longer associated with the college. Because of limited disk space, it is expected that you check email daily and delete unnecessary messages immediately. Keep messages remaining in your electronic mailbox to a minimum. Subscribers to news and messaging groups/services have an additional responsibility to monitor their electronic mailbox.

Communications Over the Internet - Electronic communications facilities (such as email, blogs, network news, and Internet video and chat) are primarily for college activities. Each individual is responsible for his/her image on the Internet as well as the image of the college. Fraudulent, harassing, or obscene messages and/or other materials must not be transmitted over the Internet or any other network on- or off-campus. Inappropriate messages include but are not limited to the following:

Fraudulent Messages - Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message.

Harassing Messages - Messages that harass an individual or group because of their sex, race, age, religious beliefs, national origin, physical attributes or sexual preference.

Obscene Messages - Messages that contain obscene or inflammatory remarks directed toward an individual or group.

Inappropriate Use of Resources - No one may deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system.

Network Configuration - No one may establish a TCP/IP resource on campus without the explicit consent of Academic Computing/Help Desk. All addresses are administered by Academic Computing/Help Desk and all users must adhere to the addressing conventions established by that department.

Security - No one may use loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.

System Accounts - Accounts are assigned to individuals and no one may use another person's account. Use of another user's account may result in automatic suspension of the account.

Financial Gain - No one may use resources of the Internet for personal financial gain by posting messages that promote the products or services of a local business or their own product or services.

5. **Personal Technology Devices in the Classroom**

In an effort to preserve the integrity of the academic environment, extraneous use of personal electronic devices (cell phones, Bluetooth, PDAs, iPods, calculators, etc.) is prohibited during all class meetings. The instructor reserves the right to examine the device in instances where allegations of academic dishonesty are suspected. In emergency situations students must inform the instructor to receive permission to leave the classroom when their cellular phones vibrate (do not have cell phone ring or otherwise disturb the class).

Weapons on Campus Policy

Consistent with the College's commitment to provide a safe and secure environment, the College maintains a policy prohibiting any individual from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons either on his person or in his vehicle anywhere on College property or in any College buildings, even if that person has a valid federal or state license to possess a weapon or firearm. College employees are similarly prohibited from possessing, carrying, displaying, brandishing, discharging or otherwise having control of or using firearms or weapons in the performance of duties or when performing work on behalf of the College, whether on or off of College property, except as expressly outlined below.

The prohibitions of this policy extend to all property, including parking areas, sidewalks and common areas, owned, leased or controlled by the College where activities, programs or classes are held or College work or business is performed, including College vehicles. The prohibitions of this policy also apply when the College property is used for public or private gatherings. The prohibitions of this policy extend to concealed firearms, meaning a loaded or unloaded handgun carried on or about that person completely or mostly concealed from view of the public or in the vehicle of that person, even if an individual has a permit for "concealed carry" pursuant to Public Act 98-0063, the Firearm Concealed Carry Act.

As a limited exception to the prohibitions on weapons in this policy, individuals licensed to carry a concealed firearm may transport a firearm into the parking areas on College property at the [Godfrey Campus, N.O. Nelson campus in Edwardsville, the Confluence campus, the Macoupin County Community Education Center, the Tri-County Community Education Center, St. Patrick's Adult Education Center and the Bethalto Training Center] if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle or in the vehicle's trunk. Any licensed individual must immediately, upon parking the vehicle in any of the College's designated parking spaces, either: (a) store his or her firearm or ammunition in a secure case or locked container out of plain view within the vehicle, or (b) store the firearm within the vehicle's trunk. In the event the individual stores the firearm in the vehicle's trunk, the individual must ensure that the firearm is unloaded at the time the individual exits the vehicle.

This policy does not prohibit the authorized use of a weapon or firearm used in connection with a weapons safety course or weapons education course offered in the regular course of College business or approved by the College; or the authorized use of a weapon or firearm by an on duty law enforcement and/or College security officer required to carry a weapon or firearm as a condition of his or her employment; or the use of a weapon or firearm in connection with College sanctioned classes, performances, athletics, or recreational sports practices, games, matches, tournaments or events on Campus when the activity requires the use of such weapons or firearms (e.g., starter pistols) and prior written approval has been received from the College. Similarly, this policy allows for active law enforcement officers who enter onto College property to carry a licensed or authorized service weapon provided that if the law enforcement officer enters College property outside of the officer's assigned duty hours, the officer must notify the Security Department that the officer has brought an allowed weapon on to College property.

Persons who violate any of the terms of this Policy shall be subject to all civil and criminal penalties as provided by law. In addition:

1. Any student found to be in violation of this Policy is subject to suspension or expulsion from the College.
2. Any College employee found to be in violation of this Policy is subject to suspension or termination of employment.
3. Any third person (meaning, an individual who is neither an employee nor a student) found to be in violation of this Policy is subject to exclusion from any College property or facility for a period of not less than one (1) calendar year.