

## **Lewis & Clark Community College Student Handbook 2017-2018**

### **L&C Mission Statement:**

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

### **L&C Purposes:**

1. Prepare students for transfer to four-year colleges and universities.
2. Prepare students for entry into the workforce, career advancement, or change through technical certificate and associate degree programs.
3. Provide adult basic education, general education development (GED), developmental, and other instruction that prepares students for college level coursework.
4. Provide programs/experiences that foster individual development through job skills and lifelong learning skills to meet the demands of a global, technology-driven, and knowledge-based economy.
5. Provide a learning environment that is supported by teaching excellence, high quality student services, and well-equipped and maintained instructional facilities.
6. Support education and research activities and the economic development of the district and the State of Illinois through partnerships and community service programs.
7. Contribute to the advancement and well-being of the citizens of the district through cultural, civic, and professional activities.

### **L&C Core Values:**

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

### **L&C 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.

### **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 & Clark Community College adheres to the principles of equal opportunity in education and employment. Lewis & Clark Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. Likewise, Lewis & Clark Community College does not discriminate in any aspect of the employment relationship on the basis 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.

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

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

Lewis & 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, and (e) the Illinois Human Rights Act. 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.

**Accreditation Statement:**

Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools

Illinois Board of Higher Education

American Council for Occupational Therapy Education (ACOTE)

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

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

Committee on Accreditation for the EMS Professions (CoAEMSP)

National Automotive Technicians Education Foundation (NATEF)

National Alliance Of Concurrent Enrollment Partnerships (NACEP)

Lewis and Clark Community College is accredited by The Higher Learning Commission of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, 800-621-7440, [www.ncahlc.org](http://www.ncahlc.org).

**Table of Contents-Handbook**

Mission, Purposes, Core Values  
Nondiscrimination Statement  
Accreditation  
Student Responsibilities

**Academic Information**

Attendance  
Classification of Students  
Course Load  
Course Waitlists  
Course Withdrawals and Tuition Refund  
Course Audits  
Credit for Prior Learning  
Grade Information  
Graduation  
Honors College  
Online and Web-Blended Courses  
Repeating Courses  
Student Conduct Code, Smoking Policy, Drug and Alcohol Use  
Student Grievance Procedure  
Transfer and Articulation Agreements  
Transcripts (Student Records)

**Student Information**

Academic Advisement/Counseling  
Assessment Center  
Blackboard/Student Resources  
Bookstore  
Campus Closing Policy  
Carl Perkins Program  
Career and Employment Services  
Carl D. Perkins Student Support Project  
Child Care  
Dining Services  
Disability Student Services  
Family Health Clinic  
Financial Aid  
Housing  
Library  
Lost and Found  
Parking  
Student Activities  
Student Employment  
Student Identification Cards, Fraudulent ID's and Drivers Licenses  
Student Success Center  
Sustainability Center  
Tuition and Fees  
Veterans Services  
Voter Registration

**Policies and Regulations**

Anti-Harassment Policy  
Family Educational Rights and Privacy Act (FERPA)  
Graduation Rate and Transfer-Out Data  
Jeanne Cleary Disclosure of Campus Security  
Sex Offender Registration Act Process  
Solicitation Policy  
Student Right to Know and Campus Security  
Technology Resources Policy

**Campus Information**

Directory  
Maps

## **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 handbook, 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 Information**

### **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. 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.

Lewis and Clark 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.

### **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.

### **Course 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.

## **Course Withdrawals and Tuition Refund**

### **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](http://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.

**Refund Policy**-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. For classes that begin at midterm and last at least eight week, 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 previous business day before that Friday at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through Student Planner before the end of that Friday, mailed and postmarked before that Friday, or faxed to the Enrollment Center (618-468-2310) on or 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 Student Planner 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.

For 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.



### **Course Audits**

You may register to audit a course during the week prior to the start of the course. It is suggested 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 veterans educational benefits for audited courses. For additional information, contact the Enrollment Center, Baldwin 1450.

### **Credit for Prior Learning**

Academic credits may be earned through several proficiency examination processes. 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 proficiency credit at L&C must be enrolled or have previously completed courses in which credits have been earned at L&C. 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. A conference 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. 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 \$80 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 service schools that have been evaluated by the Commission on Accreditation of Service Experiences (CASE) of the American Council on Education. 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. 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 2422, 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. A person seeking proficiency credit must be enrolled or have previously completed courses in which credits were earned at L&C. 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, OTEC 120, OTEC 151, SPAN 131, SPAN 132, SPAN 231, and SPAN 232.

### **Credit for Prior Learning - Portfolio Method**

It is possible that your work, study, or personal experiences have resulted in specific knowledge that L&C may recognize as equivalent to college-level learning. Contacting your program coordinator is the first step in exploring the portfolio method of earning college credits. The program coordinator will be able to evaluate a portfolio of your previous learning and to determine if your learning is equivalent to that of a specific course within your program of study. If you plan to apply for prior learning credit through portfolio evaluation, you must enroll in DST 130 - Experiential Learning Assessment. In this two-credit hour course, students learn how to develop a prior learning portfolio, which is the basis for your request for prior learning credit. L&C will transcribe credit for prior learning at \$10 per credit hour.

### **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 Information**

The following letter grades are used at L&C:

<b>A</b>	Superior Performance
<b>AU</b>	Audit, no credit
<b>B</b>	Good Performance
<b>C</b>	Average Performance
<b>D</b>	Poor Performance (may not qualify as a passing grade in some programs)
<b>F</b>	Failing the Course

Incomplete. Student in good standing who did not complete the requirements of the course due to extenuating circumstances.

<b>I</b>	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.
----------	--

<b>P</b>	Proficiency credit earned
----------	---------------------------

<b>PR</b>	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.
-----------	--

<b>S</b>	Satisfactory. Awarded for completion of those courses designated as pass/fail.
----------	--

<b>W</b>	Withdrawal
----------	------------

**WA, WB, WC,**

**WD, WF, WI,** Identifies grades forgiven through Academic Renewal

**WS, WX, WPR**

<b>X</b>	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 Point Average (GPA)

We use a quality point average system based on 4.0, which means an “A” equals 4.0, “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
<u>2 credit hours of D = <math>2 \times 1.0 =</math></u>	<u>2 quality points</u>
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.

### 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.

## **Academic Standards**

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

### **Honors**

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
- Accumulated twelve or more credit hours in two or more semesters and earn a cumulative GPA of 3.750 or higher.

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
- Accumulated twelve or more credit hours in two or more semesters and earn a cumulative GPA between 3.250 and 3.749.

### **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.

**Good Standing:** To be in good standing you must maintain a cumulative grade point average (GPA) based on the requirements that follow.

**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 are 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 are 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 34 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 and not be allowed to attend for one semester.

**Re-admission after Academic Suspension:** After a one semester suspension, you will be readmitted on probation. You will remain on probation as long as you maintain a 2.00 semester GPA and your cumulative GPA is below 2.00. If you are suspended in the Fall semester you cannot register for the Spring semester.

If you are suspended in the Spring semester you will be permitted to register for the Summer session.

If you earn a 2.00 Summer GPA you may register for the Fall semester. If you do not attend in the Summer session you cannot register for the Fall semester. If you are suspended in the Summer session you cannot register for the Fall semester.

## 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 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.

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

### **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 this catalog.

### **Graduation Procedure**

Follow these steps:

1. Petition for Graduation - Fill out the on-line graduation application through BlazerNet 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.

<u>Graduation Date</u>	<u>Application Deadline</u>
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**

Certification of Graduation - 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 letter. If problems can be resolved, your graduation will be certified by mid-term of the following semester. Otherwise, you will need to state when you will complete the requirements. Your file will remain inactive until you schedule completion with the Enrollment Center.

Waivers and Substitutions - 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.

Pick up Your Diploma - The Registrar will inform you by letter when to pick up your diploma.

Plan to Attend Commencement in May - All graduates are encouraged to attend the commencement ceremonies in May in the Hatheway Cultural Center.

In March, candidates for graduation are sent informational packets containing information needed to participate in commencement.

### **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.

### **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.

**First Time Online Student Orientation:** LCCC 202, Introduction to Online Learning, is a free course that teaches students to connect to, communicate in, and navigate through Blackboard, the course management system that Lewis and Clark uses in the majority of online and Web-blended classes. Students who seek to enroll in an online or web-blended class are required to take this course under the following conditions:

- They are new to LC and have no established GPA.
- They are returning to LC and have a GPA between 2.3 and 2.69.

It is recommended that students with a GPA of 2.7 or higher take LCCC 202, but it is not required before they enroll in an online or web-blended course.

LCCC 202 - Introduction to Online Learning, is a free course that teaches students to connect to, communicate in, and navigate through Blackboard, the course management system that Lewis and Clark uses in the majority of online and Web-blended classes. LCCC 202 is a self-paced, non-credit course that helps students develop the necessary skills to be successful online learners. It covers basic computer literacy, the attributes of a successful online learner, the technology needed, and gives step-by-step instructions for using Blackboard. Students have two weeks to complete LCCC 202, but because it is self-paced, it may be finished in less time. The average completion time is 6-10 hours. All course work takes place in Blackboard; there are no on-campus meetings. If a student is unable to complete the course in the two-week timeframe, she/he may re-enroll and continue without losing work. For additional information, call 618-468-2600.

**Restrictions:** Students with a 2.7 GPA or above are eligible to take online classes. New students with no GPA and those with a GPA between 2.3 and 2.69 may enroll

in online courses after successfully completing LCCC 202. You may not enroll in an online class if you have previously received a grade of PR, D, or F in the class whether online or face-to-face or your GPA is below 2.3. 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.

### **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 exception to this rule is 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. See the college catalog for courses that can be repeated.

## **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 Conduct Code**

Lewis and Clark Community College respects the civil rights and liberties of each member of the college. However, it is imperative for the college to be a safe environment, free from violence, threats of violence, coercion and harassment, 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. 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, on- or off-

campus. Violation of laws 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, cheating, plagiarism, and forgery.
- 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 College's rules, regulations, and policies.
- Fighting, violent acts or threats of violence.
- Possession and/or consumption of alcoholic beverages except at off-campus activities where such possession and consumption meet requirements of state law and where the location of the activity does not prohibit such beverages.
- Being under the influence of alcohol, illicit drugs, or any controlled substance not prescribed to the student by a licensed physician/nurse practitioner.
- Sale, use, possession, or distribution of illicit drugs, drug paraphernalia, or any controlled substance not prescribed to the student by a licensed physician/nurse practitioner.
- 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, 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](http://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; and 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.
- 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 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.
- Title IX and L&C policy prohibit sex and gender based discrimination, including sexual misconduct. The policy regarding sexual misconduct is very clear. Anyone experiencing sexual misconduct may speak confidentially to the college's confidential Counselor at 618-468-4125. A student may also choose to report it and have it investigated. Faculty are legally required to report incidents of sexual misconduct brought to their attention through any sources and thus cannot guarantee confidentiality. View the full policy at [www.lc.edu/4rsv](http://www.lc.edu/4rsv).

Note: Student Athletes are also required to comply with a separate Athlete Code of Conduct.

### **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.

### **Student Grievance Procedure**

Student grievances may involve academic matters, 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 race, creed, color, sex, religion, national origin/ancestry, disability, sexual preference or age as prohibited by applicable federal or state 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.

### **Transfer and Articulation Agreements**

Lewis and Clark is a participant in the major statewide initiative to facilitate transfer of students among Illinois colleges and universities. This major effort among public, private, two-year, four-year, associate and baccalaureate degree granting institutions is called the Illinois Articulation Initiative (IAI). See <http://www.itransfer.org> for more information.

The IAI agreement is designed to make transferring to any participating school as smooth as possible. When making transfer plans, a student must always seek the

advice of an academic advisor in the Enrollment Center and at the school she/he plans to attend.

Articulation is the process of transferring courses from one college to another and the way the classes will be used at the receiving school. The IAI General Education Core Curriculum is designed specifically for transfer students. Transferring students should complete the IAI General Education Core Curriculum before transferring in order to be guaranteed full general education credit. When the full core is not completed before transfer, each college or university decides how to apply each individual course.

L&C's General Education Core Curriculum, approved by the IAI, requires a total of 12 courses (37 semester credit hours). There are five fields or categories within the General Education Core Curriculum: Communication, Mathematics, Physical and Life Sciences, Humanities and Fine Arts, Social and Behavioral Sciences. This curriculum became effective at L&C and statewide in the summer of 1998. The application of credit earned prior to the summer of 1998 is an individual college's decision.

### **Dual Admission Agreements:**

Lewis and Clark has developed several dual admissions agreements to give L&C students the opportunity to be admitted to baccalaureate-degree granting colleges and universities while enrolled full-time at L&C. The goal of these agreements is to create a seamless and successful transition from L&C to another institution. Participants have access to both L&C and partnering institutions' advising and financial aid services, and both L&C and the partnering institutions' courses. While studying primarily at L&C, dual admission students may enroll in one course per semester at the partner institution.

Southern Illinois University Edwardsville and Lewis and Clark have a Dual Admission/Partnership Agreement that allows L&C students to apply by the end of their second semester of full-time attendance at L&C for dual admission at SIUE. Students are eligible for advising and financial aid services at both SIUE and L&C. For more information call the Director of Enrollment and Advising, 618-468-5200.

Fontbonne University and Lewis and Clark have a Dual Admission Agreement that allows students to apply within the first 30 credit hours at L&C. Students are eligible for advising and financial services at both Fontbonne and L&C.

For more information contact an advisor at 618-468-2222.

**2+2 Agreements:** Lewis & Clark has developed 2+2 articulation agreements with selected colleges and universities to provide students the opportunity to obtain baccalaureate degrees in technical and other specific fields. Under the 2+2 agreements, L&C graduates who have earned Associate in Applied Science (A.A.S.) degrees in specific occupational programs or A.A. or A.S. degrees with specific course work can transfer to the cooperating four-year institution, usually with junior standing. See the College Catalog for additional information.

### **Transcripts (Student Records)**

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 for 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, Associates 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.

## **Student Information**

### **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, personal, and career needs. More complete descriptions follow.

Academic Advisement is located in the Enrollment Center, Baldwin 1450, and Counseling is located in Caldwell 2320. Appointments are available upon request by calling Academic Advisement at 618-468-2222 and Student Development and Counseling at 618-468-4211.

#### **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.

**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- 468-4211.

### **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 Accuplacer, which is a computerized test. The Assessment Center also administers a variety of other tests including CLEP, Pearson Vue, and GED 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 Hall (lower level) room 25 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. Your initial login and password information will be given to you 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 Community College.

All classes that use Blackboard - This includes fully online classes, those that are web-blended (online classes with some on-campus meetings), and web-enhanced classes (face-to-face classes that place materials in Blackboard) - will find the following on the Blackboard login page (<https://blackboard.lc.edu>)

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

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

**Password Management** - Manage your own password, including password changes and security.

**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. The bookstore is open 8:00 a.m. - 4:30 p.m. Monday, Thursday, and Friday; 8:00 a.m. - 7:30 p.m. Tuesday and Wednesday. The bookstore is closed on Saturdays and Sundays. (Please check our website for our extended hours schedule.)

You can contact the bookstore at 618-468-2268 or by email [bookstore@lc.edu](mailto:bookstore@lc.edu).

### **Campus Closing Policy**

If it becomes necessary to close the College due to inclement weather, notification will occur via phone, text messaging, and email through the LC Alert system, on the campus Website, major St. Louis television stations, and major St. Louis and local community radio stations. A message will be placed on the main campus telephone line indicating hours and locations of closings.

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. 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. Conversely, if L&C observes a Spring Recess that the local school districts do not observe, the off-campus L&C courses WILL MEET at the respective community public schools on that day or evening. Students in internships, cooperative education, clinicals, or other external learning experiences should follow any special policies or procedures related to class cancellations for these classes.

Holidays, Thanksgiving Recess, Spring Recess - The main L&C campus, the three Community Education Centers and the N. O. Nelson Campus will maintain the academic calendar and holiday schedule published in the Catalog. Campus offices are open for business during spring break.

### **Carl D. Perkins Program**

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, disabled, displaced homemakers, single parents, limited English proficient, and/or nontraditional (a gender-based designation determined by a career field's employment data). To be eligible for Perkins Student Support Project services, the Grant requires that students must be enrolled 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: career specific textbook loans, career specific equipment loans, and provision of career specific supplies and materials. No direct monetary assistance is provided to students, nor can the Project provide for transportation, child care, tuition, fees, testing, physicals, background checks, and/or reimbursement for items purchased by students. For more information, contact the Perkins Project Manager at 618-468-4020 or visit Caldwell 3333. The office is generally open Monday through Friday, 8:15 to 4:15. Appointments are not required.

### Career Services

L&C Career Services (Baldwin Hall 2418) provides access to a variety of information and job search tools. Online job-seeking resources now 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 618-468-5500 for career and job readiness assistance. Employment opportunities can also be obtained by accessing the Community Job Board at [www.lc.edu/career](http://www.lc.edu/career). We are not a job placement service.

Workforce Investment Act (WIA) information and unemployment services can be found throughout L&C's district at the following locations: The Illinois WorkNet Centers - 612 W. St. Louis Avenue, East Alton, 116 South Plum, Carlinville, and 301 West Exchange, Jerseyville, 618-498-1778. These centers, in partnership with L&C and several other agencies, provide valuable job-seeking services to dislocated workers and low income residents. Residents are free to utilize the services at these centers which include WIA 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. For more information call 618-258-7171 (Madison and Bond Counties) or 217-854-6115 (all other L&C district counties).

Illinois Cooperative Work Study Program - Students who are enrolled in a paid internship class of their career program are eligible for this reimbursement program.

For federal work study or institutional student employment visit L&C Financial Aid in Baldwin Hall 2450 or call 618-468-5311.

For more information on any of these services contact L&C Career Services at 618-468-5500.

**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 three courses described below are also designed to help students make informed decisions.

**CDEV 130:** Face-to-face sections. 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.

**CDEV 130:** Online sections. 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.

**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. 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](http://www.lc.edu) .

### **Carl D. 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. To be eligible for Perkins Student Support Project services, the Grant requires that students must be enrolled in an officially declared 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, and provision of some required career specific supplies and materials. No direct monetary assistance is provided to students, nor can the Project provide for transportation, child care, tuition, fees, testing, physicals, background checks, and/or reimbursement for items purchased by students. For more information, contact the Perkins Project Manager at 618-468-4020 or visit Caldwell 3333. The office is generally open Monday through Friday, 8:15 to 4:15. Appointments are not required.

When seeking services, students begin the process by contacting the Transition Coordinator and setting up an appointment for assessment and information about additional resources that may be available to offset costs and expenditures. The Transition Coordinator can be reached by calling 618-468-2730, or visiting Caldwell 4335. Appointments are recommended.

### **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. Hours are 7 a.m. - 5:30 p.m. weekdays, excluding holidays. For additional information, call 618-468-3154 or visit their website at [mchgodfrey.org](http://mchgodfrey.org).

### **Dining Services**

Two locations offer students, faculty, staff and visitors a variety of options for breakfast and lunch.

The main dining area is located in Reid Hall on the first floor. The Reid Cafeteria offers a daily breakfast menu and lunch menu (Grill Specials and Main Dish Specials) which include a number of food options to choose from.

The Commons Cafe is located between the Math and Science Buildings on the first floor. The Commons Cafe has a number of food options to choose from on the lunch menu.

Dining Services also offers a "Lunch Ticket". The card can be purchased for \$25 and can be used on purchases in the Reid Cafeteria or Commons Cafe. Stop by the Reid Cafeteria for details or to purchase a card.

### **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. For further information call the Student Development Office at 618-468-4121.

### **Health Services/Family Health Clinic/Dental Clinic**

The Family Health Clinic located 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. The clinic hours are Monday through Friday 8:00 am-4:40 pm. Students can make an appointment by calling (618) 468-6800. Walk-ins are welcome too.

**Paul B. Hanks Dental Clinic:** The 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.

## Financial Aid

### How Your Cost of Attendance is Determined

The following figures may not necessarily reflect your cost of attending L&C, but do show how much financial aid you may be able to receive for the 2017-2018 academic year. All students incur the same average direct educational expenses. 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	\$4,004
Books & Supplies	\$1,008

#### Indirect Education Expenses for Independent Students

Room, Board, and Personal Expense Allowance	\$7,002
Transportation Allowance	<u>\$2,700</u>
Total Allowance for Financial Aid	\$14,714

#### Indirect Educational Expenses for Dependent Students

Room, Board, and Personal Expense Allowance	\$5,598
Transportation Allowance	<u>\$2,700</u>
Total Allowance for Financial Aid	\$13,310

Budgets will be prorated for students enrolled less than full-time and for summer terms. Also, budgets can be increased 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 in this catalog.

**Good Standing:** 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 good standing requirements as described in the Lewis and Clark Community College 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. In addition, financial aid satisfactory progress, as well as 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 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.

**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 cumulative credit hour pace of completion 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 completion is not the same as academic hours attempted or earned and should not be confused as such. The cumulative completion rate 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 and F are not passing grades and are considered non-completions. 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.

**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 completion 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 completion 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 completion 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 completion to 67 percent or higher without the use of financial aid.
2. Appeal to the Financial Aid Committee explaining the 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. Many students will be restricted in the number of credit hours taken in a semester and the types of courses that can be taken. 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 completion AND at least a 2.0 semester GPA and any additional appeal requirements, the student will remain on Financial Aid Probation, though the cumulative GPA may still be below 2.0 and/or the cumulative pace of completion may still be below 67 percent. If a student does not continue to make progress by successfully maintaining a 100 percent semester pace of completion AND at least a 2.0 semester GPA and any additional appeal requirements, 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 Investment Act (WIA), and the Department of Human Services Division of Rehabilitation Services (DHS DRS).

**Repeat Courses and Financial Aid:**

- Failed courses can be repeated with financial aid coverage multiple times until a passing grade is received.
- 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, 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.
- Withdrawals are not considered repeats (i.e. If a student enrolls in a class and passes the class with D, then re-enrolls in the same class in the next semester and officially withdraws from that class; the student can retake the class in a following semester and receive aid for that course.

**Treatment of Federal Student Aid When a Student Completely Withdraws**

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), Stafford Loans, and PLUS Loans.



When a student withdraws during a payment period or period of enrollment, 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 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% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn 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.

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 holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. You must 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 separate from any refund policy that your school may have. Therefore, you may still owe funds to L&C to cover unpaid institutional charges. **L&C will hold you responsible 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](http://www.studentaid.ed.gov).

### **Student Loan Defaults**

If you are currently in default of a Stafford 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 regain Title IV (federal) and state student aid eligibility by establishing satisfactory repayment. This is usually three months of consistent, consecutive payments if a loan is consolidated and six months if it is not. Payments vary depending on the defaulted amount. You must contact the loan holder to make arrangements to repay your loan. To regain financial aid eligibility you must submit documentation from the loan holder, 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 after the College's refund period for students who have complete financial aid files, but 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.

### **Financial Aid Deadlines**

This information is 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 repayment**

You must be aware of what portion of a student aid received must be repaid (student loans), what portion is grant aid, and what portion must be earned (work-study). If the aid is a 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 lender. Further information is available on L&C's website and from the Financial Aid Office, the U.S. Department of Education or the Illinois Student Assistance Commission.

### **Housing**

L&C does not offer services to help students find housing nor do we have dormitory facilities. We strongly recommend that students contact local realtors and landlords for assistance with housing.

Students receiving assistance through a Pell Grant, College Work-Study, Supplemental Educational Opportunity Grant (SEOG), or loan can use the money to help offset living expenses while attending L&C. See the Financial Aid section of the catalog for additional information regarding application for financial aid and eligibility criteria.

### **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, a writing desk tutor, interlibrary loan, self-serve photocopier, fax machine, DVD/VHS players, audio tape players and microform copiers. Both computer labs provide internet access, word processing software, instructional programs and access to network printers. 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](http://www.lc.edu/ssc) or call the library at 618-468-4301.

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.

### **Parking and Bus Service**

The Campus Information and Security Office is located at the north entrance to the campus where campus maps, visitor, student, staff and faculty parking permits may be picked up. The permit must be prominently displayed in the

vehicle (preferably hung on the rearview mirror) at all times while parking on the campus. Students, faculty and staff receive one hanging valid parking permit to display in their vehicles at no cost. A second hanging parking permit may be purchased for \$2.00. Complete campus regulations are available in Security. Security services are maintained 24 hours a day, seven days a week. To reach the Security Office by phone, dial "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, 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 at the Campus Information and Security office.

**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. Individuals who do not qualify for a state issued disabilities parking permit but feel that their medical condition warrants special parking accommodations may apply for a College Special Parking Permit from the Family Health Clinic, CW 1312, or by calling 618-468-6010.

**Bus Service:** Bus service to the campus is available through Madison County Transit and Macoupin County Public Transportation. Buses load and unload at the front of Wade Hall. Information on Madison County schedules is available at [info@mct.org](mailto:info@mct.org) or 618-797-4600. Information on Macoupin County schedules can be obtained by calling 1-866-600-0707.

### **Student Activities**

Student activities are important to the educational experience at L&C, 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 Mid West 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).

### **Clubs and Organizations**

For a complete list of clubs and organizations see [www.lc.edu/campuslife/clubs](http://www.lc.edu/campuslife/clubs)

### **Student Employment**

Work-study programs allow students to earn money for educational expenses by working on campus. Student workers typically work 10-20 hours a week, with the number of hours mutually agreed upon by the student and the college. Unlike other forms of financial aid, work-study wages are paid directly to the student, not credited to that student's account.

**Federal and Institutional Work Study** There are two types of work study programs. Federal Work Study is an employment program funded by the federal government. Students qualify for this program on the basis of financial need as determined by their FAFSA. Students are paid minimum wage and the average workload usually cannot exceed 20 hours per week. Students must be enrolled in at least six credit hours each semester to be eligible. Institutional Work Study is not based on financial need. Students may participate if enrolled in at least one credit hour in the term for which work is performed. Students are paid minimum wage and the workload can be up to 20 hours per week.

To apply for a Federal or Institutional Work Study job, you must print and complete the job application available online. Please indicate on the application which position you are applying for. Once your application is complete, submit it

to Kathie Allen in the Financial Aid office in BA 2450. The application will then be submitted to the departmental supervisor and that supervisor will contact you if they are interested in conducting an interview.

### **Student Identification Cards**

Your student ID is available in the Enrollment Center and is necessary for using Financial Aid to purchase books, check out materials from Reid Library, receive services through the Student Success Center, use computer labs, and receive free admission at designated events. There is not cost for a Student ID. However, there is a \$10 fee for a replacement ID.

### **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. Hours of operation vary by semester. For more information see the Student Success Center web page at [www.lc.edu/ssc](http://www.lc.edu/ssc).

**Academic Tutoring/Writing Desk** - Reid 2201 (in the library) and N3 108n on the N.O. Nelson Campus – Essay writing issues including organization, idea generation, mechanics, and more, as well as general help in any liberal arts courses. For more information, call 618-468-4393. Students can also get help with classwork, improve student and test preparation skills, learn memory aids, and more. No appointment necessary.

**Dental Enhancement Tutoring** - RA 246 in the *Paul B. Hanks Dental Clinic* - The Dental Enhancement Tutoring Center provides one-on-one assistance for clinical dental hygiene related coursework. Appointments are necessary.

**Math Resource Center** - Commons 233 in the McPike Math & Science Complex on the Godfrey Campus and at N3 108 on the N. O. Nelson Campus - Free one-on-one tutoring, in-room resources including textbooks and solution materials, and Internet-connected computers - no appointment necessary. For beginning and intermediate levels of math.

**Nursing Resource Center** - NU 107 in the Templin Nursing Building - Provides one-on-one assistance for nursing-related coursework. Appointments are 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](http://www.lc.edu/writingdesk).

**Science Tutoring** – SC 112 in the McPike Math Science Complex provides tutoring in science courses.

**Social Science Tutoring** – RE 205 located in the Underground Connection in Reid Hall provides content tutoring in social science courses such as Psychology and Sociology, as well as assistance with APA style writing.

**Trimpe Open Lab** – TR 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 stations are available. In addition, this lab is an open lab for students who need to print materials or work on coursework. No appointment necessary.

**Upper Level Math** – The third floor lounge in the Math Building provides one-on-one and group tutoring for students enrolled in advanced levels of math.

### **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. Hours of operation vary by semester. For more information see the Student Success Center web page at [www.lc.edu/ssc](http://www.lc.edu/ssc).

**Academic Tutoring/Writing Desk** - RE 2201 (in the library) and N3 108 on the N.O. Nelson Campus - 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** - TR 251 - Provides individual career counseling, resume preparation, and assistance with job seeking skills. No appointment necessary.

**Dental Enhancement Tutoring** - RA 246 in the Paul B. Hanks Dental Clinic - Provides one-on-one assistance for clinical dental hygiene related coursework. Appointments are necessary.



**Math Resource Center** - CM 233 in the McPike Math & Science Complex on the Godfrey Campus and at N3 108 on the N. O. Nelson Campus - Free one-on-one tutoring, in-room resources including textbooks and solution materials, and Internet-connected computers - no appointment necessary.

**Nursing Resource Center** - NU 107 in the Templin Nursing Building - Provides one-on-one assistance for nursing-related coursework. Appointments are necessary.

**Online Tutoring** - 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](http://www.lc.edu/writingdesk).

**Social Sciences Tutoring** - CW 4377 - Provides tutoring in social science courses such as Psychology and Sociology, including study space for small group study sessions.

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

**Trimpe Open Lab** - TR 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.

### Tuition & Fees

The following rates are effective for Fall 2017-Summer 2018:

#### Tuition

In-District Student Rate	\$120 per credit hour
Out-of-District Student Rate	\$360 per credit hour
Out-of-State Student Rate	\$480 per credit hour
International Student Rate	\$480 per credit hour
Out-of-District, Out-of-State, Online Courses	\$141 (maximum) per credit hour

#### Fees

Student Activity Fee	\$3 per credit hour
Athletic Fee	\$14 per credit hour
Technology Fee	\$4 per credit hour



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.

- Debit/Credit Card Payments - Tuition, fees and fines can be paid by debit/credit card in person or on-line at [www.lc.edu](http://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. Debit/credit cards accepted are MasterCard, Visa, Discover, and American Express.
- 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 \$400. 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 on 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](http://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.

Refund Policy – 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. 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 previous business day before that Friday at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through BlazerNet before the end of that Friday, mailed and postmarked before that Friday, or faxed to the Enrollment Center (618-468-2310) on or 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.

### **Veterans Services**

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 in Baldwin Hall 3432. The center has computers, a printer/scanner/copier, phone, TV, a couch and chairs, lots of brochures and pamphlets, and free bottled water.

In addition to designating an Academic Advisor and Financial Aid Advisors to focus on assisting veterans and service members, we have established our Veterans Services Department in Baldwin 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 on the table outside the office and at [www.lc.edu/veterans](http://www.lc.edu/veterans). Terry Lane is the Associate Director of Veterans Services and may be contacted at 618-468-5500 or [ortdlane@lc.edu](mailto:ortdlane@lc.edu).

### **Resource Center and Employment Assistance**

A Veterans Resource Center is located in BA 3432. The Center provides computers, a TV, and resource materials in a relaxed atmosphere where veterans can study or talk with peers. The Center is also used by the Madison County Veterans Assistance Commission and the Illinois Department of Employment Security veterans representatives for monthly visits. Contact the Veterans Services office at 468-5030 or [tlane@lc.edu](mailto:tlane@lc.edu) for dates and times.

### **Tutorial Assistance**

L&C offers free tutoring in many academic fields through the Student Success Center. The VA may also pay for some tutoring.

*NOTE:* General studies and community education courses not required for a degree do not count for VA benefits, nor may courses taken outside your major be used to determine enrollment status for federal education benefits. However, the Illinois Veterans Grant may pay tuition if grades for these courses are assigned an academic standing computed by L&C.

### **Resources and Benefits**

You may also be eligible for other benefits and services, including education benefits, employment benefits, health benefits and more. For the most complete and updated information, please contact the Veterans Services office.

### **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.

## **Regulations and Student Right to Know Information**

### **Anti-Harassment, Including Sexual Harassment 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 will be a violation of College policy for anyone, including any College employee, elected official, vendor, student, contractor or any visitors or third party to harass another individual in the work place, educational environment, or at college-sponsored activities on the basis of any legally protected group status and the College will not tolerate any form of harassment, including sexual 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 the individual's protected status, such as 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. 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.

## Definition of Sexual Harassment

“Sexual harassment” consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any individual to another, including persons of the opposite or same sex, where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development;
2. Decisions affecting an individual’s employment or education are made on the basis of whether the person submits to or rejects sexual demands; or
3. Such conduct has the purpose or effect of reasonably interfering with an individual’s work or educational performance or creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment also includes sexual misconduct and violence including but not limited to sexual assault, domestic violence, dating violence and stalking, extreme forms of sexual harassment. The College has a separate policy that applies to sexual misconduct and violence. Please see the College’s Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy. If a report involves allegations of sexual misconduct or violence, then the policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking will be followed in the assessment, investigation and resolution of the complaint. In no event shall a complaint proceed through more than one procedure simultaneously.

Sexual harassment may also occur between students. Any conduct by another student which is physically threatening or humiliating or which unreasonably interferes with a student’s educational performance should be brought to the attention of the College for investigation and appropriate action.

Some conduct commonly defined as sexual harassment includes (but is not limited to):

1. **Verbal:** Sexual innuendos; suggestive comments, humor and jokes about sex, anatomy or gender specific traits; sexual propositions or statements of a sexual nature about other employees or students, even outside of their presence.
2. **Non-verbal:** Suggesting or insulting sounds (whistling, “catcalls,” “smacking” or “kissing” noises); leering; obscene gestures or sexually suggestive bodily gestures.
3. **Visual:** Posters, signs, pin-ups, cartoons or slogans of a sexual nature.

4. **Physical:** Unwelcome touching; hugging or kissing; pinching or brushing against the body; physical or emotional coercion of sexual intercourse; or actual assault, including sexual assault, domestic or dating violence or stalking;

### **Investigation and Grievance Procedure**

Any elected official, employee, volunteer, contractor or visitor who believes that he/she has been subjected to discrimination or harassment, has been informed of conduct constituting harassment or who witnesses discrimination or harassment should promptly submit a complaint to the Vice President of Administration or the President in accordance with the following procedures. Students should submit their complaints to the Vice President of Academic Affairs or Vice President of Student Engagement.

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 complaints of discrimination or harassment reported to or observed by them. Employees designated as responsible employees by the College are also required to promptly report discrimination, harassment and sexual misconduct against or involving students. The failure to report constitutes a separate violation of this policy. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. No employees, not even the highest-ranking people in the College are exempt from the requirements of this policy.

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 complaint of harassment directly from another employee, the complaint shall be immediately reported to the Vice President of Administration.

1. Any individual wishing to submit a complaint (i.e., the “complainant”) whether the victim or a bystander, may submit a statement 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 Engagement). 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 made 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. For information on who to report electronically, please see Appendix A- Notice of Rights and Options.

2. The Vice President of Administration and/or the Vice President of Academic Affairs or his/her designee shall promptly and thoroughly investigate the complaint describing conduct inconsistent with the policy. All complaints asserting sexual discrimination, harassment, misconduct or violence shall be reported to the Title IX Coordinator by the applicable Vice President and investigated in accordance with the procedures related to such complaints.
3. If an investigation confirms 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**

A complaint of discrimination, harassment or retaliation may be resolved either informally or formally. Informal resolution is voluntary and either party or the applicable Vice President may determine that the informal resolution is inappropriate and the formal resolution process will be initiated. Note: Informal resolution is not appropriate if there are allegations of sexual Assault and the policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking will be followed.

### **Retaliation**

Reporting 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 complaining about harassment or for initiating or assisting with a claim of harassment will be subject to appropriate disciplinary action up to and including expulsion or discharge. Anyone experiencing or witnessing any conduct he or she believes to be retaliation should immediately report it.

**Confidentiality**

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the management of the College, including the College's legal obligations to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**Title IX**

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex as well as retaliation for making a Title IX complaint in any federally funded education program or activity. Other state and federal laws prohibit sexual discrimination as well as sexual harassment, including more extreme forms of harassment like sexual misconduct and sexual violence. The Title IX Coordinator is responsible for coordinating the College's efforts to comply with its obligations under Title IX and the Title IX regulations and these other state and federal laws. For the College's policy on sexual misconduct as well as available resources, please see the Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy.

Lewis and Clark's Title IX Coordinator and Deputy Coordinators are listed below:

**Title IX Coordinator**

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

**Duties and Responsibilities:** Monitoring and oversight of overall implementation of Title IX at Lewis and Clark, including coordination of training, education, communications, and administration of complaint procedures for faculty, staff, students and visitors. The Title IX Coordinator is available to meet with any party to discuss the College's policies or any Title IX related matters.

More detailed duties and responsibilities are set forth in the College's policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking.

If you are an employee, contractor or visitor and have a complaint regarding sexual harassment, sex discrimination or sexual assault, please contact the above.

**Title IX Deputy Coordinators (For Students)**

Linda Chapman, Vice President, Academic Affairs  
Lewis and Clark Community College  
5800 Godfrey Road  
Godfrey, IL 62035  
(618) 468-4000  
lchapman@lc.edu

Sean Hill, Vice President Student Engagement  
Lewis and Clark Community College  
5800 Godfrey Road  
Godfrey, IL 62035  
(618) 468-6000  
shill@lc.edu

Duties and Responsibilities: Title IX compliance for matters involving students, including coordination of training, education, communications, and administration of complaint procedures for complaints against students. The Title IX Deputy Coordinators are available to meet with any party to discuss the College's policy or any Title IX related concerns.

More detailed duties and responsibilities are set forth in the College's policy on Sexual Assault, Domestic Violence, Dating Violence and Stalking.

If you are a student and have a complaint regarding sexual harassment, sex discrimination or sexual assault, please contact one of the above.

**Other Options**

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. The Department of Human rights is a state agency which will investigate the charge without cost to the individual. The 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

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 West Madison Street, Suite 1475  
Chicago, IL 60661-4544  
(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

### **Retaliation**

Reporting 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 complaining about harassment or for initiating or assisting with a claim of harassment will be subject to appropriate disciplinary action up to and including expulsion or discharge. Anyone experiencing or witnessing any conduct he or she believes to be retaliation should immediately report it.

### **Confidentiality**

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the management of the College, including the College's legal obligations to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **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.

### **Religious Observances Policy**

Lewis and Clark 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.

### **Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy Prohibition**

#### **I. Purpose**

In accordance with the Violence Against Women Reauthorization Act of 2013, Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of

1964, the Illinois Human Rights Act, the Clery Act and the Illinois Preventing Sexual Violence in Higher Education Act, all of which prohibit discrimination based upon sex, including but not limited to sexual assault and other forms of sexual misconduct and/or reporting of such acts. Lewis and Clark Community College (College) is committed to maintaining a safe and healthy educational and employment environment that is free from sexual misconduct sexual assault, domestic violence, dating violence and stalking and adopts the following standards of conduct for all members of the College community, including employees, students, contractors and visitors.

## **II. Statement of Policy**

Our community expects that all interpersonal relationships and interactions - especially those of an intimate nature - be grounded in mutual respect, open communication, and clear consent.

To this end, Sexual Assault, Domestic Violence, Dating Violence and Stalking, are unacceptable and are not tolerated at Lewis and Clark. . These terms are defined below in “Definitions of Prohibited Conduct.” Retaliation, as defined below, is also prohibited.

The College encourages anyone who has been subjected to Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to seek appropriate help and to report the incident promptly to the police and/or College officials. The College has professional staff that will assist students, faculty and/or staff members to get help, including immediate medical care, counseling and other essential services. Specific policies, methods for reporting, including confidential reporting, and resources are described below.

As a general matter, The College will take prompt action to investigate reports of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking and, where appropriate, to impose sanctions. The applicable procedures will depend on whether the alleged offender is a student, faculty or staff member.

Students, faculty and staff who violate this Policy may face discipline up to and including expulsion or termination as outlined below.

The College’s Policy applies to students, employees, contractors, or third parties 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. Otherwise has a connection to the College.

Sexual Assault is an extreme form of sexual harassment. For more information about sexual discrimination and harassment, which is also prohibited by the College's policies, please see the Policy on Anti-Harassment Harassment. If a report includes allegations of Sexual Assault, Domestic Violence, Dating Violence or Stalking, then the process and procedures set forth in this Policy will be followed in the assessment, investigation and resolution of the complaint. In no event shall a complaint proceed simultaneously through more than one internal College procedure.

### III. Definitions

**A. Consent:** Consent is knowing, voluntary and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent may be withdrawn at any time. A person may be incapable of giving consent 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. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

**B. Dating Violence:** The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**C. 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.

**D. Incapacitated or Incapacitation:** An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness." Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one's own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual's level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give consent and may lead to incapacitation (the inability to give consent).

- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person's level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual's intoxication is never an excuse for or a defense to committing sexual assault and it does not diminish one's responsibility to obtain consent.

**E. Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.

**F. Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law including when the victim lacks capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

**G. Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual nonconsensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

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

**I. Sexual Violence:** Physical sexual acts 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.

**J. 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.

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

## **IV. Administration**

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

The College has designated the Vice President of Administration as the Title IX Coordinator.

Lori Artis, Vice President Administration

5800 Godfrey Road, Erickson Room 103

Godfrey, IL 62035

(618) 468-3000

lartis@lc.edu

Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking (as those terms are defined herein) which involve a College student, visitor or employee.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.

–With respect to complaints that involve a College employee, vendor or visitor, the Department of Human Resources will manage the

investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.

–With respect to complaints that involve a student, the Vice President of Student Affairs or the Vice President of Student Engagement (both Deputy Title IX Coordinators) will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.

–With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Department of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual misconduct.
- Ensuring that appropriate policies and procedures are in place via security for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination, harassment and gender bias.

#### **B. Title IX Deputy Coordinators**

The College has designated the Vice President of Academic Affairs and the Vice President of Student Engagement as Deputy Title IX Coordinators.

Linda Chapman, Vice President Academic Affairs

5800 Godfrey Road

Godfrey, IL 62035

(618) 468-4000

lchapman@lc.edu

Sean Hill, Vice President Student Engagement

5800 Godfrey Road

Godfrey, IL 62035

(618) 468-6000

shill@lc.edu

Responsibilities of the Deputy Title IX Coordinators include:

- Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.

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

Office for Civil Rights, Chicago Office

U.S. Department of Education

Citigroup Center

500 West Madison Street, Suite 1475

Chicago, IL 60661-4544

(312) 730-1560

Email: OCR.Chicago@ed.gov

## **V. Options for Assistance Following an Incident of Sexual Assault**

### **A. Immediate Assistance**

1. On and Off-Campus Counselors and Advocates: Attached as Appendix A - Notification of rights and Options find a list of on and off-campus counselors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.
2. Emergency Response: Anyone who experiences or observes an emergency situation should immediately call 911 and/or the College Security at 618-468-2300.

3. On and Off-Campus Health Care Options: Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the providers identified on Appendix A.-Notification of Rights and Options \* *Indicates health care options which provide rape kits and/or Sexual Assault Nurse Examiners. Seeking medical treatment also serves to preserve physical evidence of sexual violence.*

**B. Ongoing On and Off Campus Counseling, Advocacy and Support for Students and Employees.** This information can also be found at Appendix A-Notification of rights and Options.

## **VI. Reporting and Confidentially Disclosing Sexual Assault**

The College encourages all victims of sexual assault (and bystanders), to talk to somebody about what happened so that victims (and bystanders) can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality:

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

The various reporting and confidential disclosure options available are set forth in further detail below:

### **A. Privileged and Confidential Communications**

**Confidential Counselors.** Professional, licensed counselors who provide mental-health counseling (including those counselors who act in that role under the supervision of a licensed counselor) and clinic nurses (referred to as Counselors) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. The College has designated the College counselor and clinic nurses as confidential employees. Contact information for such confidential Counselors is included in Appendix A-Notification of Rights and Options.



A victim who speaks to a confidential Counselor must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

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

Note: While these Counselors may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Also note: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, College Security may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

### **B. Reporting to "Responsible Employees"**

A College employee who has the authority to redress sexual harassment, including sexual assaults, who has the duty to report incidents of sexual misconduct, or who an individual could reasonably believe has this authority or duty is a Responsible Employee. Most College employees, including but not limited to supervisors, managers, coaches and faculty are responsible employees. A list of Responsible Employees is available through the Title IX Coordinators. When a

victim tells a Responsible Employee about an incident of sexual harassment including sexual assault, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged sexual misconduct shared by the victim so that the College can determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report and those with a "need to know". The following categories of employees are the College's Responsible Employees

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

A complete list is available through the Title IX Coordinators.

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources referenced above.

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

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

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

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished. The College may not be able to honor a victim's request in order to provide a safe environment for all students and employees.

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

- Title IX Coordinator
- Vice-President of Academic Affairs
- Director of Security
- Legal Counsel

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

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student victim. If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to providing increased

monitoring, supervision or security at locations or activities where the alleged misconduct occurred.

### **VII. Employee Reporting and Disclosing Sexual Misconduct of a Student**

In addition to the reporting requirements for Responsible Employees, all College employees who have information regarding sexual misconduct of a student or employee are encouraged to report it to the Title IX Coordinator or any Responsible Employee.

### **VIII. Other Procedures for Making a Report of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence or Stalking**

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the local police. Campus Security will assist any victim who wants to make an investigative report. Campus Security will also assist any victim with notifying the police department where the incident occurred if they so desire. A victim can contact the Campus Security Department by calling 618-468-2300 or dial "0" from a campus phone. In the event of any emergency situation, a victim or observer should call 911 for assistance.

Campus Security has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Victims should contact the Title IX Coordinator or a Deputy Title IX Coordinator.

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility. Victims can contact Campus Security or the Clinic for assistance if needed. Anderson Hospital in Maryville, Illinois participates in the SANE program, which is Sexual Assault Nurse Examiner. These nurses are available 24 hours a day to assist sexual assault victims. St. Anthony's Hospital in Alton, Illinois is in the process of having two staff members registered for the SANE training.

In Illinois, evidence may be collected even if you chose not to make a report to law enforcement. If the complainant desires full confidentiality he/she should

speak with a confidential Counselor, a clinic nurse or an off campus victim advocate. The College provides confidential individual counseling for students and employees. You may choose to make a confidential report with them. Campus Security does take third party reports. With your permission, the confidential Counselor may file a report on the details of the incident without revealing your identity to the Security Director. The purpose of a confidential report is to attempt to comply with your wish to keep the matter confidential while taking steps to ensure the safety of yourself and others. If the College honors the request for confidentiality, you must understand that the College's ability to meaningfully make accommodations, investigate the incident and pursue disciplinary action against the alleged offender(s) may be limited. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence to prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

### **IX. Interim Measures**

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

- Assist the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;

- Provide other security and support, which could include the College obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement and provide the victim with assistance if the victim wishes to do so.

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

#### **X. Miscellaneous**

1. Take Back the Night and other public awareness events, such as the Clothesline Project, candlelight vigils, protests, survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College may provide information about students’ Title IX rights at these events.
2. Electronic Reporting. Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Electronic reports can be filed via the College’s email system and callers will generally receive a response within 12 hours with a list of available resources absent an emergency. See Appendix A - Notification of Rights and Options for email address.
3. Anonymous Reporting. The College also provide for an anonymous reporting system for victims or bystanders by calling an 800 number. See Appendix A - Notification of Rights and Options for phone number.

4. Off-Campus Counselors and Advocates, Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs consent or waiver form Contact information for such off-campus resources is at Appendix A Notification of Rights and Options. Note: While off-campus counselors and advocates may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law
5. Clery Act Reporting Obligations. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 U S C 1092(f)). The College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

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

### **A. Formal Investigation Process**

1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a complaint of sexual misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and the College will generally conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process an extension may be granted by the Title IX Coordinator.

With respect to sexual misconduct complaints that relate to a College employee, the Title IX Coordinator and Department of Human Resources will manage the investigation into the allegations made against the College employee and will recommend appropriate sanctions against the College employee. If the investigation involves

both an employee or third party and a student the Title IX Coordinator, Department of Human Resources and a Deputy Coordinator will jointly manage the investigation.

2. Interim Measures Provided: During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with College Security or law enforcement agencies.

### 3. Notice to Respondent of Allegations

Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the respondent will be given written notice of the general allegations against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).

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

The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.

When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative. It does not include legal counsel or an attorney at law.

If the respondent is a College employee, then the College may follow any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement.

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



sexual relationship between the victim and respondent does not itself imply consent.

6. Preservation of Evidence: Any physical evidence gathered by the investigator will be preserved by Campus Security.

7. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation.

8. Report of Investigation. At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

## **B. Determination**

1. Determination: For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report and all evidence gathered to determine whether the student engaged in sexual misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated.

For employee cases, the Title IX Coordinator will determine whether the employee engaged in sexual misconduct in violation of College policy.

2. Notice to Respondent. Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of his/her

determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct, this notification will also advise the student respondent of:

- a. Disciplinary sanctions; and
- b. If a student, the right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below.

Employee respondents may follow any appeal or grievance process under any other applicable College Policies.

3. Notice to Victim and/or Complainant. Concurrently with the notice provided to respondent, the Title IX Coordinator or Deputy Coordinator (for students) will notify the victim and/or complainant of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct this notification will also advise the victim and/or complainant of:

- a. Any individual remedies offered or provided to the victim and/or complainant;
- b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant,
- c. The right to appeal the determination and sanctions in accordance with the Appeal Procedures below.

### **C. Sanctions, Protective Actions, and Remedies**

1. Sanctions. Students who have violated the College's prohibition on sexual misconduct are subject to any sanctions set forth in the College's Code of Student Conduct or other Program policies, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual misconduct will be subject to disciplinary action up to and including termination.

2. Protective Actions. The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other

protective measures. College Security will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent.

3. Remedies. The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

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

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

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

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating an individual from the College's counseling center to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;

- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at the College.

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

### **A. Appeal Request**

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Board (AB). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's letter of determination

The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

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

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his designee will decide whether to grant the appeal based on whether the appeal meets one of the above enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request. If the appeal is granted, the matter will be referred to the AB, and

the Hearing Procedures for the AB set forth below will be followed. In the event of an appeal, the decision(s) of the AB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion.

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

If the victim or respondent is a College employee, then any employee misconduct appeal procedures are as outlined in other applicable College policies, including grievance procedure.

### **B. Establishment of the Standing AB**

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the College President:

Five employees (three regular and two alternates).

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made by the AB as a whole. The College President may appoint interim members as required.

### **C. Hearing Procedures for the AB**

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AB, and call witnesses in his/her behalf. When requested by the victim, the AB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).
3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by

a presentation by the appellant. The appellee may present his/her case as well.

4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses, except that the respondent may under no circumstances personally or through his/her advisor question the victim.
5. The AB reserves the right to hear the testimony of witnesses separately, so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AB without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created and a record will be made available to either party upon request.
9. The AB will render its written decision within 10 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse or modify the Title IX Coordinator/Deputy Coordinator's determination as to the violation of College policy and the sanction imposed (if any).
10. If a student respondent is found not to have engaged in sexual misconduct in violation of College policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the AB is final.
12. If the decision of the AB is to suspend or expel the student respondent, that decision will be transmitted to the Vice President of Academic Affairs. The student respondent will then have two business weeks after the decision to appeal to the Vice President of Academic Affairs via the grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation and the recording or transcript of the AB hearing. The Vice President of

Academic Affairs will review relevant information before making a decision. The Vice President of Academic Affairs will render a decision to uphold the suspension or expulsion or to take other appropriate action.

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

An employee or third party should notify the Title IX Coordinator/Vice President of Administration if he or she believes that the College, its employees or agents have engaged in sexual misconduct in violation of Board Policy.

The Title IX Coordinator/Vice President of Administration will address the complaint promptly and thoroughly as follows.

### **A. Filing a Complaint**

An employee or third party (hereinafter “Complainant”) who wishes to avail him or herself of this procedure may do so by filing a complaint with the Title IX Coordinator Vice President or his or her designee. The Title IX Coordinator/Vice President will request the Complainant to provide a written statement regarding the nature of the complaint and will request a meeting with the Complainant. The Title IX Coordinator/Vice President shall assist the Complainant as needed.

### **B. Investigation**

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Title IX Coordinator/Vice President of Administration or his or her designee will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done. The investigator will inform potential complainants, complainants, and witnesses that the College prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

## **XIV. Training, Prevention and Education**

### **A. For Students and Employees**

The College will review on an ongoing basis, its sexual misconduct prevention and education programming to ensure students and employees

are provided substantive opportunities for training annually to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor strategies, the impact of trauma relevant definitions, and other pertinent topics. Students will also receive a copy of this Policy and the related protocols.

### **B. For Employees**

The College will also provide annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence; referral or provision of services to a survivor; any campus complain resolution procedure for sexual violence.

## **XV. Training for Designated Employees**

The Title IX Coordinator, Deputy Coordinators, College Security, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else involved in responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant College policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The College will annually review its training offerings to identify ways in which to enhance its effectiveness.

## **XIX. Publication**

The College shall prominently publish on its website, timely update and make available: its comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees; campus security officials and mandated reporters.

## **XX. Task Force**

The College will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

## **XXI. Reporting**



The College will comply with all reporting requirements established by the Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

### **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 is 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](http://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 Life, and is affiliated with a College organization, club or office.

### **Student Right to Know and Campus Security**

The Campus Information and Security Building is located at the north entrance to the campus where campus maps, visitor, student, staff and faculty parking permits may be picked up. Complete campus regulations are available there. Security Services are maintained 24 hours a day, seven days a week.

To reach the Security Office by phone, call "0" if on campus and 618-466-7000 if off campus.

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

Monitoring the access of faculty, staff and the student population on campus is a continual practice of campus security. There is daily interaction between security and maintenance on safety and maintenance conditions of campus facilities.

Security is given the authority to enforce all of the Lewis and Clark Community College campus rules and procedures relating to the daily operations of the college campus (i.e., parking, conduct, smoking, etc.). Lewis and Clark Community

College Security immediately notifies the local or state police agencies when confronted with an arrest for a criminal violation on campus. Security will assist the police agencies in all appropriate ways.

Contact between security officers and the campus population, along with established guidelines in the college catalog and telephone directory, encourage prompt reporting of all crimes on campus. Reporting of all crimes on campus is accomplished by the security officer's notification to the appropriate police agencies and a copy of the security officer's incident report being forwarded to the appropriate college personnel. The College has programs designed to inform students and employees about security procedures (i.e., pamphlets, instructions during orientation and registration, faculty and staff semester in-service week, on-campus counseling, and the Health and Safety Committee).

Off-campus college events require security arrangements to be made by each organization prior to approval by college administration for such activities.

**Graduation Rate and Transfer-Out Data:** Under U.S. Department of Education regulations, every college and university is required to disclose graduation rates and transfer rates. Below is a chart listing total numbers of students who began their enrollment in Fall 2013. These first-time, full-time students either completed degrees, transferred to other institutions, or withdrew from the college in the last four years. This report is presented as consumer information.

	LCCC		Statewide	
	Students	Percentage	Students	Percentage
<b>Initial Cohort:</b>				
<b>Full-time, first-time degree/certificate - seeking students</b>	<b>521</b>	<b>100.0%</b>	<b>27548</b>	<b>100.0%</b>
Completers less than 2 years duration	59	11.3%	1462	5.3%
Completers of at least 2 years but less than 4 years	139	26.7%	5986	21.7%
Students still enrolled (with no record of transfer out)	58	11.1%	3078	11.2%
Transfer-out students (within 3 years)	92	17.7%	6432	23.3%
Other Students	173	33.2%	10590	38.4%

Source: ICCB GRS Reports July 2017

**The Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act** (formerly the Campus Security Act) is available directly at the following website: [www.lc.edu/security](http://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), e-mail, voicemail, facsimile machines, photocopiers and Internet access (collectively, technology resources) should be familiar with, and must comply with, these policies.

#### **A. 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.

### **B. 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.**

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/Helpdesk staff.

#### **Installation of Unauthorized Software**

College computer users may install software on College hardware with prior written authorization from the Academic Computing/Helpdesk 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/Helpdesk Staff.

#### **File-Sharing.**

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/Helpdesk Staff.

### **C. 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, e-mail, 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, e-mail, 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, e-mail, 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 e-mail messages to someone who has requested that the user not do so.

### **Misrepresentation of Identity**

College computer, electronic, e-mail, 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, e-mail address, organizational affiliation, time and date of transmission, and related information included with electronic communications (including postings) must always reflect the true originator, time, date, and place of origination, as well as the original message's true content.

### **D. Internet Guidelines**

In addition to the above terms of use, the following guidelines specifically apply to Internet usage. Members of the Lewis and Clark 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 dialing in 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 e-mail 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 e-mail, talk, network news and Internet Relay 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/Helpdesk. All addresses are administered by Academic Computing/Helpdesk 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.

**E. 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).