Faculty Handbook

LEWIS & CLARK
COMMUNITY COLLEGE

7/1/2020
Our Mission:
Empower people by raising aspirations and fostering achievement through dynamic, compassionate, and responsible learning experiences.

Our 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.

Our Values:
Service, Respect, Responsibility, Compassion, Integrity
Strategic Goals

1. Enhance student academic success as measured by key success indicators

2. Enrich institutional culture, quality, and effectiveness

3. Improve program efficiency, quality and completions

4. Develop new transfer and career programs in response to market demand

5. Increase quality-of-life, civic engagement, sustainability and resiliency efforts

6. Conduct and expand research that is published, presented, and/or results in applied funding
Non-discrimination Statement

Lewis and Clark Community College is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. This commitment requires that decisions involving students and employees be based on individual merit and be free from discrimination or harassment in all its forms. Lewis and Clark Community College is committed to equal educational and employment opportunity and to affirmative action. Programs, services, and employment opportunities are administered by Lewis and Clark Community College without regard to sex, race, ethnicity, color, creed or religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. 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. (See Anti-Harassment Policy on page 15.) Complaints of discrimination or harassment prohibited by College policy are to be resolved within the existing College procedures. For additional information or assistance on the equal opportunity, affirmative action and harassment policies and procedures of Lewis and Clark Community College, please contact: Lori Artis, Vice President of Administration, Erickson Hall, Room 103, Lewis and Clark Community College, Godfrey, IL 62035, (618) 468-3000.
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Dear Faculty,

The Faculty Handbook pulls together the policies, procedures and practices in use at Lewis and Clark Community College. It is offered as a resource to support you in your work as a faculty member at the college. In culture and behavior, the college is an excellent example of the concept of “living improvement.” That means that we are constantly trying to improve. We do this by identifying problems, piloting practices to improve the problem, and measuring improvements. Improving student learning success and retention is at the top of all improvement efforts. We have a clear aim, to increase student learning success (A, B and C course grades) and retention. The goal is completion of a certificate and/or degree.

We work in networked communities where institutional researchers, faculty, and staff collaborate to improve practice. We welcome you into this community where we believe in what we are trying to accomplish and in how we are trying to achieve it. Our mission is “Empowering people by raising aspirations and fostering achievement through dynamic, compassionate and responsible learning experiences.” It isn’t simply empowering students, it is empowering all of us to achieve.

The Faculty Handbook is not a legal document or contract and it doesn’t supersede applicable federal, state or local laws or other college policies. We also rely on the College Catalog, Board Policy Manual, Departmental Procedures Manuals and our full-time faculty is also governed by the Faculty Agreement. This is simply a handbook to support your understanding of the college culture and environment. Feel free to ask questions, make suggestions, and offer opinions.
INSTRUCTIONAL POLICIES AND PROCEDURES

ABSENCES – FACULTY ABSENCES IN FACE TO FACE CLASSES AND MEETINGS

A faculty member who cannot meet his/her classes or other assigned responsibilities because of illness or any other reason must inform his/her Dean as soon as possible. Faculty members will attend all committee meetings, appropriate task meetings, and departmental meetings to which they are assigned. If a faculty member is unable to attend a meeting because of illness, conflict of meeting dates, or for any other reason, he/she shall inform his/her Dean as soon as possible prior to the meeting.

In case of illness or emergency preventing an on-campus or off-campus instructor from meeting his/her class, the following procedures should be followed:

1. The on-campus instructor notifies his/her Division Assistant. (Before or after hours, 8 a.m.-4:30 p.m., contact Security @ 468-2300 to post a notice.)

2. The Division Assistant posts the class cancellation on the classroom door on campus.

3. The off-campus instructor notifies the appropriate Community Education Center Coordinator or Assistant.

4. The Coordinator or Assistant notifies the appropriate Site Coordinator, who posts the class cancellation on the classroom door off-campus. The Coordinator or Assistant will also contact the Division Assistant who maintains faculty attendance records.

5. The instructor is responsible for notifying his/her students, but in special situations when the instructor is unable to call, email, or post the notice in Blackboard for the students, the Division Office or Community Education Center will assist by calling or emailing students, assuming that time permits.

6. If a part-time instructor’s class can be taught by a substitute, subject to the approval of the appropriate academic administrator, the Division Office will submit this information to the Human Resources Office. Pay will be processed for the substitute instructor and a salary adjustment will be made on the faculty member’s pay.

ABSENCES – FACULTY ABSENCES IN ONLINE AND WEB-BLENDED CLASSES

In case of emergency or illness that interrupts an online or web-blended instructor from logging in five out of seven days/week, or from responding to students within 48 hours, the following procedures should be followed:

1. The instructor notifies his/her Dean to discuss the specific circumstances. The Dean and faculty member will discuss options.

2. The Dean will contact the Vice President of Academic Affairs and, if the absences involve Leave benefits, Human Resources, to consult and to develop an option for the faculty member.

3. Options may include communicating with students followed by a resumption of instruction after a brief break, or reassigning the online course to another qualified faculty member, or other such customized solutions.

4. The Dean will contact the affected faculty member and finalize a plan and the students will be notified.

ACADEMIC CALENDAR

Academic/Semester calendars are in the Catalog and on the Lewis and Clark web site, www.lc.edu.
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

INSTRUCTIONS FOR STUDENTS WITH ACCOMMODATIONS

A student may show you a card containing a particular accommodation that you must provide for her/him in your classroom. If so, here are some solutions that you can implement.

Accommodation: Extended time and/or a quiet environment for tests

Solution: Students are able to get extended time on tests and a quiet environment in the Haskell Hall Assessment Center. If a student requests extended time, he/she is allowed **double time**. Follow the procedures for Make-up Testing provided by the Assessment Center. It is the student’s responsibility to remind instructors that he/she would like extra time. The instructor then sends the test, along with a completed “**Proctored Test Instructions**” form (available under faculty resources on the website), to either HK B25 or testingcenter@lc.edu. Please be aware that, in order to receive extended time, a student may need to take their test either on a different day or at a different time, depending on the class schedule of the student.

NOTE: If you give your tests using Blackboard, you can extend the time for one student on the Test Options page. Please call or email Bb Support for help: bb-support@lc.edu and 618-468-2610

Accommodation: Tests read aloud using the screen reader

Solution: Students are required to make an appointment with our office each time they want a test read aloud. We verify that they are entitled to this accommodation and send the test to the Assessment Center.

You can expect to receive a “**Proctored Test Instructions**” form electronically from Barb Cadle (sent to your L&C Email address) each time a student makes an appointment to test with us. This is why it’s important to check your L&C Email on a regular basis. Please complete this form each time you receive it, and return promptly (along with the test) to Barb Cadle at bcadle@lc.edu or through campus mail to CW 2320. If possible, it is highly preferred to receive the test electronically in Microsoft Word or PDF format, due to the compatibility of our screen reader software. We must receive each test at least **48 hours prior** to the test date in order to ensure that the test will be ready for the student to take. We appreciate your assistance in this process!

NOTE: Please, do not send the test directly to the Assessment Center. It **must** come through the Student Development office, as there are many tests that need to be scanned before taking them to the Assessment Center. Please also be aware that, in order to receive extended time when using the screen reader, a student may need to take their test either on a different day or at a different time, depending on the class schedule of the student.

Accommodation: Volunteer note taker

Solution: For students who benefit from a volunteer note taker, we ask your help in locating a volunteer in your class willing to share a copy of class notes.

The following announcement may be useful if you need to request volunteers from the entire class:

> Student Development and Counseling is looking for a volunteer in this class willing to share a copy of class notes with another student. This is an excellent community service and an opportunity to help improve your own learning techniques. If you are interested or would like more information, please see me at the end of class today.
If a reliable volunteer cannot be located during the first week of classes, please let Student Development know so other arrangements can be made.

**Accommodation: Enlarged tests and/or handouts**

**Solution:** All of our campus photocopy machines have ledger paper available. Please enlarge tests and handouts to the largest possible magnification, usually around 140%. If you need assistance, please see your division assistant or contact our office.

**Accommodation: Scribe for testing**

**Solution:** If a student is unable to write, it is the student’s responsibility to inform you and contact our office for an appointment to have a scribe available.

**Accommodation: Accessible furniture**

**Solution:** If the student has made his/her need known to our office, special furniture is placed in the classroom prior to the beginning of the semester. Please let Barbara Cadle at 468-4211 know if requested furniture is not in place. Faculty should not move accessible furniture from one classroom to another.

If you have ANY questions regarding a student and his/her accommodations, please contact Student Development at 618-468-4211.

For Disabilities - Please include the following statement in your course outline:

**ACCOMMODATION STATEMENT TO INCLUDE IN COURSE OUTLINES:**

If you need an accommodation based on the impact of a disability, inform me as soon as possible, giving us time to discuss the course format, anticipate your needs and explore potential accommodations. I rely on the staff of Student Development for assistance in verifying the need for accommodation and accommodation strategies. Contact Student Development in Caldwell Hall 2320 (618-468-4211).

**Counseling:** Counseling is by appointment and on an emergency walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Student Development in Caldwell Hall 2320 (618-468-4211).

**Veteran Services:** We support our veteran and service member students and their families by providing a Veteran Services Department and a Veterans’ Resource Center. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact Veteran Services in Baldwin Hall 2418 (618-468-5500).

**For Large Students** - Sometimes students have difficulty with the classroom environment due to their physical condition or size and our lack of adequate seating accommodations. Please be attentive to the needs of these students and make arrangements as necessary. Some students may be too embarrassed to approach you for assistance so it would be appropriate for you to make the initial contact. You may be able to provide a temporary solution in your classroom. Here are some possible interventions:

1. Many classrooms have a large, sled-based, tablet-arm chair that can be accessed from both the left and right sides. This is a sizable desk that can accommodate a large student.
2. Each classroom should have an instructor chair. If this is not in use, large students may choose the chair and the tablet arm of an unoccupied student desk.

3. Some classrooms feature the small drafting-type tables designed for students in wheelchairs. If this is not in use, large students may choose to use this table along with the instructor’s chair.

If your classroom needs additional furniture to accommodate large students, do not hesitate to contact the Student Development Office at 618-468-4211. Please remember that it is our responsibility to make the learning environment conducive to student learning.

ACCREDITATION


In addition, the College is accredited by the Illinois Board of Higher Education and recognized by the Illinois Community College Board. Programs are accredited by the American Council for Occupational Therapy Education (ACOTE), American Dental Association, Commission of Dental Accreditation, Accreditation Commission for Education in Nursing, Inc. (ACEN), North American Process Technology Alliance (NAPTA), the Accrediting Bureau of Health Education Schools (ABHES), and the National Automotive Technicians Education Foundation (NATEF). The College’s High School Partnership program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

AFFIRMATIVE ACTION POLICY

It is our policy and firm belief that the employment practices of Lewis and Clark Community College are non-discriminatory. To further strengthen that position, we re-emphasize through the Affirmative Action statement that every aspect of employment including hiring, placement, upgrading, transfer or demotion; recruiting, advertising, or solicitation for employment; rates of pay or other forms of compensation; selection for training; and termination shall be accomplished without regard to 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. Lewis & Clark Community College adheres to the principles of equal opportunity in education and employment.

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

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

1. Eliminate from current policies and practices anything which results in or perpetuates discrimination toward 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; and the adoption of new or revised policies and practices where necessary to achieve these ends.

2. Intensify recruitment and fair consideration 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 to ensure that candidates and employees with appropriate qualifications, potential and responsibilities are afforded equal opportunity for selection, training and promotion, and will be compensated without regard to race, sex, disability or covered veteran status.

3. Ensure that all contractors, sub-contractors, vendors and suppliers doing business with Lewis and Clark Community College, unless otherwise exempt, comply with the provisions of E.O. 11246, Section 503 of the Rehabilitation Act, and Section 402 of VEVRAA.

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

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

DISSEMINATION OF POLICY

Copies of the Affirmative Action Policy will be distributed to:

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

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

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

In any advertisement of job vacancies, a statement that we are an Equal Opportunity Employer shall be included. The same clause shall be added to all appropriate College documents, such as, purchase orders, leases, contracts covered by Executive Order No. 11246, and notices sent to any collective bargaining representative of the College’s employees. All employment openings, with the exception of executive and top administrative positions, positions that will be filled from within the College’s organization, and positions lasting three days or less, have been listed concurrently with the use of any other recruitment source or effort with the appropriate office of the State Employment Service.

RESPONSIBILITY FOR IMPLEMENTATION OF POLICY

The President of the Community College District has overall responsibility for the development and implementation of the equal opportunity and affirmative action policy. Specific authority and responsibility is delegated by the President to every administrator of the District – Vice President of Academic Affairs, Vice President of Administration, Vice President of Enrollment Services, Vice President of Student Engagement, Chief Financial Officer, Chief Information Officer, associate vice presidents, deans, directors, managers, supervisors, coordinators, and all others exercising supervisory or administrative control over any employee – all of whom are responsible for performing his or her functions without
regard to 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. Not only are these officers responsible for supporting the College’s equal opportunity policy, but they must also include in their own day-to-day operational policies and procedures the implementation of affirmative action.

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

A. Recruitment

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

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

B. Training

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

C. Transfer and Promotion

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

D. Compensation

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

E. Selection

1. Required qualifications and abilities will be established for each type of position, and evaluation of applicants will be based on these requirements.
2. Actual selection will be made from those applicants recommended by the supervisor. If an applicant referred to the supervisor is rejected, the supervisor must report to the Human Resources Office the reason for the rejection in writing.

3. No individual may be employed without approval of the President and the Board of Trustees.

F. Termination

1. No employee will be discharged on the basis of 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.

2. The supervisor will schedule at least one conference with the employee prior to recommending dismissal.

3. An exit interview will be scheduled for the employee with the Human Resources Office.

4. No employee may be discharged without approval of the President and the Board of Trustees.

ALCOHOLIC BEVERAGES AND DRUGS

References to these topics are in the Catalog under the heading of General Information/Student Conduct Code and under Drug and Alcohol Abuse Prevention.

ANTI-HARASSMENT POLICY – Including Sexual Harassment Policy

See Harassment policy on page 30.

APPOINTMENT PROCEDURES

1. Part-time faculty employed to teach on-campus, off-campus, or online credit courses are appointed by and responsible to the appropriate program coordinator and academic dean.

2. A part-time faculty appointment is valid only for the specific length of the teaching assignment.

3. The appropriate academic staff person will talk with part-time faculty members and get verbal agreement to teach a specific assignment.

4. A letter of intent is sent to part-time faculty, indicating the part-time teaching assignments and the appropriate salary. The letter of intent is not a binding contract. Insufficient enrollment or other factors may cause the college to nullify the assignment.

5. The appropriate academic staff person will contact each part-time instructor to cancel a teaching assignment.

ASSESSMENT CENTER

The Assessment Center is located in Haskell Hall, Room B25. They administer College Placement Tests and proctored LC exams (including make-up and online tests) on a walk-in basis during the hours listed below. They also proctor third party testing and various specialized exams including CLEP, DSST, Pearson Vue, Performance Assistance Network
(PAN), Castle Worldwide, and Work Keys among others. Specialized testing is by appointment only. Please contact ext. 5220 or 5240 to make an appointment.

Monday, Thursday, and Friday 8:00 a.m. – 4:30 p.m.  
(The Center will close at 4:30 p.m. so students will need to complete testing by 4:15 p.m.)

Tuesday and Wednesday 11:00 a.m. until 7:30 p.m.  
(The Center will close at 7:30 p.m. so students will need to complete testing by 7:15 p.m.)

Instructors must submit a completed Proctored Test Instructions Form, along with tests, to the Haskell testing center. Instruction forms and tests may be submitted by campus mail, hand delivered, or by email to testingcenter@lc.edu. Tests cannot be administered without the instruction form. The link to the online form can be found on the Faculty & Staff webpage under Faculty Info, Proctored Testing [http://www.lc.edu/uploadedFiles/Pages/Admissions_and_Financial_Aid/Placement_Testing/Proctored_Test_Instructio...](http://www.lc.edu/uploadedFiles/Pages/Admissions_and_Financial_Aid/Placement_Testing/Proctored_Test_Instructio...).

Students are not allowed to have backpack, books*, paperwork*, food, drink, electronic devices, and all other personal items at the testing desk. They are asked to store their items in a locker located right outside of the Assessment Center entrance or at the front of the testing room.

*Unless Proctored Test Instructions Form indicates they may utilize these materials while testing.

Students will be required to show a valid photo identification card (student ID or driver's license) and know instructor's name and course ID in order to test.

**AUDIO VISUAL SERVICES**

**AV Deliveries:** The Audio Visual Delivery Services office is located in Fobes 2520 and can be reached by dialing 468-3242. Hours of operation are 8:00 a.m. – 8:00 p.m. Monday through Friday. Please call at least 24 hours in advance to ensure proper delivery of equipment.

**AV Technical Support:** For audio visual systems support or repairs, please contact the Helpdesk at 618-468-4357 (x4357) or at helpdesk@lc.edu.

**AUDITING COURSES**

The audit enrollment period is one week before each semester begins. Audit enrollment means students enroll in classes for no credit and pay the normal tuition and fees. Audit students are expected to attend regularly but are not required to take examinations. Students receive an “AU” grade which does not affect grade point average or academic status. Students cannot change enrollment status from credit to audit or audit to credit after their original registration.

**NOTE:** The College does not receive State apportionment funding for audited enrollments.

**BLACKBOARD LEARNING MANAGEMENT SYSTEM**

Blackboard is the Learning Management System supported by the College for teaching a course fully online and for web-blending, and/or web-enhancing a course. A Blackboard shell is developed for every course, making it easier for faculty to web-enhance courses.

A web-blended course (often referred to as a hybrid course) combines face-to-face instruction with online instruction in various combinations.

A web-enhanced course is a traditional face-to-face (f2f) course where classroom materials are accessed through Blackboard. It must minimally contain the following:
Minimal requirements for f2f faculty teaching web-enhanced classes

1. Include a syllabus/course outline as a reference for course policies.
2. Maintain a student-accessible grade book or provide private, weekly updates to each student’s grade status.
3. Link the preferred method of private communication with the students to the course menu (either Blackboard email or messages) and state your response time for answering questions, not to exceed 48 hours, except for holidays and recesses.
   a. If the email tool is used, it is explained that communication takes place outside of Blackboard using the student's LC account.
4. Develop course in accordance with ADA compliance. (Refer to Blackboard User Group for specifics.)
5. Adhere to Copyright rules. (Refer to Blackboard User Group for specifics.)

Best practice recommendations for f2f faculty teaching web-enhanced classes

1. Structural/organizational
   a. Mandatory introduction for entire class on day of first face-to-face meeting as to what course elements are online, and instructor's expectation on frequency of use by students, etc.
   b. Class assignments
      o Posting a copy of the assignment will provide students another place to review the assignment if the copy is lost or an absence from class. In addition, you could stop making hard copies, which would be environmentally friendly, and refer students to Blackboard for the assignment directions.
   c. Course Content
      o Lecture Notes
      o Power point handouts or copies of power point show
      o Web links
      o Publisher materials
   d. ADA compliance recommendations. (Refer to Blackboard User Group.)

2. Instructor Feedback on public discussions, assignments, quizzes and exams.
   a. Describe the type of feedback students will receive and where they will receive it.
   b. Return graded course materials with feedback no later than one week from their due dates.
   c. State how often you log into the course, at minimum 5 out of 7 days a week, except for holidays and recesses.

The section entitled Online Course Assignments applies to both web-blended and online courses.

BLAZERNET ACCESS

Access BlazerNet through either the College website or the Blackboard Portal (https://blackboard.lc.edu) and log into BlazerNet.

BlazerNet accounts are established for new faculty upon hire. For adjunct faculty, the Applications Administrator sends a temporary password to the Division Assistant who forwards that to the new faculty member. For full-time faculty, a computer technician will come to your office to walk through your system setup, including your login/temporary password information.

If a faculty member has difficulty logging in they should call the Help Desk at ext. 4357 from 8 a.m. until 8 p.m. during the academic year work week.

Once you have entered your User ID and your temporary password, you will be prompted to create a unique password.
First enter your User ID again and your temporary password as your old password.

Then enter your unique password (8-50 characters requiring at least one uppercase letter, one lowercase letter, and one number). Once you have entered your User ID and password, hit Submit for access to your account.

BOOKSTORE

Lewis and Clark's bookstore is located on the main campus in Baldwin 1401. A brief description of services and hours of the bookstore are in the Catalog. For more information, contact the bookstore manager at 468-3110 or 468-3111.

CHILDREN

No child less than 16 years of age shall be brought to the employee's workplace solely for the purpose of providing direct supervision of such a child. Children cannot accompany an employee while the employee is conducting college-related business at an off-campus location.

CLASS CANCELLATION AND STUDENT TRANSFER

Students will only be transferred from one class section to another with a formal course change form. The forms are available through the Enrollment Center and CEC's. In some cases, group transfers may take place, such as in the cancellation of classes.

The Enrollment Center and Division Assistants make a thorough effort to contact all students enrolled in classes that have been canceled. The Enrollment Center emails notices to students enrolled in canceled classes under normal cancellation procedures. If the cancellation occurs late (after the original list is processed) the Division Office and/or the CEC personnel will notify affected students by phone. On-campus students should be directed to Baldwin 1450 where the appropriate course change and/or refund will be made.

CLASSROOM CHANGE PROCEDURES

Classroom assignments are made in cooperation with the faculty and division office. An attempt is made to match the desired classroom environment to each course. Due to room configuration, technology, class size, classroom furniture, planned instructional strategies, and/or the nature of the course, it is sometimes beneficial to relocate a class to a more suitable environment after the semester has begun.

Under no circumstances should an instructor take it upon herself/himself to move a class without seeking approval.

There are several reasons for this directive:

1. Students arriving late to the classroom of record may assume the class has been dismissed or canceled.

2. During emergency situations involving a student or faculty member, the Security Office or Health Services Office may need to find someone and go to the classroom (of record) to pass along important information. (A crisis situation involving a family member is an example of a typical emergency situation.) If the class has been moved without prior approval, the person may not be found and the important message may not be delivered.
3. In addition, vacant classroom space may be reserved for college functions or rented to outside organizations. So, although it may appear that a classroom is vacant, it may only be a temporary vacancy.

It is much easier to request a classroom relocation than to experience needless problems later. The steps to follow are simple:

1. Call Jeff Coles at 468-4200, with the following information:
   a. Course subject, number and section (for example: ACCT-131-60)
   b. Current room number (for example: BA 3409); desired room number (if known)
   c. Reason for change.

2. If the change can be made, the new information can be viewed in BlazerNet and notification of the CLASS CHANGE will be sent to the appropriate Division Office.

Additional information regarding classroom change procedures may be obtained from Jeff Coles in CW 2329, 468-4200.

**CLOSING POLICY**

**Inclement Weather** - If it becomes necessary to close the College due to inclement weather, notification will occur on **LC Alert**, the campus telephone system, the campus Web site, 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 Community Education Centers throughout the district will follow the same closing policy as on-campus classes.

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

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

**Holidays, Thanksgiving Recess, Spring Recess** - 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.

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

**COMMUNICATIONS**

The College supports e-mail accounts for the official, work-related communication of full-time faculty and staff, adjunct faculty and part-time staff through Microsoft Exchange/Outlook. Students’ e-mail accounts are also Microsoft Exchange accounts but are provided through Office 365 (cloud). It is expected that faculty, staff, and students use these accounts in their College communication. Only these e-mail platforms are supported by the College technology support personnel.

Email accounts are created for faculty and staff upon hire and can be accessed from the Faculty and Staff page of the L&C website. A link to student email is found on the Current Students page of our site. All LC email users must use their BlazerNet ID and password to access their accounts. Full-time faculty and staff can access e-mail by using the
Outlook software program installed on their office personal computer. Email can also be set up on iOS and Android mobile devices and tablets. See the Instructor Help page in Blackboard for instructions.

**COMPUTER ACCESS INFO**

How to reach IT for computer assistance: Call the Helpdesk at ext. 4357 (or helpdesk@lc.edu) from 8 a.m. until 8 p.m. Monday through Thursday, or 8 a.m. until 4:30 p.m. on Friday during the academic year work week. Faculty and staff now may submit technology (IT and AV) Helpdesk requests 24/7 using the new self-service technology available via the Web.

Using Internet Explorer, simply type helpdesk in the address bar. If you have logged into the network this should take your directly into the software. If you are not on the network, you will be prompted to log in using your BlazerNet login. If you are logging in from home type http://helpdesk.lc.edu in the address bar and follow the login prompts.

**CONFIDENTIALITY OF STUDENT RECORDS**

The privacy of student academic records is ensured by federal law under the Family Educational Rights and Privacy Act of 1974 (FERPA). Only four items can be released without the student’s written permission:

1. Student’s name,
2. Whether or not currently enrolled,
3. Dates attended,
4. Degrees and honors attained.

Students can request that no information about their record be released. After the student completes the written form, the Enrollment Center Staff will code the student with a privacy restriction on the student’s record.

**Even a parent's question about student's attendance may not be answered by faculty.** Refer to the Catalog or feel free to consult with the Director of Enrollment and Advising, 618-468-5200, for advice before releasing specific student information.

**COORDINATION**

Career and general education program coordination is provided by faculty who agree to accept these additional duties. They are compensated for their teaching loads and for their coordination duties based on a coordination template that the Vice President of Academic Affairs and the deans use to calculate coordination compensation.

Coordination duties may include any combination of the following depending on the variations in departments/programs:

- Scheduling classes
- Staffing classes taught by adjunct faculty
- Scheduling and chairing meetings involving department or program faculty
- Monitoring a maintenance budget and any priority budgets
- Maintaining department or program curricula
- Reviewing and updating the catalog copy
- Reviewing and updating department or program webpage content
- Participating in the hiring of adjunct faculty
- Assisting in the resolution of student complaints concerning adjunct faculty
- Ordering textbook and supplemental instructional materials
- Advising students
- Coordinating program-level learning assessment
Soliciting, appointing and communicating with program advisory committee members
Planning and chairing program advisory committee meetings
Recruiting students
Promoting programs to external audiences
Developing brochures and other print media as necessary
Coordinating external accreditation
Serving on search committees for new full-time faculty
Managing registration approvals for restricted enrollment courses
Coordinating co-op, internship, clinical and/or job placements for students/graduates
Attending college visitation events
Maintaining and supporting department instructional technology/equipment
Orienting and mentoring new faculty
Conducting classroom, clinical, and/or lab instruction observations of adjunct faculty
Coordinating high school partnerships

COPIER USAGE

Each academic division has a copier located near the division office. For more information about the use of campus copiers please contact the Division Assistant for your academic area. The Division Assistant and the programs they support are as follows:

- Barbara Cadle: Student Development (includes SCT and College for Life) and Counseling
- Gail Drilling: Liberal Arts
- Sheila Emerick: Dean of Career Programs, EMT/Paramedicine, Exercise Science, Health Sciences, Occupational Therapy Assistant and Dental Assisting/Dental Hygiene (shared)
- Denise Gray: Academic Affairs and Business
- Ann Naylor: Applied Technology and Business
- Diane McDonough: Associate Degree Nursing and Certified Nurse Assistant
- Tammy Childers: Mathematics, Science and Dental Assisting/Dental Hygiene (shared)
- Karen Swan: Music Program
- Linda Walters: Adult Education and the Scott Bibb Center

COPYRIGHT FOR EMPLOYEES

Digital Media - What About Digital Media?
Lewis & Clark Community College encourages the appropriate and legal use of digital materials in the curriculum. This section discusses digital materials that may be used in courses. Note that this does not cover Library reserve materials, which are subject to a separate process.

The Internet is not the public domain. There are both non-copyrighted and copyrighted materials available. It is safest to assume that a work found on the Internet is copyrighted.

The same copyright protections exist for the author of a work regardless of whether the work is in a database, bulletin board, or on the Internet. If you want to post materials to Blackboard, create links that take you directly to articles or web sites. These materials should not be uploaded to courses as single units. The Library can create an electronic reserves page for your online class that will do this. For more information call Greg Cash at (618) 468-4330 or Liz Burns at (618) 468-4320.

Many Materials are Available to Use
If you want to use digital materials such as text, images, audio and film clips, first look for materials that are available to use without requiring special permission:
  o Materials you create yourself, and for which you hold the copyright.
Materials that are in the public domain, either because the creator has expressly made them public domain, they were created by the federal government, or because they are sufficiently old.

Materials that have been made available by the creator under a license that allows the kind of use you want to make (for example, the Creative Commons license). Some universities have made material freely available and specifically allow faculty to copy and use them for non-commercial purposes (for example the MIT Open Courseware initiative).

Need More Information?
Tool for helping determine if you can use a digital work.

What is Fair Use?
Section 107 of U.S copyright law contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research.

[The] fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work.
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for, or value of, the copyrighted work.

Fair-Use Guidelines for Copying

- One chapter of a book; not the entire work.
- One article from a periodical or newspaper, not the entire issue.
- One short story, short essay or short poem, whether or not from a collective work.
- One chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple copies:
One copy per student may be made if—

- Poetry: A complete poem, or excerpt of a longer poem, does not exceed 250 words or two pages in length. This number may be expanded to allow the completion of an unfinished line.
- Prose: A complete article, story, or essay not exceeding 2,500 words OR an excerpt of said works not to exceed 1,000 words/10% of the work (whichever is less). This number may be expanded to allow the completion of an unfinished paragraph.
- Spontaneity: The idea/decision to use a work for instructional purposes is too close in timing to when it would be used that receiving a timely response to a request for permission to reproduce it would be unreasonable.

Number of Copies:

- Part A: 1). A copied material is for one course at the school. 2). No more than one short poem, article, story, essay, or two excerpts can be copied from the same author. 3). No more than three short poems, articles, stories, or essays can be copied from the same collective work (i.e. an anthology) or periodical volume (i.e. the July 2018 issue of Studies in Short Fiction) during one semester.
- Part B: No more than nine instances of multiple copying in a semester.

Exception to the Rule: The above does not apply to current news items/sections from periodicals and newspapers.

What is Against the Copying Rules?

- Copies cannot be made to replace/substitute anthologies, compilations, collections, etc.
- Copies cannot be made from workbooks, exercises, test booklets, or other consumable-type materials.
- Copying of the same item by the same teacher term after term is prohibited and a “request for permission” must be submitted to the copyright owner (usually the publisher).
What About Digital Media?
   o The same copyright protections exist for the author of a work regardless of whether the work is in a database, bulletin board, or on the Internet.
   o If you want to post materials to Blackboard, create links that take you directly to articles or web sites. These materials should not be uploaded to courses as single units. The Library can create an electronic reserves page for your online class that will do this. For more information call Greg Cash at (618) 468-4330 or Liz Burns at (618) 468-4320.
   o The Internet is not the public domain. There are both non-copyrighted and copyrighted materials available. It is safest to assume a work is copyrighted.

Need More Information?
Tool to help determine if a work is in the Public Domain.
Tool to help determine if your use is a Fair Use

Online Courses
Online classrooms are defined as a place for mediated learning in a closed (i.e. password protected) environment. Unlike the Web, which is public for all to use, closed environments restrict access of materials to those who have registered for a course.

The TEACH Act (2002) and the Fair Use provisions of the copyright law offer a high degree of flexibility to faculty members who wish to use copyrighted work within their online classroom. According to the TEACH Act, faculty members can use the following without seeking permission from the copyright holder:
   o Performances of non-dramatic literary (textbooks, novels, poetry) or musical works in their entirety. -- A streaming audio reading of a poem, for example. Or a streaming audio of The Beatles singing "Here Comes the Sun."
   o Performances of any other work (plays, movies) in reasonable and limited portions. For instance, a clip from a movie, or a short excerpt of a performed play (audio and/or video).
   o Displays of any work (dramatic or non-dramatic) in proportion to what would be used in a traditional classroom. A digital copy (PDF or HTML) of a novel, poem, textbook, newspaper story, play text, movie script, music lyrics, etc. in keeping with the amount allowed under the Fair Use doctrine.

To meet the TEACH Act requirements, the online course must be restricted to those in the class, the classroom must be moderated by an instructor, and "reasonable" technological measures must be taken to prevent illegal distribution of the materials. Here are some suggestions to make any online course a "copyright friendly" environment:
   o Whenever possible, link to a resource on the Web rather than copying it.
   o Audio and video files should be streaming files rather than downloadable ones.

Copyright and Library Reserves
   o Reid Memorial Library offers two reserve services: traditional and electronic.
   o Traditional reserves: "Hard copy" items held at the Circulation Desk and have varying circulation lengths. For more information, contact the library at (618) 468-4301.
   o Electronic reserves: A “Faculty Online Reserve Page” is created by library staff. Articles found through the library’s research databases are linked through this page (see http://www.lc.edu/Online_Faculty_Reserves/ for examples). For more information, contact Greg Cash at (618) 468-4330 or Liz Burns at (618) 468-4320.

Copyright Resources
   o http://www.copyright.gov/ http://www.copyright.com/
   o http://www.ala.org/ala/issuesadvocacy/copyright/index.cfm
   o http://librarycopyright.net/wordpress/

Fair Use
   o http://fairuse.stanford.edu/
   o http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/publishing/editions/samplers/wherryt_IP.pdf

DMCA
   o http://www.ala.org/ala/issuesadvocacy/copyright/dmca/index.cfm
TEACH Act
   o http://www.copyright.com/Services/copyrightoncampus/basics/teach.html

Tools
   o Is the resource in the public domain? http://librarycopyright.net/digitalslider
   o Is this a fair use? http://librarycopyright.net/fairuse
   o Can I use this digital work? http://librarycopyright.net/etool

COURSE ADDS AND DROPS

Time periods to alter student schedules are established by the Enrollment Center. During these periods, students may alter their schedules by adding or dropping courses.

Courses added after the course begins require an instructor’s signature.

Eligible students may withdraw from classes through BlazerNet or in person with a Course Change Form submitted to the Enrollment Center or a Community Education Center.

COURSE DEVELOPMENT

Opportunities to develop new courses or to convert courses to an online format are sometimes available.

Faculty who want to develop a new course or significantly revise an existing course, complete the Course Development proposal worksheet found on the Lewis and Clark website before beginning course development. Reasons for new course or program development could include:

1. Evidence of student learning supports need
2. Alignment with transfer college or university directs need
3. Recommendations from Program Advisory Committee direct need
4. Changes in labor market direct need
5. Acquisition of new equipment/facilities support need
6. Accrediting agency directs need
7. Developments in the discipline support need

The proposal will be reviewed by the appropriate academic dean and submitted to the Academic Affairs Committee for approval. Faculty are contacted after their requests have been reviewed. Faculty are eligible to receive a stipend for developing new courses or converting to online or web-blended formats. Contact the Dean of Transfer Programs at 468-4900 for further information.

END OF COURSE SURVEYS

Students are asked to complete online end-of-course surveys for each course they take. The surveys cover three different aspects of the learning process: the course, the faculty member, and the student. Using the software, Class Climate, the surveys are sent out one week before the withdrawal date for each full and eight-week term. The process is as follows.

- Students receive an email for each course in which they are enrolled alerting them that there is a survey available that must be completed.
Within the message, there is a link that is unique for each student and each course. The student simply clicks on the link to complete the survey.

Students are also alerted in Blackboard. When they log in, they receive the pop-up window that contains a link to each course survey. There is also a My Class Climate module on their My L&C Blackboard page that contains the necessary links.

Instructors are sent an email with links to the survey results after final grades are submitted.

The Deans are able to view all survey results by faculty member. These results are used in the performance evaluation process. In the case of adjunct faculty, these evaluation results are factored into staffing decisions.

**COURSE SYLLABUS/COURSE OUTLINE**

Faculty members are expected to teach courses according to the official course syllabus. Faculty can find course syllabi on the LC website at Faculty and Staff>Course Syllabus Database [http://www.lc.edu/Faculty_and_Staff/](http://www.lc.edu/Faculty_and_Staff/).

Each time a faculty member teaches a course, s/he develops a Course Outline. A course outline is a customized adaptation of the course syllabus to be distributed in hard copy, posted in Blackboard, or cited for students to find online during the first class. Each course outline shall contain the following:

- Course Description as well as the Learning Objectives (both found in the official course syllabus)
- Instructor name, contact and communication information
- Faculty should state the preferred method of out-of-class communication (email address and/or phone number)
  - The language on communication should tell students how quickly they can expect a response from faculty, preferably no more than 48 hours
- Instructor policies on the evaluation of student performance.
  - Faculty should provide details about how they will evaluate students’ performances, including grading rubrics.
- Descriptions of graded assignments, grading policies, and the dates when graded assignments are due
- A week by week outline of work
- A course grading scale

The Illinois Articulation Initiative (IAI) is a statewide transfer agreement, which is transferable among more than 100 participating colleges and universities in Illinois. The IAI has developed a course syllabus template that includes a course grading scale and a week by week outline.

The course outline must also contain:

- A detailed description of attendance policies.
  - These should be clear and measurable. If you lower grades due to absences, your policy should be identified. For example, “Two or more unexcused absences will result in a grade reduction of one letter
grade.” Or “Six or more absences during the semester will result in a grade reduction of one letter grade.” The term “unexcused absence,” if used, should also be defined.

- The College’s statements on accommodations, counseling, and veteran services
  A statement on cheating, plagiarism and academic integrity
  - In general, it is always easier to explain the consequences of a student’s actions when the consequences are clearly stated in the course outline.
  - Consequences should be stated in neutral and measurable terms, not undefined or punitive terms.

The LC policy statements can be found at the top of the log-in page in Blackboard on the Policies and Resources page.

**DRUG-FREE WORKPLACE**

It is the policy of the College to comply with the provisions of the Illinois Drug Free Workplace Act, 30 ILCS 580/1 et seq. and to take all reasonable steps to ensure a workplace free of illegal drugs and to strictly prohibit employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances, being under the influence of alcohol or other intoxicating substance, or abusing any drug although legally obtained (such as a prescription drug) by not using the drug for prescribed purposes or not taking the drug according to prescribed dosages at the workplace or while otherwise conducting College business whether on or off the College premises.

**Prohibition**

Whenever employees are working or present on College premises, they are prohibited from:
- Using, possessing, buying, selling, manufacturing or dispensing illegal drugs;
- Being under the influence of alcohol or illegal drugs; and
- Possessing or consuming alcohol.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medication’s effect on their ability to work safely and must promptly disclose any restrictions to their supervisor. Employees should not, however, disclose the underlying medical condition unless specifically directed to do so.

**Definitions**

“College Premises” includes all buildings, offices, lockers, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the College.

“Illegal drugs” means cocaine, amphetamines, heroin, PCP, marijuana and all other substances listed in Schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), as now or hereinafter amended, as well as any controlled substance as defined in the Illinois Controlled Substance Act (720 ILCS 570) or Cannabis Control Act ( 720 ILCS 550) or any other substance that have no recognized medical use but are not listed in the controlled substances schedules (e.g. “designer” or “club” drugs).

“Under the Influence of Alcohol” means an alcohol concentration of .02 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the Influence of Drugs” means a confirmed positive test result for illegal drug use.

**Criminal Convictions, Pleas and Sentences**

Employees who are convicted of, plead guilty to (including a plea of nolo contendere), or are sentenced for a crime involving illegal drugs in the workplace must report the conviction, plea or sentence to the Human Resources Office within five (5) days after such conviction, plea or sentence. If an employee who is convicted of, pleads guilty to or is sentenced for a crime involving illegal drugs performs work directly relating to the College’s contracts/grants with the state and/or federal government, the College will report such a conviction, plea, or sentence to the state and/or federal government within ten (10) days after it receives notice of such conviction, plea or sentence.

Employees who are required to operate a vehicle as part of their job duties whose license is suspended and/or revoked at any point during employment must immediately report the change in license status to the supervisor. Failure to report
a change in license status will result in discipline, up to and including termination. The College will evaluate the circumstances surrounding each reported change in license status to determine the impact on the employee's job and any further response by the College.

**Required Testing**
Pre-Employment: All applicants must pass a drug test before beginning work or receiving an unconditional offer of employment. The College President or his designee may require an employee to submit to a drug or alcohol test, if he determines there is reasonable individualized suspicion for such testing. Any or all employees who are required to possess a commercial driver’s license (CDL) as a term or condition of employment may be required to participate in random drug/alcohol testing, provided that any such random testing shall be in accordance with applicable federal and/or state regulations relating to employees with CDL licenses.

**Collection and Testing Procedures**
Employees subject to alcohol testing shall be sent or driven to a College-designated clinic and directed to provide breath specimen. Specimen shall be collected by trained technicians using federally-approved testing devices which are regularly calibrated and capable of producing printed results that identify the employee. Applicants and employees subject to drug testing shall be sent or driven to a College designated clinic and directed to provide urine specimen. Applicants and employees may provide split specimen and may provide specimen in private unless they appear to be submitting an altered, adulterated or substitute specimen. Collected specimen shall be sent to a federally-certified laboratory and tested for evidence of marijuana, cocaine, opiate, amphetamine, PCP and all other “controlled substances” as defined by the federal Controlled Substances Act (21 U.S.C. § 812), the Illinois Controlled Substance Act (720 ILCS 570) or the Illinois Cannabis Control Act (720 ILCS 550). A chain of custody shall be established from the time specimen are collected through testing and storage. The laboratory shall transmit positive drug test results to a medical review officer (“MRO”), retained by the College, who shall offer persons with positive results a reasonable opportunity to establish whether their results are caused by prescribed medicines or lawful substances. Persons with positive test results may ask the MRO to have their split specimen sent to another federally-certified lab to be tested at their own expense. Such requests must be made within three days of the notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as having passed the test.

**Consequences**
Applicants who refuse to cooperate in or fail to pass a drug test will not be hired. Employees who refuse to cooperate in required tests, who test positive for being under the influence of alcohol or illegal drugs, or who use, possess, buy, sell, manufacture or dispense illegal drugs or alcohol in violation of this Policy will be subject to discipline up to and including termination.

**Confidentiality**
Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and shall be maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

**Violation**
Any employee who violates the provisions of this policy shall be subject to discipline, up to and including termination. Nothing contained herein shall preclude the College from requiring satisfactory participation in a drug abuse assistance or rehabilitation program in lieu of or in addition to disciplinary action, up to and including termination.

**Notice**
The College shall establish a drug-free awareness program; provide a copy of this policy to all employees and post a drug free workplace statement in a prominent place in the workplace.

**EMERGENCY ALERT NOTIFICATION**
LC Alert is Lewis and Clark Community College’s Emergency Notification System. In the case of an emergency on campus or a school closing due to inclement weather, important notices will be sent via voice, text, email and social media using the LC Alert system.
For your safety, students and employees are automatically registered to receive these important alerts using the contact information in our enrollment and human resources databases.

Please follow the instructions below to check your account annually and request changes or updates as needed.

**2018 Update**

LC Alert recently migrated onto a new platform for emergency notifications. Any changes made to your profile in the old system, including contact numbers and email addresses added, may not be reflected.

Please log in using your lc.edu email address and password to verify your contact information and make sure we’re connecting with you effectively.

**Instructions**

**Faculty & Staff**

• Please log in at https://www.getrave.com/login/lc using your lc.edu email address and password. **NOTE:** If you are a new employee, please allow at least 24 hours for us to get you into the system.
• Click on your username in the upper right-hand corner of the screen and select “My Account” from the dropdown menu.
• From “My Account,” you can change your password or add additional phone numbers and email addresses as desired.
• To make changes to your default phone number or email address, please contact Jeni Thompson at jeethompson@lc.edu.
• Once your info looks correct, log back in and click the yellow “test” button to see how notifications will work on your various devices.

Be sure to check in each semester to ensure you will receive timely alerts in the event of an emergency or school closing.

**EMERGENCY TELEPHONE NUMBERS**

**Campus Security**

Located at Elm, Room 2  
Office Hours, 24 hours per day  
Phone Number(s) – 618-468-2300 or Dial 0 from Campus Phone

Brad Raish – Director of Security  
618 468-3160, FAX 618-468-7177  
E-mail: braish@lc.edu

Campus Security ensures the safety of students, faculty, staff and visitors to the Lewis & Clark Community College campus. The Campus Security office is located at the north entrance of campus and is staffed 24-hours a day. Security is alerted of all 9-1-1 calls as received by the Madison County 9-1-1 service. To report a crime or criminal activities contact the Director of the Security Department, the Vice Presidents or Deans of the College. The campus provides counseling services for victims or witnesses of crimes. Counseling services may be reached by calling 618 468-4125. All services through the Campus Security and Counseling Offices are confidential.

If you have a problem in the classroom that requires emergency attention due to seriously disruptive or threatening student behavior, contact Campus Security by dialing 0. A Security Officer will arrive at the classroom promptly to assist with the problem. After the incident is addressed, the faculty member should file an Incident Report. The Incident Report is located at https://docs.google.com/forms/d/1rNEprrWYNQMrLNg_tVIVTOI_eQsDtNbyELrHc1A/jg/viewform?usp=send_form or click "About" from the homepage, then "Safety and Security."  

An Incident Report should be completed by individuals alleging a violation of the Student Code of Conduct by a Lewis and Clark student.
**Concern Reports** should be completed by individuals who have a concern about a student. The Concern Report is located at [https://docs.google.com/forms/d/1rNEpprWYNQMRtLNq_tIVTOI_eOsDtNbyELrHc1AJjg/viewform?usp=send_form](https://docs.google.com/forms/d/1rNEpprWYNQMRtLNq_tIVTOI_eOsDtNbyELrHc1AJjg/viewform?usp=send_form) or click "About" from the homepage, then "Safety and Security." Concerns about students may arise through observations of student behavior or appearance, such as, is the student tearful/crying, socially isolated, evidencing mood swings, intimidating to others? Other concerns arise when a student tells you about a significant issue such as a loss, relationship problems, problems of abuse or legal problems. Incident Reports and Concern Reports are submitted to the Vice President of Academic Affairs for response. The Vice President works with counseling, security, and other staff and agencies in fact-gathering and responding.

**Maintenance Office** – Daytime dial 3121. Evening Hours (M – Th, 4:30pm – 7:30pm), dial 0 for dispatch.

**EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with applicable law, Lewis and Clark Community College insures equal opportunities are offered in the employment of individuals regardless of sex, race, ethnicity, color, creed or religion, national origin, disability, age, marital status, military status, sexual orientation, and other protected categories. Any inquiries, complaints or grievances concerning this policy may be made to the Director of Human Resources, the Vice President of Administration, or the College President or his/her designee.

**ETHICAL CONDUCT**

**Gift Ban**
All employees are required to comply with the Board Policy on Ethics and Conflict of Interest and with State laws governing the ethical conduct of public employees. Employees and their family members are prohibited from intentionally soliciting or accepting any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. The prohibition on accepting gifts extends to gifts from "prohibited sources" which are defined by law to include individuals who are seeking official action by an employee, who do business with or are seeking to do business with the College, have interests that may be substantially affected by the performance or non-performance of the employee’s official duties, or who are a registered lobbyist. This prohibition is not intended to extend to the distribution of educational materials, gifts from relatives, anything provided by an individual on the basis of a personal friendship, food or refreshments not exceeding $75 per person in value on a single calendar day under conditions provided by law, or any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

An employee who receives a gift from a prohibited source should: 1) promptly return the gift; or 2) donate the gift or an amount equal to its value to a 501(c) (3) charity; and 3) report the gift and response to their immediate supervisor. Employees who violate the restrictions on receipt of gifts will be subject to discipline, in addition to any further action taken in compliance with State law.

**Conflict of Interest** College employees must disclose any personal interest they may have in any business transactions of the College to their immediate supervisor as soon as the employee discovers the interest.

**Political Activities**
College employees are prohibited from engaging in political activity during working hours or while using College property and resources. No College employee shall use his or her official position of employment to coerce or inhibit others in the free exercise of their political rights.

**EXAM PROCEDURES**

**Printing** - Two options are available for the printing of exams: 1) The faculty member may take the exam to the print shop (Fobes 2521) or 2) The faculty member may duplicate the exam on a copier. There is no difference in printing and copying costs, so either method may be used.
**Proctoring** - Faculty are expected to administer their own exams. If an emergency occurs, arrangements for proctoring exams can be made with another faculty member or program coordinator.

**Grading** - Grading should be done by the faculty member. By personally grading exams, quizzes, etc., the faculty member can assess the quality of questions asked, how well each student is doing, and content areas that students may not have mastered.

**FACULTY ORIENTATION**

Full-time faculty must attend fall and spring semester faculty in-service week activities. Part-time faculty are welcome to attend those in-service sessions as well as departmental meetings that are held throughout the semester.

**FIELD TRIP/MANDATORY FIELD WORK**

Students must complete a liability release before participating in any field trips, including mandatory program field work. Health Sciences provide faculty with forms, for others, the following Liability Release Form should be used.
FIELD TRIP/OUT-OF-CLASSROOM PARTICIPATION CONSENT

The ________________________________ class will take place at
(Course Title)

_____________________________________________________
Field Trip/Out-of-Classroom Activity Location)

on _________________________ ______, 2016. This activity will provide students the
opportunity to enhance their learning experience by participating in this field trip/out-of-classroom
experience.

Students are to report to ________________________________ at
(Location)

_____ :_____ a.m./p.m. on _________________________________.
(Date)

Students are responsible for their own transportation unless provided by the College.

By signing this release, I acknowledge that I am voluntarily undertaking this activity in full
consideration of the educational opportunity provided. I agree to assume responsibility for my
participation in this activity and voluntarily waive, release and hold harmless Lewis & Clark
Community College, its elected officials, officers, employees and agents from any and all claims,
causes of action and damages for bodily injury that I may suffer as a result of or in any manner
connected with, directly or indirectly, my participation in this activity.

___________________________________
Date

___________________________________
Student’s Signature

___________________________________
College Representative (Faculty Member)
FINAL EXAMINATION POLICY

Instructors who administer a final examination should plan to use the last one or two regular class periods for the exam. The percentage of the final exam’s value in determining a student’s final grade should be identified in the student evaluation section of the course outline.

FRAUD, WASTE AND ABUSE POLICY

Purpose
To maintain a fraud, waste, and abuse awareness program that includes annual training and guidelines for reporting suspected fraud, waste, abuse and misconduct related to government operations.

References
Grant Accountability and Transparency Act (GATA)

Applies To
All Lewis and Clark Community College (L&C) elected officials, employees and non-L&C workers (contractors, contract workers, grant sub-recipients, vendors, interns, and volunteers).

Note: Non-L&C workers assigned to L&C are expected to adhere to the standards of conduct outlined in this policy while on L&C premises or otherwise conducting L&C business.

Definitions
Fraud: The use of one's employment or business relationship with L&C either for improper or unauthorized personal or third-party (including L&C) enrichment or advantage, or for the improper or unauthorized detriment to L&C, through the deliberate misuse or misapplication of L&C processes, resources, or assets, including the use of funds inconsistent with the purpose or parameters authorized.

Fraud Risk Assessment: The identification and analysis of fraud risk determining appropriate management strategies and controls, such as an overall risk management assessment.

Waste: The careless or needless expenditure of L&C funds (including but not limited to public or private grant funds) or the consumption of L&C property that results from deficient practices, systems, controls, or decisions.

Abuse: The intentional excessive or intentional improper use of L&C or, if applicable, state, federal or private foundation resources to the detriment or potential detriment of L&C. This definition includes the intentional destruction, damage, sabotage, diversion, manipulation, misapplication, maltreatment, or misuse of said resources.

Detriment: As determined by the Ethics Officer, the detriment to L&C caused by fraud, waste, or abuse must be of some importance to L&C under the particular circumstances, having more than an incidental impact on L&C, but not necessarily having a material, significant, or consequential impact on L&C in every situation.
General Statement
L&C maintains a culture of honesty and ethical behavior. Fraud, waste, abuse and other misconduct related to governmental operations are prohibited at L&C. A coordinated system of internal processes and controls is maintained at L&C to reduce the potential for the occurrence of fraud, waste, abuse and other misconduct and to minimize their impact in the event they occur. L&C employees, elected officials and non-L&C workers participate in an ongoing program of awareness and education.

Covered Acts
An illustrative list of acts that are covered by this policy is presented below. This list is not comprehensive and is provided only as an example of acts covered by this policy. In addition to direct commission of a covered act, use of one’s authority or position to influence or coerce another to commit a covered act will be viewed the same as having committed the act directly and will subject that employee to corrective action as well.

- Any fraudulent act, actual fraud or financial irregularity.
- Crimes or violations of the law or governmental regulations.
- Forging or altering any document, software or report, so that the resulting payments or debits are credited or charged to the wrong person.
- Misappropriation/misuse of funds, supplies, property or other assets and/or failing to properly account for, track or support the use of said funds.
- Taking, for one’s personal use, any assets that belong to L&C.
- Using L&C resources (e.g., email, servers, computers, facilities, or personnel) to conduct any business that does not relate to L&C business or directly benefit L&C, excluding incidental use.
- Seeking or receiving payment from an elected official, employer, contractor, vendor, sub-recipient, volunteer, intern or employee in exchange for making an L&C-related decision which favors that person or business, or providing or manipulating any other L&C-related service to the elected official, employer, contractor, vendor, sub-recipient, volunteer, intern or employee.
- Corruption, bribery or blackmail.
- Endangering the health or safety of an individual.
- Intentionally distorting the truth to an elected official, employee, employer, contractor, vendor, volunteer, intern or employee or an entity in a contractual relationship with L&C to convince the person, employer, or entity to give up money, property, some right or entitlement, or other possession rightfully belonging to that person, employer, or other entity for personal reasons, such as personal gain or recognition, or to benefit L&C improperly.
- Intentionally taking any action that results in a benefit, advantage, or outcome to which the recipient is not entitled such as circumventing established procedures or policy.
- Intentionally destroying records, furniture, equipment, information, or other assets belonging to the college without proper authorization.
- Intentional timesheet misreporting.
- Signing up for a class or other activity requiring the expenditure of L&C funds and then inexcusably failing to attend the class or activity.
- Providing false or misleading information in an application or narrative process or financial status document.
- Taking steps intended to hinder the detection of any of the above activities.

Reporting Procedure
All employees, elected officials and non-L&C workers covered by this policy must promptly report any detected or suspected fraud, waste, abuse or other misconduct. It is the intent of management to attempt to maintain the confidentiality, to the extent possible, of any employee or other individual reporting such activities. However, absolute confidentiality cannot be guaranteed. An employee or other individual acting in good faith in reporting detected or suspected fraud, waste, abuse or other misconduct will not be subject to any reprisals, retaliation, threats, coercion, or similar acts for having disclosed such activities. An employee should make a report under this policy to the employee’s direct supervisor or the Ethics
Officer/Vice President of Administration. Employees, elected officials and non-L&C workers may choose to make the report to the Ethics Officer/Vice President of Administration, President, General Counsel, or L&C Fraud and Ethics Email or Hotline, if the reporter believes it is necessary under the circumstances.

If a report is made to an employee’s supervisor, the supervisor must promptly consult with the Ethics Officer/Vice President of Administration, President and/or General Counsel (as appropriate under the circumstances). The Ethics Officer/Vice President of Administration or General Counsel must promptly notify the College President and/or Chairman of the Board (as appropriate under the circumstances).

The College President and/or Board Chairman, working in conjunction with the General Counsel or their designees, will promptly notify the Ethics Officer/Vice President of Administration or other individuals as appropriate to investigate the report.

The report may be verbal or written, and may be made by anyone having knowledge of the suspected activity.

If the employee chooses, an anonymous report can be submitted to L&C Fraud and Ethics Email (ethics@lc.edu) or by calling 618-468-4392 (4FWA) or to the VP of Administration/Ethics Officer.

After making the initial report, the reporting employee should not take any further action to investigate. To protect the personal safety and privacy of L&C employees and to preserve the integrity of the investigation, the reporting employee:

- Should not contact the employee or other individual who has been reported for any purpose, except for normal job duties, including efforts to gather additional information or demand restitution; and
- Should not discuss the report with anyone other than the person assigned to the inquiry.

Detection and Investigation
All managers and supervisors should take steps necessary to be familiar with the opportunities for impropriety that exist in their area of responsibility, and be alert for any indication of fraud, waste, abuse or other misconduct described in this policy. All managers and supervisors should be aware of fraud risks impacting their respective areas, as well as any College-wide fraud assessment. All allegations of impropriety reported under this policy must be investigated, regardless of the employee’s length of service, position, or title.

After the investigation, the investigator shall prepare a report to the individuals who assigned the investigation results.

The above individuals, as deemed necessary, will determine whether: (a) L&C resources may have been lost, misappropriated, or misused; (b) any unlawful or prohibited conduct has occurred in relation to L&C operations; or (c) the findings warrant referral to outside enforcement and/or prosecutorial agencies. If so, the President, General Counsel and Ethics Officer/Vice President of Administration, or their designees, where appropriate, shall provide a report to the Board of Trustees Chair and will contact appropriate outside agencies, if any, as applicable. The President, in consultation with the General Counsel, shall determine the actions appropriate to recover any losses.

After the conclusion of the investigation, the Complainant will be informed generally of the results of the investigation.

Confidentiality
To the extent allowed by law and consistent with responsibilities under this policy, employees who make or receive a report under this policy or who have responsibilities for investigation or other actions under this policy shall at all times maintain the confidentiality of communications made under this policy, to the extent practicable.
Awareness Training
L&C maintains an ongoing program of fraud, waste, and abuse awareness training to ensure that all L&C employees understand this policy and their roles and responsibilities in detecting and preventing fraud, waste, and abuse. The program shall be communicated annually to employees, contractors and sub recipients. Information shall be readily available at all times to L&C employees regarding fraud, waste, and abuse through multiple channels of communication.

Corrective Action
Employees - corrective action, up to and including termination -- may be taken against employees who:

- Have been found to have committed any of the covered acts or other activities prohibited in this policy or other acts determined to be fraudulent, wasteful, abusive or wrongful;
- Condone, permit, or have knowledge of prohibited conduct and do not take appropriate action to report such activity;
- Fail to cooperate or make false statements in connection with investigations under this policy;
- Exercise reprisal, retaliation, threats, coercion, or similar acts against another employee for making a report under this policy;
- Retaliating against an individual for reporting or cooperating in an investigation of fraud, waste abuse or other misconduct.
- Knowingly make a false report of fraud, waste, abuse or other misconduct.

Non-L&C Workers - violation of this policy may result in notification to the individual or contractor that the contractor, contract worker, sub-recipient, vendor, may no longer provide services to L&C or in the termination of an internship or volunteer opportunity, as applicable.

Employees and Non-L&C Workers may also face criminal and civil penalties under Illinois state law for conduct that violates this policy.

GIFTS, PRIZES AND THE IRS

According to IRS regulations, most gifts (cash/cash equivalents or tangible property) given to an employee by an employer are considered wages. So in the eyes of the IRS, those wages must be treated as taxable income. The value of such a benefit must be added to an employee’s pay and is subject to tax and other applicable withholdings. However, there are exceptions to the regulations. Some such benefits are considered nominal or de minimus benefits because they are considered to have little value. The IRS also allows an exception for gift items (but not gift cards) given to our employees for service recognition (at 5 year intervals) if they are part of a “qualified plan,” which ours is.

According to the IRS: “Cash and cash equivalent items (gift cards), no matter how little, are never excludable as a de minimus benefit.” For instance, if an employer gives each employee a turkey, it would be a de minimus fringe benefit. If the employer gives each employee a voucher for a turkey that can be picked up at a specific supermarket, it would be a de minimus fringe benefit. But if the employer gives his employees vouchers with a maximum value of $20, it would not be a de minimus benefit. Even if an employee selects a turkey costing only $18, he would still be taxed on the maximum value of the voucher. You can see how complicated the rules are.

So what does all of this mean to our employees? Whenever gifts are given to our employees, the following polices will apply:
1. Service Recognition Awards, Holiday Gifts, Safety Program Awards and Other Prizes or Giveaways (United Way, etc.)
   - Because the IRS does not define the maximum value for a de minimus benefit, the College has decided to use the maximum value of $75 for gift items as stated in our Ethics Policy (which includes our Gift Ban policy).
   - Gift items valued at $75 or less will not be taxable. All gift items greater than $75 in value are taxable.
   - All gift cards of any value are taxable.

Please keep in mind that these policies are required due to IRS regulations.

Employees will need to decide if they want to register for gift giveaways or accept a gift that will require them to pay a tax. A Taxable Gift Form will be submitted to Finance for all gift cards and any gift items that are taxable. The tax and applicable withholdings for taxable gifts and all gift cards will be deducted from the employee’s pay and reported on the employee’s pay advice.

**GRADERS**

Faculty have the responsibility and sole authority for assigning grades. Faculty are accorded much latitude and freedom in setting standards, establishing requirements, evaluating performance and assigning grades. As instructors, this responsibility involves clearly stating the instructional objectives of a course, defining how grades will be assigned in a way that is consistent with those objectives, and then assigning grades. It is the student’s responsibility to understand the grading criteria and then maintain the standards of academic performance established for each course in which he or she is enrolled.

**Reporting Course Grades**

- **Reporting under Normal Circumstances**
  
  **Policy** – Course grades are to be assigned by the instructor of record.

  **Procedure** – The instructor will complete and submit final grades in the manner prescribed by the Enrollment Center within established deadlines.

- **Reporting under Extraordinary Circumstances**
  
  **Policy** – The Dean and/or Vice President for Academic Affairs may assign grades only if:

  1. The instructor is unable to assign a grade due to the following:
     a) death
     b) incapacitating illness
     c) refusal
     d) extraordinarily unusual circumstances

  2. The instructor assigned an unwarranted grade while in an impaired physical and/or emotional state.

  **Procedure** – The Dean and/or Vice President of Academic Affairs will instruct the Registrar to record the grade(s) accordingly after having consulted with the program coordinator and/or a tenured faculty member in the discipline.

**Correcting Course Grades**

**Policy** – Grade corrections require the instructor to certify that an error was made in computing or recording the grade. In the event an instructor is not available to correct a grade, the Dean is
authorized to take appropriate action. In doing so, the Dean must stipulate that there is sufficient evidence in the instructor’s grade book or other documented evidence to indicate the grade was incorrectly assigned or that the instructor has authorized the correction by telephone, letter, e-mail, etc. No grade correction can be made if more than three (3) years have passed since the initial grade was awarded.

**Procedure** – The instructor or Dean submits a “Grade Correction Form” to the registrar.

**Grade Assignment** - The following letter grades are used at L&C.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Performance</td>
</tr>
<tr>
<td>B</td>
<td>Good Performance</td>
</tr>
<tr>
<td>C</td>
<td>Average Performance</td>
</tr>
<tr>
<td>D</td>
<td>Poor Performance (may not qualify as a passing grade in some programs)</td>
</tr>
<tr>
<td>F</td>
<td>Failing the Course</td>
</tr>
<tr>
<td>PR</td>
<td>Progress Re-enroll, made progress but did not successfully complete developmental courses. Awarded “PR” at the discretion of the instructor. No credit earned and no grade point value. Can be awarded only once per course.</td>
</tr>
<tr>
<td>W*</td>
<td>Withdrawal - Student initiated, not assigned by instructors.</td>
</tr>
<tr>
<td>AU</td>
<td>Audit, no credit - Student initiated, not assigned by instructors.</td>
</tr>
<tr>
<td>I**</td>
<td>Incomplete, did not complete the requirement of the course. Work must be completed at least two weeks prior to the end of the next semester or a grade of F will automatically be recorded on the transcript.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory, awarded for completion of those courses designated as pass/fail.</td>
</tr>
<tr>
<td>X</td>
<td>Unsatisfactory, indicates failure to satisfactorily complete the requirements of a designated pass/fail course.</td>
</tr>
</tbody>
</table>

WA, WB, WC, WD, WF, WI, WS, WX, WPR identify grades forgiven through Academic Renewal.

**W** Withdrawal - Students must contact the Enrollment Center or Community Education Center (CEC) in writing to withdraw from classes. Instructors cannot withdraw students from classes. Withdrawal must occur within the published deadlines in the Schedule of Classes. Students may withdraw by completing a Withdrawal Form in the Enrollment Center, Baldwin 1450 or at their nearest CEC or students may send a letter requesting withdrawal (postmarked by the published deadlines) including a signature and social security or student ID number to the Enrollment Center, Baldwin 1450, or fax their signed request to 618-468-2310. Eligible students, in good academic standing and with no registration restrictions, may withdraw online through BlazerNet.

Students are not permitted to withdraw from a class after the published deadlines of the semester. In cases where extenuating circumstances exist, the student must file a written request to the Academic Vice President. A grade of “W” may be issued to the student if authorized.

**I** Incomplete Grade - Incomplete grades should be given only when documented extenuating circumstances (e.g. Student becomes ill and misses the last week of classes) have prevented the student from successfully completing all course requirements. “I” grades should only be considered for students unable to complete course requirements after the withdrawal grade deadline. **For each Incomplete given, a statement should be filed in the division or program office specifying the requirement for completion of the course and time period for completing the requirement(s).**

When the student receiving the “I” completes all of the requirements of the course, a final grade should be submitted to the Enrollment Center as quickly as possible. Final grades must be submitted two weeks prior to the end of the next regular semester. Do not wait until the end of the semester.
If the student does not complete the requirements of the course two weeks prior to the end of the following regular semester, a grade of "F" will be recorded by the Enrollment Center. Requests for extensions of "I" grades beyond the following regular semester are not appropriate.

It is suggested that faculty either include in their course outlines a description of possible grades and the circumstances under which a faculty member will award them or, at a minimum, refer students to the Catalog.

**Recording Grades and Maintaining Grade Records** - Faculty are requested to maintain a record of course grades for four years. Each course has a Blackboard shell, making it easy to enter and maintain grades in the Grade Center. From the Grade Center, grades can be downloaded to Excel and stored. The second benefit of using Grade Center is that students can access their course grades in Real Time, an expectation that many students develop after taking a course in the Blackboard Learning Management System. For assistance contact the Office of Technology Enhanced Learning at 468-2617 or 468-2611.

**Grade Changes** - The Enrollment Center will only accept a grade change when the instructor who taught the class completes and signs a Grade Correction Form. The form must also be signed by the appropriate academic administrator.

**Grade Point Average (GPA)** - L&C uses a quality point average system on which "A" equals 4.0, "B" equals 3.0, "C" equals 2.0, "D" equals 1.0, and "F" equals 0. Overall averages are computed by dividing the total quality points earned by the total hours completed.

For example: 30 ÷ 13 = 2.308 GPA

<table>
<thead>
<tr>
<th>Hours</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>1 x 4.0 = 4</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
<td>4 x 3.0 = 12</td>
</tr>
<tr>
<td>6</td>
<td>C</td>
<td>6 x 2.0 = 12</td>
</tr>
<tr>
<td>2</td>
<td>D</td>
<td>2 x 1.0 = 2</td>
</tr>
</tbody>
</table>

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

**Grade Posting** - Posting students’ grades outside of a classroom or office using a known identifier such as a social security number or part of a social security number is in violation of the Family Education Rights and Privacy Act (FERPA.) It is also not appropriate to use students’ BlazerNet IDs to post grades. Grades will be posted on BlazerNet (www.lc.edu). Hard copy grade reports are no longer automatically sent to students. However, students can request a hard copy report each semester at the Enrollment Center.

Any questions regarding the FERPA should be directed to the Director of Enrollment and Advising at 618-468-5200.

**GUIDELINES FOR WORKING WITH CHILDREN AND STUDENTS**

College employees who work with children, including students who are minors, are expected to conduct themselves professionally and in a manner to prevent child abuse. In addition, those College employees who are mandated reporters under State law should follow Department of Children and Family Services (DCFS) policies and must report any suspected abuse regardless of the source. Mandated reporters include medical personnel, social service and mental health personnel, law enforcement personnel, and child care personnel. Any employee who works with children, though, may report suspected child abuse to the DCFS Hotline. It is not the responsibility of any employee to decide whether or not child abuse has taken place; rather, the employee’s responsibility is to raise concerns to a supervisor, security, and/or to DCFS.
Employees are additionally expected to avoid behavior that may constitute or be perceived as potentially abusive behavior toward children and all students. Inappropriate behavior includes: 1) hitting, physically assaulting or verbally abusing children or students; 2) developing physical/sexual relationships with children and students; 3) developing relationships with children that could in any way be deemed exploitative or abusive; 4) behaving physically in a manner which is inappropriate or sexually provocative in the presence of children and students; 5) doing things for children of a personal nature that they can do for themselves; 6) condoning or participate in, behavior by children or students which is illegal, unsafe or abusive; 7) spend excessive time alone with children and students away from others or in an unobserved setting; 8) engaging in any other conduct toward children or students that may violate the College’s policies.

**Anti-Harassment, Including Sexual Harassment Policy**

**Statement of Policy**

A working and learning environment that is free from any form of unlawful discrimination, including harassment on the basis of any legally protected status is essential and shall be maintained. It will be a violation of College policy for anyone, including any College employee, elected official, vendor, volunteer, student, contractor or any visitors or third party to discriminate against or harass another individual in the workplace, educational environment, or at college-sponsored activities or elsewhere if there is a connection to the workplace or learning environment on the basis of any legally protected group status and the College will not tolerate any form of discrimination or harassment, including sexual harassment, sexual misconduct or sexual violence. 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 sex, color, race, ancestry, religion, national origin, age, disability, marital status, veteran's status, citizenship status, sexual orientation, including gender–related identity or other protected group status as defined by law. The College will not tolerate harassing conduct that affects tangible job benefits or educational development, that interferes unreasonably with an individual's work or educational performance, or that creates an intimidating, hostile or offensive working or learning environment. Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based upon his or her protected status.

**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 discrimination or 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 how 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 then 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 federals 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
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):
TBA, Vice President Academic Affairs
5800 Godfrey Road   Godfrey, IL 62305
618-468-4000

Sean Hill, Vice President Student Engagement
5800 Godfrey Road Godfrey, IL62305
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 W. Randolph Street, Suite 5-100
Chicago, IL 60601
Telephone (312) 814-6245

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

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

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

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FAMILY HEALTH CLINIC

The Family Health Clinic is located in Fobes 1525. The Clinic is staffed by certified nurse practitioners and registered nurses. The clinic provides preventive, acute, and chronic care to all members of the campus community. The clinic also serves the entire Lewis and Clark district, so family members of employees are welcome. Preventive services include such things as: flu shots, glucose, cholesterol, and blood pressure monitoring. Acute care involves diagnosis and treatment of simple health problems, such as upper respiratory infections, strep throat, sinus infections, and other similar conditions. The center also provides well-woman exams, annual physicals, sports, and college program physicals. The clinic is able to monitor chronic conditions such as diabetes and hypertension. Nurse practitioners are able to write prescriptions to assist in patient care. There is 24 hour on-call coverage for the clinic. The Family Health Clinic will assist in-campus emergencies. Any injury or illness that requires hospitalization will be treated, as necessary, and an ambulance will be called to transport the individual to the hospital.

The Family Health Clinic also has a lactation room for mothers to breast pump or breast feed while on campus. This room is available for students, faculty, and staff. The room available has a table, chairs, and a sink available for the mother’s use.

Hours are 8:00 – 4:30 Monday through Friday. Appointments as well as walk-ins are welcome. For additional information, call 468-6800.

HELP DESK 618-468-HELP(4357) PROCEDURES

The Helpdesk is a service designed to assist all faculty and staff with college related network, computer and printer (not personal devices) and telephony problems. Hours of operation are 8:00 a.m. – 4:30 p.m. with a technician on call until 8:00 p.m. Monday through Thursday, and 8:00 a.m. - 4:30 p.m. on Friday. Currently Helpdesk assistance is not offered on weekends.

The Helpdesk can be reached by e-mail at helpdesk@lc.edu or by phone at 618-468-HELP (4357), and by entering a self-service ticket yourself using our self-service web portal. To access, type helpdesk.edu into the address bar of any browser and log into the Helpdesk interface using your BlazerNet ID and password.

Faculty and staff may submit technology Helpdesk requests 24/7 using this new self-service technology. If you have logged into the network this should take you directly into the application, otherwise log in using your BlazerNet login. You can track the progress and history of all self-submitted requests and communicate with the assigned technician through this portal.

When you send an email or call the helpdesk personnel will need to know your name, location, phone extension and a detailed description of the technology problem, and if the problem is an emergency that needs escalation. Please ask for service ticket number for reference and follow-up. If yours is an ongoing problem, please contact the Helpdesk each time the problem occurs. This will assist the Helpdesk in documenting a “lemon” and reopening service tickets for further review.

Requests for technology assistance within classrooms or labs will be given top priority. Problems with office technology will be given the status of NEXT-day service. Any maintenance or software installation requests will be added to the Helpdesk schedule, and escalated accordingly.

HUMAN SUBJECTS RESEARCH POLICY

L&C and federal policies require that any research activities involving human subjects be conducted in such a manner as to:

- Respect and protect the rights and welfare of the subjects involved;
- Ensure that informed consent is obtained when this is appropriate/required;
- Ensure that potential benefits from the research outweigh any risks.
L&C is fully committed to ensuring the responsible and ethical treatment of any human subjects involved in research, whether conducted by L&C employees or students directly, or in partnership with others on- or off-campus. This responsibility is shared by L&C and the individual researcher(s). It is L&C’s responsibility to ensure that this policy and mandated procedures are in place, fully communicated, and effectively administered.

As a matter of policy, anyone proposing to conduct research of any kind involving human subjects must first complete and submit a Proposal to Conduct Research application. The Proposal to Conduct Research application is available as an online form on the Human Subjects Research web page and may be submitted electronically. Research applications designated for exempt or expedited review typically take 5 to 7 business days to process, and 10 to 14 days for applications requiring a full review of the Institutional Review Board (IRB). Questions about the IRB process should be directed to Dr. Dennis Krieb, IRB coordinator. Dennis can be reached at 468-4300 or emailed at dkrieb@lc.edu

KEYS

Keys to offices, classrooms, studios, or laboratories may be obtained through the Division Assistant. At the time of termination of employment of part-time faculty, keys must be returned to the Division Office from which they were obtained. Off-campus instructors will have access to classrooms through the building contact person. For lost/stolen keys, please contact the Director of Security regarding the procedure and cost associated with replacing keys at 618-468-3160, FAX 618-468-7177 or E-mail: braish@lc.edu.

LEARNING RESOURCE CENTER INFORMATION

Reid Memorial Library offers a number of resources and services to its faculty for both professional development and classroom assistance. These include, but are not limited to, providing:

- Assistance with research, such as working toward an advanced degree, publication, presentations, grants, etc.
- Personal instruction regarding how to use the library resources for professional development
- Customized library research instruction sessions for classes for course-related projects
- Assistance with the development of student research projects
- Development of faculty electronic course reserves
- Faculty involvement in the library’s collection development through the recommendation of titles for purchase and/or the removal of outdated subject matter
- Assistance with requesting materials from other institutions

Information regarding services offered by Reid Memorial Library is also in the Catalog and on the College web site, www.lc.edu/library or by dialing 618-468-4301.

MEDIA SERVICES

Advertising - All advertisements, excluding personnel/employment and bid ads, are placed by the college’s Creative Services Manager. Persons submitting ads should inform the Creative Services Manager or the Media Services Manager of the amount to be spent and provide an account number to which the expenditure should be billed. Proofs of the advertising copy are provided to the paying party. The Media Services Manager reviews and approves all advertisements and related invoices for the campus.

Campus Logo - All campus printed materials should include the proper Lewis and Clark Community College logo(s). All printed materials (brochures, fliers, etc.) and promotional items (like coffee mugs, T-shirts, etc.) should be approved by Media/Creative Services personnel. Media/Creative Services personnel will also handle any necessary bidding and/or ordering of these projects and items. Camera-ready logos are available from Media/Creative Services personnel upon request.

Copies - Copy orders should be submitted to the Print Shop through the Media Services module in Blackboard. Orders (black and white or color) may take more than two weeks to process, and sometimes
longer during peak production periods (at mid-term and the end of the semester). Please allow two weeks for all print jobs.

Media Inquiries - Media Services staff interact with the Board of Trustees, president, administration, faculty, staff, students and the public to ensure that the college responds to area news media in an expedient and professional manner and that an accurate and positive image of the college is presented to the public.

Media representatives calling the campus should be referred to the Media Services Manager who will respond to the call or transfer it to the appropriate office.

News Releases - The Media/Creative Services staff writes, proofs and edits all news releases issued by the college, and handles all communication with the media. When making a request for publicity, please allow at least two weeks' notice before an event.

Photography - The Media/Creative Services staff is available to photograph campus events and make promotional photographs for the college. Please submit a formal request for photographs to the college photographer via email at jdona@lc.edu or by phone at ext. 3280. You may also schedule an appointment with her through your Outlook calendar.

Print Shop Procedure – All Print Shop orders should be submitted through the Media Services module in Blackboard. The Print Shop produces fliers, newsletters, stationery, transparencies, and all general printing and copying jobs. Design and copy for all pieces intended for off-campus distribution must be approved in advance by the Creative Services Manager or the Media Services Manager. The Print Shop staff will not begin work on a job until an approved work order is received.

Printing - The Print Shop is open 8:00 a.m. - 4:30 p.m. Monday-Friday. Please call the Print Shop at 468-3210 to make pickup or delivery arrangements before or after normal business hours.

Publication Assistance - The Creative Services staff can provide copy, obtain quotes, get bids and make print and design recommendations upon request. All printed material going off-campus must first be proofed by Media/Creative Services personnel before printing. This helps ensure some continuity of all campus publications.

Requests for Publicity - Ideas for news coverage should be presented to the Media Services staff which will make a determination of the appropriate media and assignment desk to refer the item. A priority is given to “dated” or “timely” news and advertisements such as campus events or enrollment campaigns that have deadlines.

Test Security - Every effort to maintain security for quizzes and exams is employed by the Print Shop. Student workers are not allowed to assist with quiz or exam duplication and delivery to offices. Student workers should not be used for delivery of quizzes or exams to and from the Print Shop. Full-time staff or faculty should submit the quiz or exam for printing via a work order in the Media Services area of Blackboard and indicate that the order includes a test/exam. All quizzes and exams are held in a locked cabinet upon completion for pickup by authorized personnel.

Website - The Media/Creative Services staff is responsible for the design elements and the contents of the college’s website. All changes and updates to the web must be submitted to and approved by the Media Services Manager at linlow@lc.edu.

Social Media - Individual departments on campus are not authorized to run their own social networking accounts representing the college’s brand, and should distribute all messages through the main Lewis and Clark channels by one of two methods:

1. A faculty or staff member may request to have an event, message, photos, etc. posted on the college’s social media pages by contacting the Media Services Manager or another media specialist.
2. A faculty or staff member may use his/her personal account to post links/messages/photos/etc. regarding a department or program on the main Lewis and Clark page. Personal social networking accounts should reflect positively on the college.

**Work Order Forms** - The Office Services Work Order Form is an online form housed in BlazerNet. It can be accessed through the Media Services module on Blackboard. For help completing a work order form, contact the print shop at ext. 3210.

**OFF-CAMPUS ASSIGNMENTS**

The College offers courses at off-campus locations that are administered through designated Community Education Centers. A list of The Campuses is posted on the webpage. Faculty assigned to teach at the off-campus sites should report to the appropriate CEC and should contact their specific building contact person to acquaint themselves with particular site regulations and information concerning the availability of instructional equipment. A list of off-campus sites is in the L&C Catalog available on the website.

It is very important for part-time faculty at off-campus locations to meet classes as scheduled and adhere to College regulations as well as those of the local center. Any questions concerning applicable regulations should be directed to the Director of High School Partnerships and Community Education at 468-5050.

**OFFICE ASSIGNMENTS**

Part-time instructors teaching on campus or at the N.O. Nelson campus will be assigned temporary office space when available by the Division Assistant who will also assign a mailbox. No office space is available for Lewis and Clark faculty at off-campus locations. Contact the appropriate Division Assistant or Program Coordinator for information.

**ONLINE/WEB-BLENDED COURSE ASSIGNMENTS**

To meet the College’s quality standards for online course design and instruction, new and existing online and web-blended faculty members are required to use the Online Course Checklist (see below) to review their courses. The checklist is also available on the Faculty and Staff page of the LC website. Once they complete this self-review, the completed checklist is sent electronically to the Office of Technology Enhanced Learning. A subcommittee of the Technology Enhanced Learning (TEL) committee reviews the checklist along with the course and offers any necessary recommendations for further improvement to the TEL director. The director then shares these results with the faculty member. Once all revisions are complete, the course may be added to the appropriate semester schedule. This process is repeated on a three-year cycle.

Instructors new to online learning and/or instructors teaching a new online course must adhere to the following timetable before a course can be placed into the schedule.

<table>
<thead>
<tr>
<th>If a class is to be taught in</th>
<th>And because enrollment starts the previous</th>
<th>The course must be completed by the</th>
<th>Which allows the following months for reviews/revisions</th>
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<tbody>
<tr>
<td>Summer</td>
<td>March</td>
<td>End of previous Fall</td>
<td>Jan/Feb</td>
</tr>
<tr>
<td>Fall</td>
<td>March</td>
<td>End of previous Fall</td>
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<tr>
<td>Spring</td>
<td>November</td>
<td>July 30 of the previous year</td>
<td>Aug/Sept</td>
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New Online/Web-Blended Instructors – EDTR 266, Implementing Blackboard Learn:

The first step to teaching an online/web-blended class is to successfully complete EDTR 266, Implementing Blackboard Learn. This course is typically taught twice a semester; it is a four-week, online course that is self-paced, free to faculty, and worth one credit hour. Faculty who enroll will have access to two courses: the online course, which will contain instructor help and step-by-step instructions and a blank course shell which will be used for practice with the goal of building a web-enhanced course. With guidance, faculty will learn how to create a course menu, add content, conduct online discussions, build assignments and tests, and use the grade center. Anyone interested can enroll through BlazerNet or by calling enrollment. This course is repeatable three times.

The TEL Committee adopted the following minimum requirements for face-to-face (f2f) faculty teaching web-enhanced classes:
1. Syllabus/course outline - Students will have access and place to refer regarding policies for the class.
2. Maintain a student-accessible grade book or provide private, weekly updates to each student’s grade status.
3. Develop course in accordance with ADA compliance. (Refer to Blackboard User Group for specifics.)
4. Adhere to Copyright rules. (Refer to Blackboard User Group for specifics.)

Checklist for Instructor Review of Online and Hybrid Course Design

A. Introduction

This checklist has been created to support the process of a self-review of an online or web-blended course in order to maintain continuous quality, to enhance student learning, and to assure course standards contribute to the fulfillment of Lewis and Clark Community College’s mission statement. Criteria included in the checklist are based on a current literature review and are primarily adapted from the University of Maryland Online FIPSE Project: Quality Matters and the Illinois Online Network: Quality Online Course Initiative (QOCI).

https://www.lc.edu/uploadedFiles/Pages/Audiences/OnlineReviewChecklist.xls

PARKING

Designated parking areas are established on campus for students, faculty, staff, and visitors. All vehicles must be parked on pavement. No parking on grass, sidewalks, or in restricted areas. Parking permits must be obtained for all vehicles from the Campus Information and Security Office or Enrollment Center ID Office and must be displayed at all times. The first permit will be issued at no charge. When visitor lots are full, visitors may park in student lots. Visitors must display a visitor’s parking permit which is available at the Campus Information and Security Office. There is open parking in all lots after 4:30 p.m. Campus maps and complete regulations are available from the Campus Information and Security Office located at the north entrance to the campus. Parking violations will result in a $25 parking citation which should be paid at the Bursar’s Office.

Three gated lots are available for faculty/staff parking until 4:30 p.m., at which time the gates are raised for open parking. Please contact the appropriate Division Assistant on how to obtain a gate card to these lots if you need access before 4:30 p.m. There is no charge for the first gate card issued, but if it is lost or stolen a $20 fee is charged for replacement. If the card breaks, a portion of the broken card should be turned in for a replacement card at no charge. At the time of termination of employment, the parking gate card must be returned to the office from which it was obtained.

PART-TIME FACULTY ORIENTATION
EDTR 201, Orientation for Adjunct Faculty, is required for all new adjunct faculty members.

The four-week, online, self-paced course is free to faculty, and worth one credit hour. It will focus on understanding the general college practices part-time instructors are required to use. It includes step-by-step instructions on using such services as Blackboard and BlazerNet, and information on college communication systems, academic protocols, and student learning. Instructors who successfully complete EDTR 201 will automatically be placed in an Adjunct Orientation Organization where they will continue to have access to this same course information for as long as they are employed at L&C.

In addition, part-time faculty will be oriented to the course(s) they have been hired to teach by the Program Coordinator. Part-time instructors are invited to attend fall and spring semester faculty in-service week activities. They are urged to attend the departmental meetings and workshops that are scheduled throughout the academic year to support new and continuing part-time faculty.

**PATENTS AND COPYRIGHTS**

**Policy Relating to Intellectual Property Rights**

It is the policy of the College to encourage the creative efforts of College personnel through the development and protection of intellectual property rights. The college is also committed to sharing the revenues derived from the intellectual property rights developed by College personnel on an equitable basis. This policy statement governs the respective rights of the College and College personnel relating to the ownership and revenues derived from such rights.

A. **Definitions**

As used in this policy the following terms have the meaning indicated:

1. Intellectual Property Rights: Any tangible or intangible thing or matter subject to protection under the laws of copyright (17 U.S.C § 100, et seq.), trademark, patent, (35 U.S.C. § 100, et seq.), trade secret or similar laws. These include, by way of example, not limitation: books, texts, articles, monographs, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and work papers, lectures, musical and/or dramatic compositions, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, computer programs, live video and audio broadcasts, programmed instruction materials, drawings, paintings, sculptures, photographs and other works of art.

2. Materials: Any tangible or electronic item (whether written or recorded), which contains or embodies material that is the subject of Intellectual Property Rights. These may include, for example: printed works (books and articles), musical works, computer programs and multimedia products.

3. College Personnel: Part-time and full-time members of the staff, all other agents and employees, part-time faculty and students of the College.

B. **Ownership of Intellectual Property Rights**

1. The college shall own all Intellectual Property Rights created, discovered, made, or developed by College Personnel (a) in the course of employment by the College, or (b) made through the use of facilities or funds provided by or through the College. For the purposes of this policy, funds provided by governmental, commercial, industrial, or other public or private 44 organizations that are administered and/or controlled by the College shall be considered College funds.

2. College Personnel shall own all Intellectual Property Rights prepared on their own initiative and their own time, which is unrelated to the College’s business and developed or created without using facilities or funds provided by the College.

3. Outside Activities: College Personnel desiring to engage in outside activities related to the individual’s employment duties or the subject area of the individual’s principal competence, whether
with or without College facilities or funds may do so only with the written agreement with the College President or his/her designee. Such agreements shall not be withheld in an arbitrary or capricious manner. Intellectual Property Rights related to such outside activities may be owned by College Personnel only if approved in writing by the College President or his/her designee.

C. Use of Intellectual Property Rights/Materials

1. Internal Use: The College and College Personnel have the unlimited right to use Intellectual Property Rights and Materials created or developed by College Personnel for College purposes. Each such use shall be approved by the department head primarily responsible for the Materials.

2. External Use: The College has the right to enter into agreements with third parties for the sale, licensing or use of Intellectual Property rights or Materials. Such agreements shall be subject to approval by the college President or his/her designee.

3. Royalties: The creator, author or inventor of the Intellectual Property Rights/Materials shall not receive any royalty or other income for internal use. Royalty or other income derived from agreements for external use shall first be used to reimburse the College and/or any source of funding (as appropriate) for the costs and expenses incurred in connection with development, protection and commercial exploitation of the Intellectual Property Rights. Unless otherwise agreed by the college, two-thirds of the net proceeds shall be retained by the College and one-third of the net proceeds shall be paid by the college to the College Personnel responsible for developing, creating or inventing the Intellectual Property Rights/Materials.

4. Exemptions: The College President or his/her designee may exempt particular categories of Materials. For example, personal use of artistic, musical or literary works created in a classroom setting.

D. Procedures

1. Reporting of the Creation of Intellectual Property Rights: Whenever College Personnel believes that Intellectual Property Rights, including, for example: inventions, ideas, and computer programs have been created which may have significant commercial value, a report shall be made to the College President, or his/her designee.

2. Cooperation: The College and College Personnel agree to work together in the evaluation, development, protection and use of any Intellectual Property Rights, including but not limited to executing such documents as may be appropriate to vest title in the Intellectual Property Rights or Materials in the College (or College Personnel) and assisting (at the College’s expense) in the administration of any agreement relating to the Intellectual Property Rights.

3. Dispute Resolution: Any disputes between College Personnel and the College relating to the equity of the net income paid to College Personnel in specific situations shall be resolved by a three person arbitration panel comprised of one College staff member chosen by the College President or his/her designee, one College staff member chosen by the College Personnel, and one College Personnel member chosen by the two appointed panel members. In all other situations, the determination of the College shall be final.

E. Miscellaneous This policy shall be deemed to be a part of the conditions of employment of every staff member of the College and a part of the conditions of enrollment and attendance at the College by students.

PAYROLL PROCEDURE
Before a faculty member can be placed on the payroll, a completed employment packet needs to be submitted to the Human Resources Department.

Lewis and Clark encourages all faculty to enroll for the electronic transfer of payroll checks directly into personal accounts at banking or savings and loan institutions. Electronic transfer of funds is the quickest, most accurate and safest procedure for receiving your semi-monthly salary. To enroll for electronic transfer contact your Division Office. Verification of electronic transfer or salary checks can be viewed and printed on BlazerNet. On campus employees may pick up their salary checks at their designated Division Office on pay day. Off-campus part-time faculty receives their checks by U.S. mail. The number of pay installments is dependent upon the length of the course and the beginning and ending dates of the classes. The college’s pay periods end on the 15th and the end of each month. The college pays in arrears. For full-length fall and spring semester courses, part-time faculty will usually receive their pay in seven or eight pay installments each, beginning at the end of September and February respectively and ending on the pay day following the end of the pay period in which the class ends.

Full time faculty and part-time adjuncts with additional hourly paid positions are required to complete time sheets electronically. The time sheets are due to be submitted and approved by the employee’s supervisor on the 2nd and 17th of each month.

**PAYROLL RELATED FRINGE BENEFITS**

Part-time faculty are not eligible for such fringe benefits as life and medical insurance, paid vacation and sick leave. State law requires that regular part-time faculty participate in the State Universities Retirement System (SURS).

**PLAGIARISM**

The Student Conduct Code in the Catalog cites “Academic dishonesty including, but not limited to, cheating, plagiarism and forgery” as “student conduct which is subject to disciplinary action.”

Plagiarism is defined as including, without limitation, the act of representing the work of another as one’s own. Plagiarism may consist of copying, paraphrasing, or otherwise using written, oral or digital work of another without proper acknowledgment of the source or presenting oral or written material prepared by another as one’s own.

The following sanctions have been imposed on students for academic misconduct.

1. **Failing grade on an individual assignment which is part of a course.** Instructors may impose this sanction for acts of academic misconduct that are course-related. Instructors who impose this sanction should immediately notify the student and the appropriate academic dean.

   A student may file a grievance if she or he believes the sanction is unfair. See the Student Grievance Procedure in the Catalog.

2. **Failing grade for a course.** Instructors may impose this sanction for acts of academic misconduct that are course-related. Instructors who impose this sanction should immediately notify the student and appropriate academic dean.

   A student may file a grievance if she or he believes the sanction is unfair.

3. **Academic Misconduct.** In instances of academic misconduct in which the instructor, program coordinator, or appropriate academic dean believe that action other than, or in addition to, those described under paragraphs 1 and 2 above is warranted may recommend Disciplinary Probation, Separation from L&C for one semester, or one year, or Permanent Separation from L&C.
4. A student’s grade may be withheld by an instructor pending the outcome of charges under the Student Conduct Code.

5. Prior determinations of academic misconduct may be considered in determining sanctions for present violation.

PRO RATA SALARY POLICY FOR PART-TIME AND OVERLOAD SALARY

In the event of low enrollments, a faculty member may be given the option of either canceling the course or accepting a reduced pro rata salary. Actual pay will be based on the highest enrollment between (1) 11:59 PM on the day before the class begins and (2) 11:59 PM on the day before the class’s refund date. This procedure is programmed in Ellucian to allow a faculty member to accept new students in her/his class without a penalty.

PROTECTION OF MINORS

The College strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the College has established prohibitions and reporting protocols for its employees and volunteers with respect to child abuse, sexual misconduct, and child pornography.

In addition, Illinois law requires that certain persons, including personnel of higher education, report any case of suspected child abuse or child neglect to the Illinois Department of Children and Family Services.

College Reporting Protocols

Applicability

All College employees and volunteers are mandated reporters. As such, these protocols apply to all employees and volunteers who are performing services for the College. This may include but is not limited to individuals who fall within one or more of the following classifications: executive cabinet, administrative/management, faculty, professional employees, adjunct faculty, clinical nurse, support staff, student employee, post-doctoral fellow or volunteer.

All mandated reporters are required, upon hire and as required by the College to complete an acknowledgement of mandated reporter status (CANTS 22). In addition, mandated reporters must complete any training required by the College or DCFS.

Definitions

1. Child: An individual under 18 years of age.

2. Child Abuse: Harm or threatened harm to a child’s health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, legal guardian, or any other person responsible for the child’s health or welfare or by a teacher, a teacher’s aide, coach, athletic director or a member of the clergy.

3. Child Neglect: Harm or threatened harm to a child’s health or welfare by a parent, legal guardian, or any other person responsible for the child’s health or welfare that occurs through either of the following:

   1. Negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care.

   2. Placing a child at an unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian, or other person responsible for the child’s health or welfare to
intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

4. Child Pornography: Any depiction which is of a child or appears to include a child engaging in sexual intercourse, erotic fondling, sadomasochistic abuse, masturbation, passive sexual involvement, sexual excitement, or erotic nudity.

5. Mandated Reporters: All College employees and volunteers are mandated reporters.

6. Sexual Misconduct: See College’s Sexual Assault Policy for a detailed review of prohibited offenses, included but not limited to sexual assault.

Reporting Protocols

A. Child Abuse or Child Neglect:

1. Employees and volunteers are mandated reporters and required to make an immediate verbal report to Department of Children and Family Services ("DCFS") by calling (800) 252-2873 if they suspect child abuse or neglect. Mandated reporters are also required to file a written report with DCFS within 48 hours. (CANTS 4 or 5)

2. Employees or volunteers who suspect a child may be abused or neglected may also contact Campus Security and/or the Title IX Coordinator for assistance with making the verbal and/or written report. In any event, the reporter must notify both the Title IX Coordinator and Director of Security.

3. If the reporter suspects that the child abuse or neglect occurred on campus or involves a member of the College community, the reporter must notify the Director of Security or the Title IX Coordinator prior to making that report.

4. Clinic nurses and other health professionals should continue to follow their current, established reporting protocols for child abuse/neglect and notify the Director of Security and Title IX Coordinator.

B. Sexual Assault or Other Sexual Misconduct:

1. Employees or volunteers who receive an allegation of sexual assault related to a member of the College community (faculty, staff or student) must report the alleged sexual assault or other sexual misconduct to the Title IX Coordinator and the Director of Campus Security. The matter will be processed administratively and Campus Security will work with the complainant to file a criminal report. This would include an allegation that a College community member (elected official, employee or volunteer) has sexually assaulted a child.

2. Employees should refer to the Sexual Assault Policy for information about their reporting obligations. This policy can be found online at http://lc.edu/uploadedFiles/Pages/Consumer_Information/Sexual_AssaultPolicy.pdf.

C. Child Pornography:

Employees or volunteers who become aware of suspected child pornography on the College’s electronic communication system must contact the Security Department immediately.
Violations

Employees or volunteers who knowingly fail to report suspected child abuse, child neglect, sexual assault, or child pornography may be subject to disciplinary action, up to and including dismissal. “Mandated reporters” under State law may also be subject to civil and criminal penalties for failure to report suspected child abuse or neglect.

Contact Information

1. Campus Security
   5800 Godfrey Road
   Godfrey, IL
   (618) 468-2300
   Emergencies: 911
   braish@lc.edu

2. Title IX Coordinator
   5800 Godfrey Road
   Godfrey, IL
   (618) 468-3000
   lartis@lc.edu

3. Illinois Department of Children and Family Services
   Report Abuse & Neglect Hotline
   (800) 252-2873

Resources and Forms

www.DCFS.illinois.gov

REASONABLE ACCOMMODATION

Policy To ensure equal employment opportunities to qualified individuals with a disability, the College will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual who is an applicant or an employee unless undue hardship would result. If an employee has a disability and requires accommodation in order to perform the essential functions of his or her job, the employee should contact the Human Resources Director and request such an accommodation. The employee should specify what accommodation the employee feel he or she needs to perform the employee’s job. The College then will engage in an interactive process with the employee to identify the barriers, if any that are interfering with the employee’s ability to perform the essential job functions. The College will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the accommodation will be made.

RETENTION, PERSISTENCE, AND COMPLETION (RPC) PERFORMANCE

L&C historically has and continues to address the challenges of student retention, persistence, and completion (RPC). This is done through tracking and analysis of these metrics, reporting performance to both internal and external audiences, and taking actions to improve performance in these areas. RPC metrics are measured both for their own sake (i.e., what they tell us about student success and achievement), and as the “student achievement” component of program assessment which is ultimately
about giving our students the highest quality education in a cost-effective manner while serving a labor market need.

L&C defines retention as the ability to maintain (persist in) a course or program of study toward some form of intended “completion.” In this sense, retention and persistence are essentially synonymous, however retention is measured as enrollment that persists fall to fall and persistence is measured as enrollment semester to semester. Ultimately, the goal for our students is to complete their programs of study, earning a credential in the shortest time. This allows them to go on to their next goal earlier, whether that goal is job placement, job advancement, advanced education, or military service. For the individual, this is a measure of personal achievement with its own intrinsic benefits. For educators, the state, and economists, this is also a measure of institutional achievement that overall translates into greater efficiency, lower costs, and greater productivity.

The term “completion” refers to the “successful completion” of a course, sequence, or program that may or may not conclude with a formal credential (degree or certificate). In this context, “success” is defined as earning a grade of at least a “C” or “passing” if the course is graded as “pass/fail.” Successful completion of a particular sequence of courses (as in developmental or general education sequences) may include a “minimum credits earned” requirement. Success in a program means that the student has successfully met all course and other requirements the program mandates for the awarding of a degree or certificate. In the context of adult education programs, “attainment” of a GED certificate marks the completion of a high school diploma equivalency. For ABE students, level advances are equivalent to course completions in college level coursework.

The Illinois Board of Higher Education employs six community college performance measures in Performance Based Funding:

1. **Degree and Certificate Completion:** Students completing a degree or certificate.
2. **Degree and Certificate Completion of “At Risk” students:** “At risk” students is defined as those who are academically or financially at risk of not achieving their educational goals. The metric will measure student completion for students receiving a Pell grant and/or students who were enrolled in remedial education.
3. **Transfer to a Four-Year Institution:** Full-time and part-time students who transfer to another institution of higher education within three years for full-time students and five years for part-time students.
4. **Remedial and Adult Education Advancement:** Remedial students who advance to college-level courses and adult education students who advance to remedial or college-level courses.
5. **Momentum Points:** First-time/part-time students completing 12 credit hours, first time/full-time students completing 24 hours in the first year, and adult education students moving a “grade” level based on pre-and post-test performance. For purposes of this metric, completion of remedial courses is included and adult education grade levels are based on NRS standards.
6. **Transfer to a Community College:** Full-time and part-time students who transfer to a community college within 18 months of leaving the initial community college. Lateral transfer is recognized as an important performance measure because lateral transfer students remain in higher education and reasons for lateral transfer are often prompted by changes in students’ home residence, employment, or pursuit of a program not offered by the home institution.

**ROSTERS**

Class rosters are available through BlazerNet. Once logged-in, instructors can choose **Class Roster** under **Faculty Information** to view and/or print a current roster for each class. No student should be officially admitted to class unless his/her name appears on the roster or a Course Change Form is presented by the student during the first week. A student whose name does not appear on the roster and who has not presented a Course Change Form should be instructed to report to the Enrollment Center to rectify the conflict.

**NOTE:** Students who do not appear on rosters but are attending classes should be sent to the Enrollment Center or CEC for enrollment verification.
To improve advisors’ abilities to reach out to students and provide meaningful feedback and encouragement, faculty are asked to provide information on students. These rosters can be accessed through the L&C Blackboard Portal and BlazerNet.

For sixteen-week courses faculty will be asked for information on this schedule:

4 weeks – This report is an opportunity to identify concerns related to academics and concerns related to attendance. It also serves as the attendance verification roster for Financial Aid purposes. A legend on the roster will aid you in reporting the correct status for students. A space will be available for written comments regarding students, and the comments will be emailed to students. For students who are no longer attending, there will be space to record the last date of attendance. The last date of attendance is needed by the Financial Aid Department.

Midterm – Student grades are recorded in this report (A, B, C, D, F, I, PR) and attendance is marked only for students for whom it is a concern. A space will be available to record the last date of attendance for any students who have stopped attending, and any written comments regarding a student will be emailed to the student.

Fall semester only, 11 weeks - Grade and Attendance marked only for students for whom it is a concern, especially students who should withdraw and enroll in intercession courses which may enable them to complete the necessary credit hours to stay on track toward completion.

Final Grade – Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

For eight-week courses faculty will be asked for information on this schedule:

2 weeks – This roster is used in the same manner as the 4-week roster that is completed in 16-week courses.

Midterm – This roster follows the same format as the 8-week roster in a 16-week course.

Final Grade - Final grades are recorded in this report, plus the last date of attendance for any students who stopped attending.

Refer to the “GRADES” section of this handbook for the definitions of grades, especially “I” grades.

Each student’s final grade should be entered to the right of his/her name on the online roster by typing the grade or using the drop-down menu. You must enter a last date of attendance in the next column for any student who stopped attending.

Grades should be recorded for all students enrolled in the class. (Students who received grades of “W” should have the “W’s” and the withdrawal date recorded next to their name.) Please do not assign “W” grades.

After grades have been entered you must certify the roster. Mark the certification indicator at the bottom of the roster and SUBMIT.

MEETING DEADLINES IS VERY IMPORTANT, AND PROMPT COMPLETION OF GRADE ROSTERS IS ESSENTIAL TO THE PROCESSING OF MIDTERM ROSTERS AND FINAL GRADES. LATE GRADE ROSTERS MAY RESULT IN STUDENTS AUTOMATICALLY BEING PLACED ON ACADEMIC SUSPENSION OR FINANCIAL AID SUSPENSION!

Midterm Roster - Midterm rosters are very important to the College because they are used as documentation to determine state apportionment funding. The College can receive state funding (apportionment) for students that are attending class at midterm. It is extremely important that faculty
submit these rosters. State auditors will review them. These rosters can be accessed through the Blackboard Portal and BlazerNet. Each faculty member is required to enter his/her own grades and keep the login ID and Password confidential. The Illinois Community College Board reviews each roster to insure the credibility of this process.

Quick review of NA and XA - If every student that is listed is currently attending your class, simply submit the midterm roster. Use XA in the appropriate space for those students who have never attended. Use NA for those students who attended at least once, but not frequently enough to earn a passing grade.

Note: Please record the last date of contact with a student who has stopped attending. You will be required to provide this information to Financial Aid. Once midterm attendance is certified and submitted, no changes can be made to the rosters.

Final Grade Roster - Final grade rosters are accessed through the Blackboard Portal and BlazerNet. These rosters are available to faculty on the last day of each course each semester. Every student on the roster must be graded in order to submit the roster. Refer to the grading system above for the appropriate assignment of grades for each student. Inform the Enrollment Center if you find any discrepancies on your final grade rosters.

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 cohabiting with or has cohabited 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 non-consensual 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

1. The College has designated Lori Artis, the Vice President of Administration as the Title IX Coordinator.
Address: 5800 Godfrey Road Erickson Room 103 Godfrey, IL 62035
Telephone: 618-468-3000
Email: 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.

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

• TBA, Vice President of Academic Affairs.
• Address: 5800 Godfrey Road; Godfrey, IL 62035
• Telephone: 618-468-4000

• Sean Hill, Vice President of Student Engagement
• Address: 5800 Godfrey Road George C. Terry Riverbend Arena Godfrey, IL 62035
• Telephone: 618-468-6000
• Email: shill@lc.edu

Responsibilities of the Deputy Title IX Coordinators:

• 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 W. Madison Street. Suite 1475
Chicago. IL 60661-4544
Telephone: (312) 730-1560
Email OCR.Chicago@ed.gov

V. Option 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**

1. **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 the 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:

1. 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;
2. 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
3. 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
A. 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.

B. 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.

C. Anonymous Reporting. The College also provides 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.

D. 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.

E. 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.

   a. 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
   b. The victim and/or complainant and respondent will each be afforded the
      right to present information and witnesses relevant to his or her case.
   c. When the victim and/or complainant or 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.
   d. 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 procedures.

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.

XIII. 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

L&C is an entirely “smoke-free” College. Smoking is not permitted anywhere on its campuses, facilities or vehicles. The use of e-cigarettes or any other smoking device is also prohibited on any College campus, facility or vehicle.

Violators of this policy will be subject to disciplinary action and/or fines. Any form of discrimination or retaliation against a person for making a complaint or providing information concerning a violation will not be tolerated and will result in disciplinary action.

Any amendment to the Illinois Smoke-Free Campus Act that becomes effective after the effective date of this policy shall be incorporated into this policy by reference.
SOLICITATION-DISTRIBUTION

No solicitation by employees is allowed during the working time of either the solicitor or the listener. No distribution of literature is allowed during the working time of either the distributor or the receiver nor at any time in any working areas of the College such as classrooms, laboratories or offices. Working time refers to that portion of any workday during which an employee is expected to be performing actual work duties but does not include break, lunch or other duty-free periods of time.

STUDENT DEVELOPMENT AND COUNSELING SERVICES

Faculty may refer students to Student Development and Counseling, Caldwell 2320, 618-468-4211.

COUNSELING SERVICES
Academic and Personal Counseling services are available to students to assist with crisis intervention, short-term individual therapy, academic issues, test anxiety, consultation, community resources, and referrals. Faculty may refer students and students may self-refer. Services are available by appointment, as well as on a walk-in basis in the event of an emergency. Students and faculty may contact the counselor through the Student Development and Counseling office by calling 618-468-4211 or 618-468-4125, or by visiting Caldwell 2320.

DISABILITY SERVICES
Disability Services are available to qualified students with disabilities. Services may include individualized accommodations, counseling and advising, and use of assistive technology. For further information, call the Student Development Office at 618-468-4211.

SUPPORTED COLLEGE TRANSITION PROGRAM
The Supported College Transition Program (SCT) serves students with some mainstreaming experience in high school and with the academic preparation that indicates they can be successful in smaller class sections of college developmental courses (Reading, English and Math) with the additional support provided by a Supported College Transition class and Study Skills class. Through person-centered planning, students learn skills necessary to transition to established programs that lead directly to employment. SCT courses are college credit courses that are eligible for federal and state financial aid. Referrals can be made to the Coordinator of Supported College Transition at 618-468-4217 or 618-468-4211.

COLLEGE FOR LIFE PROGRAM
For students with intellectual and/or developmental disabilities who have had few inclusive experiences in high school, the College for Life program provides courses that continue the educational experience and also provides social growth opportunities on a college campus. College for Life courses are continuing education, non-credit courses and follow the same payment policies as all other continuing education courses. Students may begin the enrollment process by calling Student Development and Counseling at 618-468-4211.

EMERGENCY LOAN FUND
Student Development and Counseling staff manage the College’s Emergency Loan Fund. These funds can help a student with books, tuition, utility bills, gas cards, lunch cards and a variety of other financial supports. The Emergency Loan is typically paid back during the semester it is received. Students should call 618-468-4121 or walk in to Caldwell Hall 2320 to start the process.

STUDENT SUCCESS CENTER (SSC)
The SSC is decentralized with eight independent labs (seven on the Godfrey campus and one on the N.O. Nelson campus in Edwardsville), as well as an Online Paper Submission and an “Ask a Tutor a Question”
online interactive services which provides help to students who are off campus or need assistance during the evening or on weekends. Tutoring is offered in math, writing, business, science, and nursing as well as other general academic and study skills areas. The SSC academic support services are coordinated, managed, and evaluated for quality and impact on student achievement.

Services include:
- The Writing Desk and Academic Tutoring are both located in Reid Memorial Library.
- Career Services is in CW 4337 and provides individual career counseling, résumé preparation and assistance with job seeking.
- The Math/Science Tutoring Center (CM 233) and STEM Study Lab (MA 307) are in the Math/Science Complex.
- Nursing and Dental Hygiene tutoring are staffed by professional staff in their respective buildings.
- The Business Technology, Computer Information Systems, and Graphic Design students share a support center on the second floor in the Trimpe Advanced Technology Building (TR 250).
- The Technology Enhanced Learning Student Success Center (NU L205) assists faculty and students with Blackboard. NO Nelson campus SSC (N3 108) offers tutoring in multiple disciplines.
- The Business Department allows students the opportunity to set up one-on-one tutoring appointments online through the SSC web page at lc.edu/ssc.
- The Communications Lab (TR 241) assists students with speech courses, oral presentations and job interviewing preparation. This lab also has the ability to video record student work for feedback.

The Student Success Centers employ full-time staff, part-time adjunct instructors, student workers, and discipline-proficient staff to tutor students.

Since the inception of the Student Success Center in 2010, its sole purpose has been to help Lewis & Clark students achieve success in their courses and programs. The impact has been significant and statistically relevant as evidenced by improvements in student course success and retention.

For more information contact the Director, Student Development (468-4120).

**SURS 6% EARNINGS LIMITATION GUIDELINES**

The following information is provided in an effort to clarify the State University Retirement System’s 6% earnings limitation policy and any impact it may have for all College employees. Contact the HR Director, Gabe Springer, at 468-3700 if you have any questions or concerns.

**Adjunct Faculty:**
Contrary to information noted in previous versions of the Faculty Handbook, SURS has confirmed that it does not base a 6% penalty on the credit load of an adjunct faculty during the previous academic year (the Handbook previously noted that 6% provisions were dependent upon whether or not an adjunct taught 30 or more credit hours during the previous academic year). Similarly, SURS does not base the decision on a change in the rate of compensation only. **Adjunct faculty and part-time staff alike are subject to the SURS 6% penalty based on total FTE earnings from the previous academic year to current. If current academic year FTE earnings exceed the prior year by more than 6%, a penalty is incurred.** The academic year for adjunct faculty is defined as the academic year of the College, consistent with full-time faculty.

The Pension Code provides a global definition of “earnings” as “an amount paid for personal services equal to the sum of the basic compensation plus extra compensation for summer teaching, overtime or other extra service.” (40 ILC 5/15-111). In the new provisions of Public Acts 094-0004 and 094-1057, the operative section refers to comparisons of the final rate of earnings. Earnings exceeding 6% may also become an issue when an adjunct faculty member works in another capacity at a different rate of pay (i.e., Student Success Center). The deans will need to monitor teaching assignments, overload pay, and any other additional assignments (grant work, SSC, etc.) to insure adjunct faculty who are within the time
periods SURS has designated for calculating retirement benefits do not exceed the 6% earnings limitation. Adjunct faculty must notify their dean if they teach any classes for another division or have any other assignments in addition to those assigned by the Academic Affairs Division.

**Full-time Faculty:**
Penalties for exceeding 6% in earnings are based on the total earnings from one academic year to the next. Therefore no full-time faculty can earn more than 6% in creditable/reportable earnings who are 10 years from eligibility for retirement. Accordingly, pursuant to Section 14.9. of the Faculty Agreement, the College needs to monitor annual earnings to avoid incurring a 6% earnings limitation penalty. This will apply to Tier I employees when they turn 45 and when Tier II employees turn 52. Our Information Technology Department has provided salary reports to the deans and managers that identify maximum earnings for all full-time faculty that meet the above criteria. Additionally, all full-time faculty have the ability to track their individual earnings relative to a 6% limitation through the “Faculty” tab on Blazernet. As with the adjunct faculty, the deans and managers will need to monitor teaching assignments, overload pay, and any other additional assignments (grant work, SSC, etc.) to insure faculty who may be eligible for retirement do not exceed the 6% earnings limitation. Full-time faculty must notify their dean if they teach any classes or have any other assignments in addition to those assigned by the Academic Affairs Division.

Compensation increases due to an annual pay raise plus a promotion could result in a salary increase greater than 6%. Section 14.9. of the Faculty Agreement states that the affected faculty member will receive increases in salary/creditable/reportable earnings not to exceed 6% in subsequent academic years until her/his salary reaches the appropriate step on the salary schedule tied to the promotion. In essence, any salary increase that exceeds the previous academic year’s earnings by 6% or more will be given in future contract years until the salary increase is fully realized. **The academic year for full-time faculty is defined as the academic year of the College.**

**Part-time Staff:**
Both full-time and adjunct faculty who perform duties for the College as part-time staff should be aware that all earnings are subject to 6% limitations. Earnings of part-time staff are calculated on an FTE basis and compared to the previous academic year earnings. **The academic year for part-time staff is defined as September – August (SURS Academic Year).**

Earnings exceeding 6% may become an issue when a part-time staff member becomes a full-time employee or also works in another capacity at a different rate of pay (i.e., teaching or SSC). Managers will need to monitor teaching assignments or any other additional assignments to insure part-time staff who may be eligible for retirement do not exceed the 6% earnings limit. You must notify your manager if you teach any classes or have any other assignments that result in you working more hours or earning a higher rate of pay.

**Self-Managed Plan:**
Anyone enrolled in SURS’ Self-Managed Plan (SMP) is exempt from the 6% earnings limitation.

**Please Note:**
Compensation for teaching or working at other SURS contributing institutions does not factor into 6% earnings limitations at L&C. SURS assesses employee earnings limitations separately for each institution and 6% earnings limitation penalties will be determined by year to year earnings comparisons paid by each individual institution, not in the aggregate for all SURS contributing institutions. Therefore any compensation earned at other SURS contributing institutions will not have to be taken into consideration by L&C for 6% earnings limitation purposes.

**TECHNOLOGY ASSISTANCE**

For assistance with malfunctioning hardware or software, contact the Helpdesk at helpdesk@lc.edu or ext. 4357. For assistance in using hardware or software more effectively, advice or information on new technology or vendors or to request improvements to existing software applications contact Jeff Watson at jwaton@lc.edu or ext. 3800. Technology upgrades for classrooms and offices occur on a scheduled basis.
Requests to acquire or improve hardware outside of the posted schedule should be completed as part of the priority budget process with your program coordinator.

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. To report a concern or violation of this policy, please contact the Chief Information Officer, Jeff Watson, at jwatson@lc.edu or 618-468-3800.

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. For more information concerning Campus Copyright and Peer-to-Peer Policies, see the campus website.

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 – DO NOT SHARE YOUR PASSWORD. 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.

Information Services - 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 of Proprietary Rights - 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, IM, chat, and others) 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.

**TENURE**

Appointments to the part-time faculty of Lewis and Clark Community College do not count toward tenure, even if the part-time instructor is subsequently employed full-time by the College. The Faculty Agreement, 2019-2022, Article VI-Conditions of Employment, Section 6.4 Tenure describes the tenure process for full-time probationary faculty.

**TRAVEL**

Faculty may be requested to travel on College business. These faculty will be reimbursed for allowable expenditures. Before travel, faculty submit a Request to Attend Professional Conference and upon return they submit original itemized receipts with a Travel Expense Report and a Report of Conference. These three forms are found on the Blackboard Portal under Faculty & Staff.

Before undertaking any travel, faculty should be familiar with all regulations concerning reimbursement so that she/he will have the necessary receipts within the designated limits when the claim is submitted for payment. The College Purchasing Office will make the airplane, car rental or train reservations once an approved requisition is received and the college will directly pay conference fees. Faculty are responsible
for food, lodging, and ground transportation expenses and should keep all original itemized receipts for reimbursement. The College does not reimburse for alcohol. Meal expenditures are limited to $15 per day with no receipts or $40 per day when supported by original itemized receipts (including tax and gratuities). Personal automobile expenses are reimbursed as $.45 per mile. Division Assistants will assist you with travel questions.

**WEAPONS ON CAMPUS POLICY**

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

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

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

This policy does not prohibit the authorized use of a weapon or firearm used in connection with a weapons safety course or weapons education course offered in the regular course of College business or approved by the College; or the authorized use of a weapon or firearm by an on duty law enforcement and/or College security officer required to carry a weapon or firearm as a condition of his or her employment; or the use of a weapon or firearm in connection with College sanctioned classes, performances, athletics, or recreational sports practices, games, matches, tournaments or events on 109 Campus when the activity requires the use of such weapons or firearms (e.g., starter pistols) and prior written approval has been received from the College. Similarly, this policy allows for active law enforcement officers who enter onto College property to carry a licensed or authorized service weapon provided that if the law enforcement officer enters College property outside of the officer’s assigned duty hours, the officer must notify the Security Department that the officer has brought an allowed weapon on to College property.

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

A. Any student found to be in violation of this Policy is subject to suspension or expulsion from the College.

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

WITHDRAWAL POLICY

Students must contact the Enrollment Center or CEC in writing to withdraw from classes or withdraw online through BlazerNet WebAdvisor. Instructors cannot withdraw students from classes. Withdrawal must occur within the published deadlines in the Schedule of Classes and on BlazerNet (usually about 80% of the length of the course). Students may withdraw by completing a withdrawal form in the Enrollment Center, Baldwin 1450 or at their nearest Community Education Center (CEC) or students may send a letter requesting withdrawal (postmarked by the published deadlines) including a signature and social security number or student ID to the Enrollment Center, Baldwin 1450. Students may also withdraw during the published timeframe online through BlazerNet.

Students are not permitted to withdraw from a class after the published deadlines. In cases where extenuating circumstances exist, the student must file a written request to the Vice President of Academic Affairs. A grade of “W” may be issued to the student if authorized.

WORKPLACE SAFETY

Each employee is required to develop and exercise safe work habit in the course of employment, to prevent injuries in the workplace to the employee or others, and to conserve College property and equipment. Employees are required to bring any unsafe working conditions to the attention of the College.

WORKPLACE VIOLENCE

The College is committed to promptly responding to situations that involve the potential for violent behavior that are brought to the attention of the College. Any employee who attempts to intimidate or commit an act of violence toward any other employee, student, member of the public, or other third party on College property will be subject to discipline, up to and including termination. Any employee who is subject to such conduct by an employee or third party should report the incident immediately to any supervisor and to campus security.
## Resource and Referral Options

**Sexual Assault/Harassment, Dating/Domestic Violence and Stalking**

It is always right to choose whether or not you report to the police and/or university officials.

<table>
<thead>
<tr>
<th>CONFIDENTIAL REPORTING</th>
<th>VICTIM ASSISTANCE AND ADVOCACY</th>
<th>MEDICAL ASSISTANCE</th>
<th>CONTACT LAW ENFORCEMENT / CAMPUS SAFETY</th>
<th>FILE A COMPLAINT/ASK FOR ACCOMMODATIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>Call For Help</strong></td>
<td><strong>Call For Help</strong></td>
<td><strong>Lewis and Clark</strong></td>
<td><strong>Title IX Coordinator</strong></td>
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<tr>
<td>(Sexual Assault</td>
<td>(Sexual Assault Victim's Care</td>
<td>Family Health Center</td>
<td>Lori Artis</td>
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<td>Victim's Care Unit)</td>
<td>Unit)</td>
<td>5800 Godfrey Rd</td>
<td>Erickson Hall 103</td>
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<td>Granite City: (618) 797-1049</td>
<td>2421 Corporate Center Drive</td>
<td>Godfrey, IL</td>
<td>(618) 468-3000</td>
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<tr>
<td>Edgemont: (618) 397-0975</td>
<td>Suite 10</td>
<td>(618) 468-6800</td>
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<tr>
<td>East St. Louis: (618) 271-8990</td>
<td>Granite City, IL 62040</td>
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<td><strong>Lewis and Clark</strong></td>
<td><strong>Oasis Women's Shelter</strong></td>
<td><strong>Alton Memorial Hospital</strong></td>
<td><strong>Deputy Title IX Coordinator</strong></td>
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<tr>
<td><strong>Community</strong></td>
<td>(Domestic Violence Emergency</td>
<td>1 Memorial Dr.</td>
<td>Dr. Linda Chapman</td>
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<tr>
<td><strong>College</strong></td>
<td>Services)</td>
<td>Alton, IL</td>
<td>Caldwell Hall 2319</td>
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<tr>
<td><strong>Confidential</strong></td>
<td></td>
<td>(618) 463-7311</td>
<td>(618) 468-4000</td>
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<td><strong>Counselor</strong></td>
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<tr>
<td>Caldwell Hall 2335</td>
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<td>(618) 468-4125</td>
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<td><strong>Or</strong></td>
<td><strong>Phoenix Crisis Center</strong></td>
<td><strong>OSF St. Anthony's</strong></td>
<td><strong>Deputy Title IX Coordinator</strong></td>
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<tr>
<td>Leave an anonymous</td>
<td>(Domestic Violence</td>
<td>Health Center</td>
<td>Dr. Sean Hill</td>
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<tr>
<td>message on the college's</td>
<td>Assistance)</td>
<td>#1 Saint Anthony's</td>
<td>Caldwell Hall 112</td>
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<td>800 number for</td>
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<td>Way</td>
<td>(618) 468-6000</td>
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<tr>
<td>reporting sexual</td>
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<td>Alton, IL</td>
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<td>violence (855) RSV-4RSV</td>
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<td>(618) 463-2571</td>
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<td>(1-855-778-4778)</td>
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<td><strong>Violence Prevention</strong></td>
<td><strong>Anderson Hospital</strong></td>
<td><strong>Edwardsville Police</strong></td>
<td><strong>Deputy Title IX Coordinator</strong></td>
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<tr>
<td><strong>Center of Southwestern</strong></td>
<td>2133 Vadalabene Dr</td>
<td>400 N Main St.</td>
<td>Dr. Sean Hill</td>
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<td><strong>IL (Domestic Violence</strong></td>
<td>Maryville, IL</td>
<td>Edwardsville, IL</td>
<td>Caldwell Hall 112</td>
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<tr>
<td><strong>Emergency Services)</strong></td>
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<td>(618) 656-2131 or</td>
<td>(618) 468-6000</td>
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<tr>
<td>Belleville IL</td>
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<td>&quot;911&quot; for all</td>
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<td>Hotline 24/7 - (618) 235-0892</td>
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<td>emergencies</td>
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<td><strong>CenterStone</strong></td>
<td><strong>Carlinville Police</strong></td>
<td><strong>Bethalto Police</strong></td>
<td><strong>Deputy Title IX Coordinator</strong></td>
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<tr>
<td>(Mental Health Hotline)</td>
<td>(570 N Broad St. Carlinville, IL</td>
<td>Department</td>
<td>Dr. Sean Hill</td>
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<tr>
<td>2615 Edwards St</td>
<td>(618) 854-3221 or &quot;911&quot; for all</td>
<td>213 N Prairie St.</td>
<td>Caldwell Hall 112</td>
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<tr>
<td>Alton IL 62002</td>
<td>emergencies</td>
<td>Bethalto, IL</td>
<td>(618) 377-5266 or &quot;911&quot; for all</td>
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<tr>
<td>(618) 465-4388</td>
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<td>emergencies</td>
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<td><strong>National Suicide</strong></td>
<td><strong>This medical facility provides</strong></td>
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<td><strong>Hotline</strong></td>
<td>Sexual Assault Nurse Examiners (SANE).</td>
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<td>(800) 273-8255</td>
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