

**Policy F-1****ADMISSIONS REQUIREMENTS AND CRITERIA**

Adoption Date: 03/16/92  
Revision Date: 04/26/04  
Revision Date: 09/26/06  
Review Date: 08/26/08  
Revision Date: 10/26/10

Eligible individuals shall be admitted into the College without regard to race, color, religion, gender, national origin, ancestry, age, marital status, military status, unfavorable discharge from military service, or membership in any other groups protected against discrimination under federal, state or applicable local law.

The following categories of students are eligible for admission to the College:

- A. Graduates of accredited high schools or students who have completed the General Educational Development certificate (GED);
- B. Individuals who are eighteen (18) years of age or older and who can benefit from courses and/or programs of instruction or any student who is 16 or 17 years of age and has severed connection with secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence;
- C. Transfer students from other colleges;
- D. Currently enrolled high school students who, with permission, may enroll in credit or noncredit courses; and,
- E. Other categories of students as the Board of Trustees may determine.

Admittance into some programs of limited and selective access may require special additional criteria as approved by the College President or designee.

Special admission criteria shall also be required of international students.

Individuals 15 years or younger shall be handled on a case-by-case and course-by-course basis. Such admission requires high school consent, parental consent, and/or approval by the College President or designee.

District residency will be a consideration in admission of students into programs of limited access.

The Office of Enrollment Services shall develop detailed procedures regarding applicable admission criteria.



**Policy F-2**

**ACADEMIC SKILLS ASSESSMENT AND PLACEMENT**

Adoption Date: 06/15/92  
Revision Date: 06/29/98  
Revision Date: 09/23/08

Prairie State College recognizes the importance of assisting students in matching their academic skills readiness with the demands of College study. In order to enhance the likelihood of students' optimal educational success in courses, the College shall implement an academic skills assessment and placement program.

Students shall be required to complete the appropriate academic skills assessment testing program before or during their first nine (9) credit hours of enrollment.



**Policy F-3**

**STUDENT TRANSCRIPT EVALUATION**

Adoption Date: 06/15/92  
Revision Date: 01/21/03  
Revision Date: 08/26/08

Transfer students seeking to apply credits from another college or a university to a Prairie State College program of study shall have their official transcripts from the transferring institution evaluated by the appropriate College official, as designated by the College President.

Transcripts will also be evaluated as part of a graduation audit to determine a student's candidacy for receipt of a degree(s) and/or certificate(s).

The College's Admissions & Enrollment Services Office shall be responsible for providing detailed information regarding procedures for such student transcript evaluation.

**Policy F-4****GRADE CODES/GRADE POINT AVERAGE**

Adoption Date: 12/16/91  
Revision Date: 03/15/99  
Revision Date: 08/26/08

Prairie State College shall use the following system of symbols as official codes to evaluate and record the academic work of students:

- A. A - Superior Work: Four (4) grade points per credit hour.
- B. B - Above Average Work: Three (3) grade points per credit hour.
- C. C - Average Work: Two (2) grade points per credit hour.
- D. D - Below Average Work: One (1) grade point per credit hour.
- E. F - Failing Work: No (0) grade points per credit hour.
- F. S - Satisfactory Work/Non-Credit Course: Not figured in grade point average.
- G. N - Not Completed/Non-Credit Course: Not figured in grade point average.
- H. I - Incomplete: No (0) grade points, no credits, and not figured in grade point average. The "I" is available to students who, for valid reasons, are unable to fulfill course requirements by the end of a particular semester and have negotiated an extension with the instructor. Such an extension can be approved for one (1) semester only and is to include all of the following components:
  - 1. It is at the discretion of the instructor;
  - 2. It results only from situations which involve illness or other circumstances which are beyond the control of the student and which are not a result from neglect on the student's part;
  - 3. It includes a statement (on file in the appropriate dean's office) which outlines the terms for completion and is signed by both the instructor and the student;
  - 4. It is completed and the grade processed before the end of the next term (excluding summer session); and,
  - 5. It results in an "F" if not completed in the time specified.

- I. L - Prior Learning
- J. R - Credit by Examination
- K. W - Withdrawal: No (0) grade points, no credit, and not figured in grade point average. The "W" is available to students who officially withdraw from a class prior to the official withdrawal dates for the semester. In exceptional situations which may merit the commuting of a formal grade to a "W," students may request special consideration through submitting a "Request for Policy Waiver" form.
- L. U - Audit: No (0) grade points, no credit, and not figured in grade point average. A student who is not concerned with receiving college credit may enroll in a credit course and thereafter change to an audit status. An auditor attends class, but is not required to take examinations, write papers, or complete other academic course requirements. A student auditing a course receives no academic credit and may not change from audit to credit. A student who enrolls for credit may change from credit to audit through the fourth week of classes each fall and spring semester by reporting to the Admissions & Enrollment Services Office to complete the appropriate form. Faculty members should be notified by the Admissions & Enrollment Services Office regarding the student's desire to audit.

**Developmental Courses**

Any course with a course number below one hundred (100) [as listed in the Class Schedule] is graded A, B, C, D, or F. However, since developmental courses are not eligible as part of the fulfillment of degree requirements, the grades earned in those courses shall not be included in the calculation of the official cumulative grade point average.

**Policy F-5****COURSE REPEAT**

Adoption Date: 12/16/91  
Revision Date: 05/18/98

Prairie State College shall institute the following two (2) categories to govern course repeats and shall establish a Course Repeat Fee when State funding is not granted. The Course Repeat Fee shall be the average State apportionment rate which shall be applied to each credit hour.

**Category I (Funded Repeats)**

- A. The College shall provide students who earn less than a C grade the opportunity to repeat a course once (at no additional cost beyond tuition and fees) in order to increase their learning and earn a higher grade. Such students shall not be charged the Course Repeat Fee for the first repeat.
- B. The College shall provide students the opportunity to take courses funded by the state to be repeatable (e.g. PE 101, courses in developmental education, community band/chorus) three times at no additional fee other than regular tuition and fee charges.

**Category II (Unfunded Repeats)**

- A. The College shall provide students who continue to earn less than a C grade, after a second attempt to increase their learning and earn a higher grade, the opportunity to repeat a course a third time. However, during each subsequent attempt, the student will be charged applicable tuition, fees, and the established Course Repeat Fee.
- B. Students who wish to repeat courses funded and approved to be repeatable (from Category I-B) beyond three times may do so for audit, provided there is a seat, but they shall be charged the established Course Repeat Fee.
- C. The College shall provide students who earn a C grade or higher the opportunity to repeat a course once in order to increase their learning and earn a higher grade, but they shall be charged tuition, fees and the established Course Repeat Fee.

In cases where courses are repeated for the purpose of earning a higher grade, all completed courses are to appear in the transcript; however, the later grade for a particular course shall be the only one used in grade point average calculations.



**Policy F-6**

**GRADE CHANGE**

Adoption Date: 06/15/92  
Review Date: 01/15/03

Grades submitted and recorded in the Office of Admissions, Records & Registration shall be considered final and shall be changed only in the event of an error resulting in an incorrect grade.

In such cases, the faculty member involved shall submit a "Grade Change Request" form certifying the nature of the requested change and for approval by the appropriate instructional dean/director.

No grade change(s) shall be accepted beyond one (1) calendar year from the end of the term for which the original grade was assigned. Due to extenuating circumstances, if the need arises for a grade change beyond this period, it must be approved by the Vice President of Academic Affairs.

The change of a standing grade in accordance with the Board policy on Course Repeat does not require the submission of a "Grade Change Request" form or dean/director approval.

**Policy F-7****ACADEMIC PROBATION/DISMISSAL**

Adoption Date: 06/15/92  
Revision Date: 06/29/98  
Revision Date: 09/23/08

Prairie State College shall monitor the reasonable academic progress of students through the Academic Probation and Academic Dismissal programs.

**Academic Probation**

The purpose of Academic Probation at the College shall be threefold:

- A. To provide for remediation through which students are aided in improving their performance and in attaining academic status in good standing;
- B. To establish a minimally-acceptable level for scholastic achievement; and,
- C. To alert students to their less-than-satisfactory scholastic performance.

To accomplish these purposes, any student whose cumulative grade point average at the College falls below 2.0 after attempting at least nine (9) credit hours shall be placed on Academic Probation.

Students who are placed on Academic Probation will be afforded their next two (2) terms of enrollment to recover their academic good standing, a status which requires a cumulative grade point average of no less than 2.0. Students shall be expected to take the necessary developmental courses and to seek counsel to develop strategies for academic improvement.

Probationary status and restrictions shall be removed at the end of the semester in which the minimum cumulative grade point average is attained.

**Academic Dismissal**

A student who has been placed on Academic Probation for two (2) terms of enrollment and has not been able to recover academic good standing shall be subject to Academic Dismissal for a minimal period of one (1) term. After the dismissal period, said students may submit a written request for readmission to the College's judicial officer, as designated by the College President. Upon being granted readmission on Academic Probation, said student will be afforded the next semester of enrollment to attain academic good standing before again being subject to Academic Dismissal.

Probationary students who, at the end of the two (2) terms of Academic Probation, have made substantial improvement in their grade point average performance during the probationary period, yet

have not been able to attain the minimum cumulative grade point average, may submit to the College's judicial officer a written request for a postponement of Academic Dismissal contingent upon continued substantial improvement in academic performance.



**Policy F-8**

**STUDENT RECORDS AND DIRECTORY INFORMATION**

Adoption Date: 06/15/92  
Revision Date: 05/18/98

**Student Records**

Prairie State College shall develop and maintain a permanent educational record of each student's course work at the College. Transcripts of academic records shall contain only information regarding the academic status of the student and official actions regarding the student while at the College or upon leaving the College.

The College shall safeguard and keep confidential all academic and personal information contained in such records which is not otherwise considered to be public information.

**Student Directory Information**

Student directory information shall be defined to include a student's name, address, telephone number, date and place of birth, major field of study, class schedules, participation in officially-recognized College activities, current enrollment status, dates of attendance, and degrees and awards received.

Student directory information shall be subject to public release by the Office of Admissions and Records. Students who object to public release must notify the Office of Admissions and Records in writing no later than Friday of the second week of any term. Such restriction will remain in effect during the term for which it was filed.

Access to student information by College staff members shall be governed by legitimate educational interests. Decisions regarding the release of such information shall reside with the appropriate official, as designated by the College President.

The College shall comply with limitations of the Family Educational Rights and Privacy Act (FERPA) in matters related to the release of student information.



**Policy F-9**

**STUDENT IDENTIFICATION (ID) CARDS**

Adoption Date: 09/17/90  
Revision Date: 06//29/98

Prairie State College shall require all students to obtain an official Prairie State College student identification (ID) card. This ID card shall be considered the official identification for students and as necessary to present for access to libraries, designated labs, recreation facilities, and other services. The identification (ID) cards shall remain the property of the College and shall be presented to College officials upon request. For ID card validation, a student must be registered.

Only the most recently issued ID card is valid. A student may have only one photo ID card in his or her possession. A replacement card can be obtained free of charge if there is a name change or the card is damaged.

Fraudulent use or fraudulent reproduction of a Prairie State College student identification (ID) card is prohibited. Violators shall be referred to the College's judicial officer, as designated by the College President for appropriate disciplinary consideration and action, and/or to local police authorities.



**Policy F-10**

**CO-CURRICULAR PROGRAMS AND ACTIVITIES**

Adoption Date: 06/15/92  
Revision Date: 06/29/98  
Review Date: 08/26/08

Prairie State College shall provide and support co-curricular programs and activities which contribute to the goals of the College and to the educational growth and development of students. Such programs and activities may include, but are not limited to: cultural, social, and educational events; clubs and organizations; student publications; leadership opportunities; vocational and other special interest groups; and sports, recreation, and wellness activities.

Opportunities shall be available to provide programs and activities that: (1) promote the maintenance of good mental and physical health; (2) provide high quality physical recreation opportunities through the medium of sport; and (3) create an atmosphere that encourages individuals to develop a lifelong pattern of positive recreational activity.

**Policy F-11****STUDENT GOVERNMENT ASSOCIATION**

Adoption Date: 06/15/92  
Revision Date: 12/16/02  
Revision Date: 10/21/08

The Board of Trustees shall authorize the development and adoption of a Constitution which creates and directs a Prairie State College Student Government Association. Amendments to the Constitution shall be approved as outlined in the document.

Members of the Student Government Association shall be selected as described in the Constitution and shall serve as representatives of the student body and be accountable to it, the appropriate student organizations, the College, and the Board of Trustees.

The Student Government Association shall be specifically charged with the following rights and responsibilities:

- A. To adopt, amend, and act in accordance with its Constitution;
- B. To act upon matters of interest and concern to the student body (cultural, educational, social, recreational, etc.);
- C. To administer designated funds allocated from the student activities and services fee in a manner consistent with fiscal accountability, Board policy, and administrative procedures and with the approval of designated College personnel;
- D. To develop and maintain an open avenue of communication with student constituents regarding both matters of concern as well as opportunities for involvement within the Student Government Association and/or other registered student organizations;
- E. To provide opportunities for the development of leadership skills;
- F. To serve as a link for students directly to the College through the Office of the Vice President of Student Affairs; and
- G. To provide input to and receive information from the Board of Trustees in accordance with Board practice.

Students who possess 60 credit hours or more, or who have graduated from Prairie State College are *ineligible* to seek and hold executive positions in Student Government Association and executive positions in any recognized club or organization.



**Policy F-12**

**STUDENT RIGHTS AND RESPONSIBILITIES**

Adoption Date: 06/15/92  
Revision Date: 06/29/98  
Revision Date: 09/23/08

Prairie State College shall support student rights of free inquiry, expression, association, peaceful assembly, redress of grievances, and due process. Concomitant with these rights are responsibilities and obligations as members of the College community.

In affirming the rights of its students, the College also affirms the obligations to preserve an atmosphere of orderly behavior and free exchange of ideas and a respect for the rights and dignity of all of its members. The College expects its students to act as responsible adults in an academic community and to be informed about, and abide by, College regulations and the standards of behavior necessary for the ongoing operations of the College and accomplishment of the College's Mission.

These rights, responsibilities, and procedures shall be disseminated through appropriate official College publications such as the College Catalog and/or Student Life Guide.

The President shall be authorized to establish administrative procedures to safeguard these rights and ensure the discharge of these responsibilities.

**Policy F-13****GRIEVANCES/COMPLAINTS BY STUDENTS**

Adoption Date: 03/16/92  
Revision Date: 12/16/02  
Revision Date: 09/23/08

Prairie State College shall provide an avenue through which students may request the review and consideration of an alleged, unjust, or improper practice or harassment on the part of the College, a member of the Board of Trustees, one or more employee(s), or other student(s).

Efforts to address and resolve grievances/complaints are to be made in a timely manner and in accordance with the following principles and general sequence:

- A. Every attempt is to be made to resolve the matter at the point of origin.
- B. If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinator of the area concerned.
- C. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) is to be submitted to the director or dean responsible for the area concerned.
- D. If the situation is yet unresolved, the student may submit a written appeal and related correspondence/records to the executive officer responsible for the area concerned.

Appeals which allege capricious grading will be addressed by following the procedures for the review of alleged capricious grading.

- E. Following receipt of a written response from the appropriate vice president, and if still dissatisfied, the student may submit a written appeal and related correspondence/records to the College President for consideration.
- F. As a final College recourse, the student may appeal the decision of the President by submitting the matter in writing to the Board of Trustees.

The Vice President of Student Affairs, or designee, shall serve to assist students, as necessary, in implementing or utilizing this policy. Confidentiality shall be maintained.

This policy shall be disseminated through the Student Life Guide.



**Policy F-14**

**STUDENT REQUEST FOR POLICY WAIVER**

Adoption Date: 09/17/90  
Revision Date: 06/29/98  
Revision Date: 09/23/08

Prairie State College shall provide a process whereby a waiver of stated College policies and/or procedures may be requested by students in the event of extraordinary circumstances. Certain programs may have specific policies and procedures related to enrollment status, program participation, and appeal. Such requests shall be reviewed by College personnel on a case-by-case basis and ruled upon in accordance with the principles of consistency, fairness, and academic/institutional integrity.

The Division of Academic Affairs, through the designee of the Vice President of Academic Affairs, shall serve as the principal review agent for such requests. The appeal may be made to the Vice President of Academic Affairs and, if not resolved, to the College President. Final authority for the action of an appeal for waiver shall be before the Board of Trustees upon presentation by the President

**Policy F-15****STUDENT CONDUCT**

Adoption Date: 06/15/92  
Revision Date: 10/20/04

Prairie State College shall require a Code of Student Conduct whereby persons attending or visiting the College assume an obligation to conduct themselves in a manner compatible with the College's functioning as an educational institution.

In accordance therewith, the College shall institute the following Code of Student Conduct:

- A. Children are not to accompany students to classes or to be left unattended on the campus, in College buildings, or at any College event.
- B. Food, beverages, sleeping, card-playing, playing of personal radios/cassette/CD players, disruptive activity misuse of furniture or other property, and/or inappropriate interpersonal conduct for a public area are not permitted in the Atrium or other designated areas.
- C. The College shall be designated as a "Clean Air/Smoke-Free" environment.
- D. The College shall be designated as a "Safe School Zone" with *zero tolerance* for any violations of the law committed on the campus or at any College activity. The College operates according to the Safe and Drug-Free Schools and Community Act of 1994, which allows for a "Safe School Zone," thereby prohibiting criminal activities occurring within the boundaries of the College campus.
- E. Misconduct for which students may be asked to leave the College premises and be subject to official College disciplinary actions fall into the following categories:
  - 1. False Information. Furnishing false, incomplete, or misleading information to the College on official records or altering official documents;
  - 2. Obstruction of College Business and Activities. Obstruction, unauthorized interruption, or disruption of the business of the College or any College activity including but not limited to testing, research, teaching, or of the classroom setting.
  - 3. Abuse/Assault/Harassment. Physical or verbal abuse, assault, or harassment, against a student, employee, or any other person on the campus or at any College event;

- conduct or expression which intimidates, threatens, or endangers the health or safety of any person on the campus or at any College event;
4. Destruction of College Property. Unwarranted damage or destruction of property belonging to the College or to a member or guest of the College, including that which is rented or leased;
  5. Theft. Unauthorized taking, embezzlement, misappropriation, or possession of any College-owned property, the property of others, or property maintained by the College by any person on the campus or persons attending a College event;
  6. Unauthorized Use and Entry of College Facilities. Unauthorized use, entry, or occupancy of any College room, building, or area of the College or any unauthorized or improper use of the College property, facility, and equipment;
  7. Computer Information. Unauthorized or misuse of computers including but not limited to damaging or altering records, furnishing false information, unauthorized use of files, programs or data without permission or any unauthorized use of computer hardware, software, accounts, passwords, or keys;
  8. Unauthorized Use or Possession of Keys. Unauthorized possession, duplication, or use of keys of the College;
  9. Alcoholic Beverages. Possession, distribution, or use of alcoholic or intoxicating beverages on College property, except as authorized in accordance with College policy;
  10. Illicit Drugs and Controlled Substances. Use, unlawful manufacture, sale, possession, or distribution of illicit drugs and controlled substances on the campus or at any College event in accordance with local, state, and federal laws;
  11. Weapons on Campus. Use or possession of firearms, ammunition, other dangerous weapons or materials (except as expressly authorized by Board policy), and the use of instruments to simulate such weapons in acts which endanger or are reasonably likely to endanger any person;

12. Fire Safety. Tampering with fire safety equipment, setting or causing unauthorized fires, or calling in or setting off false fire alarms on campus or at any College event;
13. Bribery. Receiving a bribe, bribing or failing to report a bribe by any member of the College community;
14. Rights of Others. Interference of the lawful rights of others to any College activity or College event;
15. Conduct/Behavior. Disorderly behavior and/or lewd, indecent, dangerous, violent, unlawful, or obscene conduct or expression as defined in federal, state, or local statutes on the campus or at any College event;
16. College Policies and Regulations. Violation of College policies or regulations;
17. Failure to Comply with College Officials. Failure to comply with directions of College officials, including faculty in assigned courses, when these officials are acting in performance of their duties and responsibilities and are requesting the student to behave in accordance with College policies and regulations;
18. Motor Vehicles. Violation of properly-constituted rules and regulations governing the use of motor vehicles on the campus or any College event, or the operation of a vehicle in a manner that endangers the safety of others;
19. Obligations or Debts. Incurring obligations or debts in the name of the College;
20. Distribution of Unauthorized Materials. Distribution of unauthorized materials including literature, handbills, posters, or other such printed matter;
21. Hazing. Any action or situation intended or created intentionally to produce emotional or physical discomfort, embarrassment, harassment, or ridicule; and
22. Gambling. Betting of money on the outcome of a game, contest, or other event or activity; playing games of chance or skill (such as cards, dice-throwing, coin-tossing, etc.) for money or other stakes.
23. Electronic Devices: The use of personal pagers, cell phones, and other electronic communication and

entertainment devices (e.g., CD players, tape recorders, video-graphic recorders, any such contrivance with photographic capability, etc.) in classes, labs and the library is prohibited. Pagers, cell phones, and other electronic equipment should be turned off and put away prior to entering classes, labs, or the library. Students with legitimate reasons for using this equipment can do so only after receiving explicit consent of the instructor or a librarian.

**Policy F-16****DISCIPLINE OF STUDENTS**

Adoption Date: 06/15/92  
Revision Date: 12/16/02  
Revision Date: 09/23/08

In accordance with the College's right to establish standards of student conduct, Prairie State College possesses the corollary disciplinary responsibility to enforce said standards when methods of example, counseling, guidance, and admonition are deemed ineffectual or inappropriate.

The enforcement of the College's standards of student conduct will adhere to the following provisions and principles:

- A. A student may not be disciplined for conduct or actions which do not occur on College property and are unrelated to the College or its activities.
- B. Any employee, student, or other person who feels that a student or group of students has violated a policy, rule or regulation of the College which would warrants disciplinary action; is to report the incident for appropriate referral. If in doubt as to the appropriate referral, report should be made to the Vice President of Student Life. The incident is then to be promptly investigated and appropriate disciplinary measures taken, as warranted.
- C. Types of disciplinary action include:
  1. Warning. Notice to students that continuation or repetition of specified conduct may be cause for other disciplinary action;
  2. Reprimand. Official statement to the student that he/she has been found guilty of misconduct. Such reprimand may be entered upon the student's College record, either permanently or for a specific period of time, and may also include the loss of certain campus privileges for a designated period of time.
  3. Restitution of Damages. The student may be directed to pay for damages caused by his/her action. Such restitution may also include the loss of certain campus privileges for a designated period of time. Failure to pay damages will result in additional disciplinary actions being applied.
  4. Behavioral Contract. Written agreement whereby the student consents to modify his/her behavior. Failure to fulfill terms of the contract could result in additional disciplinary actions being applied.



5. Probation. An official warning regarding a student's behavior that may result in the withdrawal of one or more of the following student privileges:
- a. The holding of an office in a campus organization;
  - b. The attending of non-academic activities at the College; or
  - c. The representation of the College in any intercollege events;

Probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires. Any subsequent violation of conduct, as described in the Board of Trustee's policy on Student Conduct, during the probationary period may result in more severe disciplinary actions.

6. Suspension. Exclusion from classes and other activities for reasons set forth in a notice of suspension:
- a. Suspension is not to exceed seven (7) days pending the final determination of an alleged violation; and
  - b. The President, through the College's judicial officer, as designated by the College President, may impose suspension immediately for reasons relating to the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, employees or College property;
7. Dismissal. Termination of student status for a period not to exceed one (1) term. After the period of dismissal, the student must appeal in writing to the judicial officer for reinstatement. This action may be imposed only after review by the College President.
8. Expulsion. Termination of student status for a period not to exceed one (1) calendar year. After the expulsion period, the student must appeal in writing to the judicial officer who will act on the appeal or refer the matter to the Student Appeals Committee. Reinstatement is not automatic and decisions must be reviewed by the College President.

**DISCIPLINE OF STUDENTS**

- D. In the role as judicial officer and in keeping with the Mission of the College, the primary emphasis shall be on the student's learning of responsible behavior, acceptance that there are consequences for actions, and effective resolution of conflict.  
  
The judicial officer shall attempt to handle student misconduct matters within the counseling/guidance mode. However, he/she is empowered to impose disciplinary actions as outlined.
- E. The disciplinary action taken should be appropriate to the nature and severity of the particular infraction.
- F. Disciplinary actions imposed are subject to appeal in accordance with the Board of Trustees' policy or Student Due Process.
- G. The student who violates the law may incur penalties prescribed by civil authorities; however, College authority shall never be used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the special authority of the College be asserted.
- H. Disciplinary actions as a result of violations of this policy should be taken independent of and free from community pressure. Such actions should be guided by institutional and student interests.
- I. Discipline for violation of College policies, on College campuses/locations, or at College functions may be imposed whether or not such violations are violations of civil or criminal law.

**Policy F-17****STUDENT DUE PROCESS**

Adoption Date: 09/17/90  
Revision Date: 05/18/98  
Review Date: 09/23/08

Prairie State College shall recognize that all students have the right to due process when charged with an alleged violation of a rule, policy, or regulation of the College. In the event that an alleged infraction cannot be resolved within the counseling/guidance mode, the College's judicial officer, as designated by the College President, may impose disciplinary actions. Should the student wish to appeal the decision and imposed actions, he/she may request a hearing to review the matter. The judicial officer may also mandate such a hearing.

The due process for handling student disciplinary matters shall be as follows:

- A. Upon receipt of a report of an alleged violation, the student shall be informed by the judicial officer (or designee) that such a report has been received. The student shall be advised that he/she must respond to the notification of alleged misconduct within seven (7) days whereupon the judicial officer will seek to rectify the situation informally (via the counseling/guidance mode).
- B. In the event that the matter cannot be rectified normally, the judicial officer may impose appropriate disciplinary actions or mandate that a judicial hearing be conducted. Notification of disciplinary actions or of a hearing will take place within five (5) days.
- C. The student has the right to appeal the decision by requesting in writing to the judicial officer within five (5) days of receipt of the notification of disciplinary action that a judicial hearing be conducted.
- D. The judicial officer will convene the hearing in accordance with established procedures. Said hearing is to be conducted in a manner consistent with procedural due process and "fair play;" however, it is not to be unduly restricted by rules of evidence or judicial formalities. The object of the hearing is to ascertain the truth of the allegations at hand and to do so with dispatch, propriety, and respect for the rights of all parties involved.
- E. The Student Appeals Committee, appointed by the Vice President of Academic Affairs, shall serve as the judicial board for formal hearings. All actions taken by this body are to be decided by a majority vote.
- F. The Student Appeals Committee shall be comprised of five (5) members: two (2) faculty representatives, two (2) student

representatives, and one (1) administrative representative. The Student Appeals Committee shall establish its own internal operating procedures consistent with due process.

- G. In the event that the student is found to be responsible for the charges brought against him/her, the Student Appeals Committee will uphold the disciplinary actions imposed by the judicial officer and/or have the authority to recommend the imposition of other actions.
- H. Upon official receipt of notification of the appeal outcome, the student may then appeal this decision by submitting a written request within five (5) days to the College President. The written appeal must state the reason for the appeal and supply information to substantiate the reason(s) stated. Such an appeal will only be considered for any one or more of the following reasons:
- a. The disciplinary action was too severe;
  - b. Additional pertinent information is available which was previously not available;
  - c. College regulations were not correctly applied;
  - d. The College's due process procedures were not followed correctly.
- and/or
- I. Upon receipt of a legitimate request for appeal, the President will either review the matter himself/herself and make a determination or form an ad hoc appeal committee to review the matter and submit a recommendation.
- J. Should the President determine that a rehearing is called for, he/she shall convene such a hearing as soon as possible. Individuals present shall include the student, his/her advisor (if any), a representative of the judicial board, and others designated by the President. If the student's advisor is an attorney, the College may have legal counsel present. The outcome of this second hearing will be one of the following:
- 1. An affirmation of the original decision of the Student Appeals Committee;
  - 2. An acceptance of the appeal and a decision to return the case to the Student Appeals Committee for a rehearing within seven (7) days; or,
  - 3. A modification of the decision and/or disciplinary action.
- K. Requests for review of the decision rendered from this second appeal are to be submitted in writing within five (5) days to the

Board of Trustees whose decisions are final.



**Policy F-18**

**DISSEMINATION OF INFORMATION TO STUDENTS**

Adoption Date: 09/17/90  
Revision Date: 05/18/98  
Revision Date: 08/26/08

Prairie State College shall provide students with information pertinent to particularly-relevant policies and procedures, College services, activities, regulations, and other matters which are in the students' best interests. While the vehicle for such information may vary from term to term (i.e., College Catalog, Student Life Guide, electronic board, pamphlet, course schedule, etc.), the information disseminated is to be constantly updated and readily available to students each term.



**Policy F-19**

**STUDENT RESIDENCY STATUS**

Adoption Date: 09/17/90  
Revision Date: 05/18/98  
Review Date: 09/23/08

Prairie State College, in accordance with the rules of the Illinois Community College Board, shall establish procedures for the classification and verification of student residency status.

Such procedures shall be designed to ensure fairness and consistency in the payment of tuition and fees and applicable state funding and demonstrate responsible husbandry of same.



**Policy F-20**

**STUDENT FINANCIAL ASSISTANCE AND EMPLOYMENT PROGRAMS**

Adoption Date: 06/15/92  
Revision Date: 05/18/92

Prairie State College shall provide financial assistance to students through institutional, state, federal, and other externally-funded programs. Such aid shall include, as available but not be limited to, grants, loans, scholarships, work opportunities, and veterans' benefits. Additionally, programs and services shall be provided to aid students in seeking full- and part-time employment.

The College President shall cause to be established a Student Financial Aid and Scholarship Manual which includes informational and procedural details for the awarding of student scholarships, tuition waivers and other financial assistance programs. Such student awards may be in recognition of financial need, distinctive personal accomplishment, service to the institution, special skill, or other appropriate criteria. All student awards shall be administered in accordance with the Student Financial Aid and Scholarship Manual procedures which outlines details regarding: funding sources and limitations, eligibility, availability, application procedures and deadlines, expectations upon receipt of the award, and other matters as deemed appropriate.

The Student Financial Aid and Scholarship Manual shall be made available for review by prospective and current Prairie State College students in the College's Office of Financial Aid and Veterans' Affairs.

The authority to recognize student scholarships, tuition waivers and other financial assistance awards, is hereby delegated by the Board of Trustees to the College President. Only student scholarships, tuition waivers, and other financial assistance identified in the Student Financial Aid and Scholarship Manual shall be recognized as official scholarship awards of Prairie State College. The College President is authorized to refuse or reject a scholarship offer to the College if the proposed award is determined to be discriminatory, prejudicial, or not in the best interests of the College.

All Prairie State College student awards shall be managed through the PSC Foundation and/or the College's Office of Financial Aid and Veterans' Affairs.

The College President shall provide the Board of Trustees with an annual report on current student scholarships, tuition waivers and financial assistance programs.

**Policy F-21****ACADEMIC FORGIVENESS**

Adoption Date: 12/19/94  
Revision Date: 05/18/98  
Review Date: 09/23/08

Prairie State College shall allow a student an opportunity to compensate for poor past academic performance through Academic Forgiveness, as defined herein.

After a period of at least five (5) years of non-enrollment at Prairie State College, a student may petition to utilize grades earned in more recent course work to obtain grade point average relief for past academic performance. Such use of recent grades to compensate for poor grades in the past shall be on a credit-hour by credit-hour basis.

A student may utilize this Academic Forgiveness policy only once during tenure at the College. While this policy provides a mechanism for deleting grades from grade point average calculations, all grades, including those forgiven, will continue to appear on the academic transcript.

## Policy F-22

## INTERCOLLEGIATE ATHLETICS PROGRAM

Adoption Date: 07/17/95  
 Revision Date: 01/21/93  
 Revision Date: 09/23/08

Prairie State College shall establish and maintain an Intercollegiate Athletics Program that contributes to the educational growth and development of students as a vital part of campus and student life. Emphasis shall be placed upon physical skill development, academic achievement, and character and leadership development. Success of the Intercollegiate Athletic Program shall be measured by each student-athlete's growth and adult development as a whole person rather than upon won-loss records.

### Provisions of the Intercollegiate Athletic Program

The Intercollegiate Athletic Program shall be managed according to the *Statement of Guiding Principles of the Prairie State College Student-Athlete*, as adopted by the Board of Trustees.

The Board of Trustees thereby authorizes the College President to develop a program of intercollegiate athletics consistent with the following provisions:

- A. The College field seven teams as its Intercollegiate Athletic Program, with any addition or deletion of teams to occur by action of the Board of Trustees and change in this Board Policy:

	Men's Baseball	Women's Basketball
	Men's Golf	Women's Soccer
	Men's Soccer	Women's
Softball		
	Men's Basketball	Women's Tennis
	Men's and Women's Cross Country	Women's Volleyball

- B. The College fund the operation of its Intercollegiate Athletics Program out of the Student Activities Fee, as recommended by the Student Government Association.
- C. The College seek supplemental support from external sources to enhance the program and enable scholarships for student-athletes to be awarded by the PSC Foundation.
- D. The College establish an Intercollegiate Athletics Advisory Committee to provide valuable community resources and oversight.
- E. The College affiliate with the National Junior College Athletic Association (NJCAA), and thereby adhere to

applicable rules and regulations.

- F. The College concentrate its identification and recruitment of student-athletes from the College's service district and the district's feeder high schools.
- G. The College employ part-time staff to serve as coaches.
- H. The College expect each student-athlete to be enrolled for at least twelve (12) credit hours for the fall and spring semesters and to maintain a GPA of at least 2.0 each semester to remain eligible to practice or compete in one or more of the teams.
- I. Participation by a team in a national tournament, and the funding to support such participation, be from the auxiliary funds, upon recommendation of the College President and approval by the Board of Trustees.

#### **Scholarships and Waivers**

The College shall provide for the in-district tuition rate for all out-of-district students awarded a student-athlete scholarship by the PSC Foundation, with the overall number to be limited to the maximum of one less than one-half of the minimum number of student-athletes needed to field a team for each sport sanctioned by the National Junior College Athletic Association.

For purposes of this waiver of the out-of-district tuition differential, residents of Lake County, Indiana, shall be considered as out-of-district and within the maximum allocation.

**Policy F-23**

Adoption Date: 03/16/98  
Revision Date: 06/27/05  
Revision Date: 09/23/08

**MISSION OF CHILD CARE SERVICES**

The Board of Trustees does hereby recognize the following Mission Statement for Child Care Services:

**Mission Statement:**

*Prairie State College shall serve the varied child care service needs of the diverse population throughout Community College District 515. Committed to enable students to enroll or take additional hours in pursuit of their educational goals, the Children's Learning Center shall provide quality child care services to the children of students, employees, and the community. First priority shall be directed to children of students. Second and third priority shall be directed to children of employees and from the community, respectively.*

*The College's child care services shall maintain highest levels of care with an emphasis on the total development and education of children. The College shall strive to identify and obtain external funding, while maintaining a low cost operation to keep child care services optimally accessible for its students.*

*Prairie State College shall provide child care services to:*

- (1) Toddlers, ages fifteen months to two years;*
- (2) Preschool children, ages two to six years; and*
- (3) Elementary school age children.*

*Dedicated to respond to increased needs and demands, the hours of services of the Child Care Center shall be extended, provided space is available, to accommodate the above-identified populations and to care for: (1) elementary school children after normal public school hours; and (2) evening care hours for age groups from eighteen months - up to and including twelve years of age.*



**Policy F-24**

**AMERICANS WITH DISABILITIES ACT:  
STUDENT ACCOMMODATION**

Adoption Date: 06/29/98  
Revision Date: 04/26/04  
Revision Date: 02/27/07  
Review Date: 09/23/08

Prairie State College shall recognize and comply with the Americans with Disabilities Act (ADA), PL-10136, and with Section 504 of the Rehabilitation Act, which apply to post-secondary education programs and activities.

With regard to recruitment, admission, academic programs, occupational training, counseling, placement, financial aid, physical education, athletics, intercollegiate activities and clubs, Prairie State College shall provide reasonable accommodation and/or program modification to all qualified disabled students to afford them an equal opportunity to participate in those programs or activities for which they demonstrate an ability to benefit. A qualified disabled student is an individual with a disability who meets the academic and technical standards requisite to admission or participation in the College educational programs or activities.

It is generally the responsibility of the student who requires accommodations to request such accommodation through the College's Director of Disability Services & Testing or designee.

**Policy F-25****ACADEMIC CODE OF CONDUCT**

Adoption Date: 03/15/99  
Revision Date: 04/23/07  
Review Date: 09/23/08

Education at Prairie State College is a right that comes with responsibilities toward the academic community. For this community to flourish, all members are obliged to create and uphold an environment conducive to the free exchange of ideas and the preservation of the rights of others.

**Violations of the Academic Code of Conduct**

Faculty members define, communicate, and enforce reasonable standards of behavior in classrooms, laboratories, offices, library, and other instructional areas. When a student's behavior interferes with an effective learning climate, the student shall be subject to the loss of the right to attend or receive credit in the course and may be subject to more severe disciplinary actions, including suspension or expulsion from the College.

Violations of the Academic Code of Conduct include:

- A. **Academic Dishonesty:** Any activities which constitute a misrepresentation of the student's work, including, but not limited to, the following:
1. **Plagiarizing:** submitting any work as one's own which contains any part that is not one's own and not properly cited.
  2. **Cheating:** using any source not permitted on a particular assignment or test; knowingly furnishing any false or misleading information (such as data or sources) to fulfill an assignment; or helping someone else to cheat.
  3. **Fabricating:** providing false information in an attempt to avoid evaluation of academic work.

For more information on academic dishonesty, refer to the Faculty Senate's Statement for Students on Academic Honesty.

- B. **Disruptive Behavior:** Any behaviors which interrupt classroom or laboratory activities, including, but not limited to, the following:
1. Tardiness, leaving and returning during class, or leaving class early without permission from the professor;
  2. Any use of electronic devices such as cellular phones, pagers and music devices in the classroom or laboratory;

3. Personal conversations during class;
4. Bringing children into the classroom, laboratory or other instructional areas;
5. Abusive language or epithets directed towards other persons;
6. Refusing to comply with the directions of the professor.

C. Unauthorized Use or Misuse of Equipment: Theft or abuse of equipment, computer software, hardware, and network resources including, but not limited, to the following:

1. Unauthorized installation, use, modification, or copying of software;
2. Using the network to gain unauthorized access to remote systems or disrupt the security of the network;
3. Sending obscene, abusive or inappropriate messages over the network;
4. Unethical, unlawful, or irresponsible use of equipment or the network; and
5. Use of equipment or computers for personal or business purposes.

**Sanctions for Violation of the Academic Code of Conduct**

In instances of Academic Dishonesty, the faculty member shall determine the academic sanction, which may include a failing grade on the test or assignment and/or a failing grade for the course. All cases of Academic Dishonesty may be reported in writing to the Dean of Academic Services & Counseling.

In instances of Disruptive Behavior or Unauthorized Use or Misuse of Equipment, the faculty member may discuss the matter with the student, issue verbal or written warnings, or refer the student to the appropriate College official for disciplinary action, in accordance with Policy F-16, Discipline of Students.

The severity of the disciplinary action shall be determined on a case-by-case basis and may not require progressive discipline.