

## 5.0 Student Affairs

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Lincoln Land Community College	Subject: Policy Number: Officer Responsible: Last Reviewed: Last Revised: Effective Date:	<b>Enrollment Management</b> <b>5.1</b> VP, Student Services 4/22/09 4/22/09 2/24/98
BOARD POLICY	Old Policy Number:	3.1.3, 3.1.4

Policy Statement: The College shall have an enrollment management plan that serves to balance the need to operate cost-effectively with the need to meet the demands of students for educational services.

Lincoln Land	Subject:	<b>Auditing Courses</b>
Community College	Policy Number:	<b>5.2</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	6/26/02
BOARD POLICY	Old Policy Number:	3.4.12

Policy Statement: A student shall have the opportunity to register for a course or courses on an audit basis with permission of instructor. No credits and/or grades are earned. Tuition and fees are the same as for regular enrollment, and regular attendance is expected. Registration for auditing a course or changing a course registration from credit to audit, or vice versa, may be effected only during the “100 percent refund” period. A designation of “audit” will appear on the student’s transcript.

Lincoln Land	Subject:	<b>Financial Aid Return of Funds</b>
Community College	Policy Number:	<b>5.3</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	5/22/13
	Last Revised:	5/22/13
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.5.1.1

Policy Statement: A return of funds for all federal and state funding programs will be calculated based on appropriate state and federal statutes and regulations.

Lincoln Land	Subject:	<b>Return of Title IV Financial Aid</b>
Community College	Policy Number:	<b>5.3</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.5.1.1

Procedure: In accordance with College policy, the following procedures will be used:

*Process Overview and Applicability*

Only financial aid students who have withdrawn from or ceased attending all classes are subject to the return of Title IV funds calculation. A student who has completed at least one class within the payment period or period of enrollment but drops other classes is treated as having changed enrollment status rather than as having withdrawn.

Situations that would not require a return of Title IV funds calculation:

- A student who was awarded only federal work-study
- A student who did not have federal aid
- A student who is enrolled only in classes that are not eligible for federal financial aid
- A student who ceased attendance but attended past the 60% point of the semester

Lincoln Land	Subject:	<b>Student Rights</b>
Community College	Policy Number:	<b>5.4</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.7.1

Policy Statement: Students shall have all the rights and privileges provided by federal, state and local statute or rule, including but not limited to freedom of expression, freedom of association and freedom of assembly.

Lincoln Land	Subject:	<b>Student Rights</b>
Community College	Policy Number:	<b>5.4</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.7.1

Procedure: In accordance with College policy, the following procedures will be used:

Students who feel that their rights and privileges have been compromised by LLCC or its employees should follow the procedures outlined in the Student Grievance and Appeals Policy (5.40). Those who feel their rights and privileges have been compromised by fellow students should address their concerns to the Vice President, Student Services.

Lincoln Land	Subject:	<b>Academic Renewal</b>
Community College	Policy Number:	<b>5.5</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	1/26/05
BOARD POLICY	Old Policy Number:	3.3.5

Policy Statement: Students who have significantly improved their academic performance may request that all course work taken within select consecutive semesters at least three years prior to the date of request be excluded from the student's cumulative grade point average or total credit earned. Academic renewal will be granted only once. The forgiven course work does not count towards a degree or certificate.

Lincoln Land	Subject:	<b>Academic Renewal</b>
Community College	Number:	<b>5.5</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.3.5

Procedure: In accordance with College policy, the following procedures will be used:

Students meeting the above criteria who wish to take advantage of the policy must complete an application for academic renewal. Applications may be obtained from the Admissions and Records Office. The Director, Admissions and Records, or designee shall review the applications to determine eligibility.

The eligible student must earn a minimum of 15 credit hours at Lincoln Land Community College and maintain a grade point average of at least 2.5 in all course work earned following the semesters the course work to be forgiven was earned. Applicants who fail to meet this requirement shall not receive academic renewal.

Academic renewal shall result in the following:

- All course work taken during the period in which academic renewal is granted will not be counted in determining the student's cumulative grade point average or overall earned credit.
- Forgiven course work shall not be removed from the student's official transcript; however, a notation shall be made to indicate that these grades were

not used in the grade point average calculation and the credits were not part of the cumulative totals.

- Forgiven course work shall not be used toward degrees or certificates.
- No units that have been excluded by academic renewal can be reinstated.

Lincoln Land	Subject:	<b>Credit for Military Training</b>
Community College	Policy Number:	<b>5.6</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.3.7

Policy Statement: The College shall, upon request, grant credit for military service school training in accordance with college and generally accepted national guidelines.

Lincoln Land	Subject:	<b>Credit for Military Training</b>
Community College	Policy:	<b>5.6</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	2/24/98
PROCEDURE	Old Policy Number:	3.3.7

Procedure: In accordance with College policy, the following procedures will be used:

The College will grant credit for military service school training in accordance with the guidelines established by the American Council on Education.

Lincoln Land	Subject:	<b>Repeating a Course</b>
Community College	Policy Number:	<b>5.7</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	11/18/15
	Last Revised:	11/18/15
	Effective Date:	12/17/15
BOARD POLICY	Old Policy Number:	3.3.8

Policy Statement: A student may elect to repeat a course. When the student repeats a course which is not identified as Repeatable for Credit, the higher grade will be automatically recorded on the student’s permanent scholastic record. The system identifies the original class repeated with an “R” and will maintain the grade history. Courses identified as Repeatable for Credit will have the grade replaced automatically only if the original grade is failing.

Lincoln Land	Subject:	<b>Repeating a Course</b>
Community College	Number:	<b>5.7</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	7/23/09
PROCEDURE	Old Policy Number:	3.3.8

Procedure: In accordance with College policy, the following procedures will be used:

Before processing, verify course and credit submitted for repeat has been earned at Lincoln Land Community College. Proficiency, CLEP, Tech Prep/Partnership, AP, “other” college or non-course credit cannot be used to replace “RP” or repeat a course grade on an LLCC transcript.

Lincoln Land	Subject:	<b>Grades Given Upon Withdrawal</b>
Community College	Policy Number:	<b>5.8</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Approval Date:	4/23/08
	Effective Date:	8/01/08
BOARD POLICY	Old Policy Number:	3.3.11

Policy Statement: A student may withdraw from any class by completing and filing the appropriate forms within the time requirements listed.

1. No record of the enrollment shall appear on the student's transcript if a student withdraws prior to the first day of classes or during 100% refund period (defined in Policy 5.18).
2. An instructor may withdraw a student with a grade of W, for non-attendance, at midterm when class attendance is verified (in compliance with the ICCB rules regarding attendance and progress).
3. A student may withdraw with a grade of W up to 7 days prior to the last day of scheduled classes for each term.
4. A student must fulfill all obligations to the College prior to withdrawing from any class.

Lincoln Land Community College	Subject:	<b>Standards of Progress - Financial Aid</b>
	Policy Number:	<b>5.9</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
BOARD POLICY	Effective Date:	12/14/05
	Old Policy Number:	3.3.13

Policy Statement: A student must make satisfactory progress toward the completion of a degree or certificate per federal and state guidelines to receive financial assistance.

Lincoln Land Community College	Subject:	<b>Standards of Progress – Financial Aid</b>
	Number:	<b>5.9</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE PROCEDURE	Effective Date:	12/14/05
	Old Policy Number:	3.3.13

Procedure: In accordance with College policy, the following procedures will be used:

*Scope*

This policy applies to all federal Title IV grant and loan programs and the Federal Work Study program, as well as state need based programs including the Monetary Award Program and Illinois Incentive for Access grant.

The Financial Aid office will maintain detailed procedures compliant with federal and state laws and will publish these in the college's catalog.

Lincoln Land Community College	Subject:	<b>Classifications of Students for Academic Standing</b>
	Policy Number:	<b>5.10</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.4.1

Policy Statement: Students shall be classified as follows:

Freshman Students who have earned fewer than 30 semester credit hours.

Sophomore Students who have earned 30 or more semester credit hours.

Full-time Students who are enrolled in courses totaling 12 or more semester credit hours during a semester or 6 hours or more during a summer term.

Part-time Students who are enrolled in courses totaling fewer than 12 semester credit hours during a semester or fewer than 6 hours during a summer term.

Lincoln Land Community College	Subject:	<b>Classifications of Students for Academic Standing</b>
	Policy Number:	<b>5.10</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE PROCEDURE	Effective Date:	7/1/99
	Old Policy Number:	3.4.1

Procedure: In accordance with College policy, the following procedures will be used:

College developmental courses of less than 100 level will be included in the calculations determining student classifications of full/part-time and freshman or sophomore standing. College developmental courses of less than 100 level will not be included in the calculations determining the completion of degree requirements.

Lincoln Land	Subject:	<b>Admission of Students</b>
Community College	Policy Number:	<b>5.11</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Approval Date:	7/25/07
	Effective Date:	7/25/07
BOARD POLICY	Old Policy Number:	3.4.2

Policy Statement: Admission to the College shall be open to all who apply and can benefit from any of the programs offered. The College and the student accept responsibility for placement of the student in courses and programs for which the student demonstrates academic preparedness. A student may demonstrate preparedness for college-level work through a variety of means, including, but not limited to, a test of basic academic skills, performance on the American College Test (ACT) exam or a similar exam, coursework completed at the college level, and a high school transcript. Participation in credit bearing course work at the collegiate level is open to all who are 16 years of age and can demonstrate their level of preparedness. For a student who meets all admissions criteria, but who initially does not demonstrate preparedness for college-level work, the College reserves the right to restrict access to certain courses and programs and affirms its commitment to helping the student achieve preparedness.

In special circumstances, the Vice President for Student Services (or the Vice President’s designee) in conjunction with the Vice President for Academic Services, (or the Vice President’s designee) may, with mutual agreement of affected faculty, authorize admission to the College and registration into college level course work by students who do not meet all admissions criteria.

Persons who have been suspended or expelled from any other post-secondary institution for disciplinary or behavioral issues may be denied admission to Lincoln Land Community College by the Vice President of Student Services or the Vice President’s designee if their presence is deemed a threat to the college or its personnel.

Lincoln Land	Subject:	<b>Admission of Students</b>
Community College	Number:	<b>5.11</b>
	Officer Responsible:	VP, Student Services
	Approval Date:	7/25/07
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	4/28/04
PROCEDURE	Old Policy Number:	3.4.2

Procedure: In accordance with College policy, the following procedures will be used:

Admissions worksheets are available online or by calling, writing, faxing, or e-mailing the Admissions and Records Office of Lincoln Land Community College or by contacting a local high school counselor. Worksheets are also available at LLCC's regional education centers. Completed worksheets should be submitted to the Admissions and Records Office. There is no application fee.

Prospective students must submit an admissions worksheet either prior to or at the time of their first registration.

Official transcripts should be sent directly to Lincoln Land Community College's Admissions office from the student's high school. Transcripts from previously attended colleges and universities should be sent if the credit will be applied toward LLCC graduation requirements. Once a transcript is evaluated and applied to the official student record, it cannot be removed.

*International Students:* Admission of international students is done on an individual basis. It is highly recommended that all prospective students from countries other than the United States contact the Admissions and Records Office at Lincoln Land Community College one year in advance of the date they hope to begin studies so that credentials can be received and evaluated, financial arrangements can be made, visas and passports arranged, and any other documentation can be prepared. For further information, prospective students should contact the Executive Director, Admissions and Records.

Lincoln Land Community College	Subject:	<b>Course Prerequisites and Corequisites/Evaluation of Student Skills</b>
	Policy Number:	<b>5.12</b>
	Officer Responsible:	VP, Academic Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
<b>BOARD POLICY</b>	Old Policy Number:	3.1.5, 3.4.3

Policy Statement: Students shall be responsible for meeting prerequisites and corequisites. At any time prior to the tuition-refund deadline each term, students may be dropped from a class for failure to meet prerequisites or corequisites. Prerequisites and corequisites are stated with course descriptions in the College catalog and they are included in the schedules published each term.

In order to promote student success, the College shall, where appropriate, evaluate the academic preparation of enrolling students. Placement test results shall be used to advise students and, in some cases, to place them properly in courses.

Lincoln Land Community College	Subject:	<b>Course Prerequisites and Corequisites/Evaluation of Student Skills</b>
	Policy Number:	<b>5.12</b>
	Responsible Officer:	VP, Academic Services
	Last Reviewed:	4/22/09
	Last Revised:	7/23/09
	Approval Date:	11/15/06 Academic Standards Committee
<b>ADMINISTRATIVE PROCEDURE</b>	Effective Date:	11/29/06
	Old Policy Number:	3.1.5, 3.4.3

Procedure: In accordance with College policy, the following procedures will be used:

Students desiring to enroll in any course with established prerequisites in reading, English, and/or mathematics shall be assessed in the relevant subject area(s). All students must be assessed UNLESS:

1. the student holds a degree at the bachelor's level or above;
2. the student has already achieved grades of C or better in a college-level English composition course (COM 111, its equivalent, or above) and a college-level

- mathematics course (MAT 104, or its equivalent, or above) from any accredited college or university; or
3. the student has earned ACT scores of 22 or better in English, reading, and mathematics or SAT scores of 480 or better in verbal and mathematics.

Proof of degree status shall be determined either by receipt of an official transcript from the awarding institution or by the student's signature verifying degree status on the appropriate LLCC form.

Students may take the placement exam at the main LLCC campus or at one of the regional education centers. For information, contact the Placement and Testing Office.

Any student with a documented physical or learning challenge who desires accommodations should contact Special Needs Services to arrange for appropriate alternative testing procedures.

Students are allowed one retake of the placement tests or a portion thereof upon the recommendation of an LLCC academic advisor, counselor, or department chair.

Workforce Development and Community Education programs may have different skills/placement testing procedures. Please refer to the specific program for additional information regarding this and other policies.

Lincoln Land	Subject:	<b>Student Records</b>
Community College	Policy Number:	<b>5.13</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.4.4

Policy Statement: The College shall maintain a permanent scholastic record for every student. The College shall take all reasonable precautions to ensure the confidentiality of such records, and shall release such records only in accordance with applicable state or federal statute or rule.

Lincoln Land	Subject:	<b>Student Records</b>
Community College	Policy Number:	<b>5.13</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	7/1/99
PROCEDURE	Old Policy Number:	3.4.4

Procedure: In accordance with College policy, the following procedures will be used:

Student enrollment and transcript records shall be retained permanently in an electronic format. Hard copy, or paper, admissions and enrollment worksheets shall be retained for three years and then destroyed. Any student wishing to challenge the accuracy of personal admissions and/or enrollment records must do so within one calendar year of the term in question.

The student records policy of LLCC is governed by the Family Educational Rights and Privacy Act (“the Act”)\*. No unauthorized person will have access to any non-directory information from the student’s educational record without written consent from the student. The College will not disclose any information from a student’s educational record without the written consent of the student except to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing the student financial aid, to accrediting agencies carrying out their accreditation function, to authorized representatives of the federal and state governments for audit and evaluation of federal and state supported programs, to persons in compliance with a judicial order, and to persons in an emergency in order to protect

the health and safety of students or other persons. All of the exceptions are permitted under the Act.

In accordance with the Act, LLCC may disclose directory information about students, such as name, address, telephone number, hometown, date of birth, major field of study, class (freshman or sophomore), dates of attendance, degrees earned and dates, honors and awards, educational institutions previously attended, participation in sports, and height and weight of student athletes.

Under the provisions of the Act, students may withhold directory information by completing a "Request to Prevent Disclosure of Directory Information," available from the Admissions and Records Office or regional education centers. If, after withholding directory information, a student subsequently decides to release it, he or she must notify the Admissions and Records Office of this decision.

The Act also provides students the right to review and challenge certain information in their educational records. The Office of Admissions and Records coordinates the review of such records in compliance with the Act.

Legal Citation:

\* USC.S.1232g

Lincoln Land	Subject:	<b>Tuition and Fee Rates/Payment</b>
Community College	Policy Number:	<b>5.14</b>
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Approval Date:	12/13/06
	Effective Date:	12/13/06
BOARD POLICY	Old Policy Number:	3.4.5

Policy Statement: The in-district tuition rate shall be adjusted at the beginning of each academic year (fall term) to reflect the previous year's state average, adjusted for cost of living. The state average will be the average as determined by the Illinois Community College Board. The cost of living adjustment to be used shall be that which is the most recently available Higher Ed Price Index. The adjusted tuition shall be rounded to the nearest one-half dollar. Rates for out-of-district and out-of-state students shall be established in accordance with the Act\* and the Rules of the State Board. Courses which consist primarily of travel outside the community college district shall be charged at in-district rates regardless of student residency status.

The Board shall establish from time to time the fees to be assessed for specific courses, special services or student activities.

Unless otherwise authorized by the chief financial officer, all tuition and fees shall be paid in full prior to the beginning of classes. If installment payments have been authorized, then the failure to make any payment when due may subject the student to immediate dismissal or such other penalty as may be deemed appropriate, including the withholding of grades or transcripts.

Legal Citation:

110 ILCS 805/3-45 and 110 ILCS 805/6-4

Lincoln Land	Subject:	<b>Tuition and Fee Rates/Payment</b>
Community College	Policy Number:	<b>5.14</b>
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	02/01/16
	Last Revised:	02/01/16
ADMINISTRATIVE	Effective Date:	02/01/16
PROCEDURE	Old Policy Number:	3.4.5

Procedure: In accordance with College policy, the following procedures will be used:

Student tuition and fees shall be assessed as follows:

Tuition

All District 526 residents under age 65.....	\$110.00 per credit hour
All District 526 residents age 65 and over who verify their age with Admission and Registration .....	Tuition free
Out-of-district residents with chargeback authorization.....	\$110.00 per credit hour
Out-of-district residents within Illinois without chargeback authorization ..	\$220.00 per credit hour
Out-of-state and foreign residents.....	\$330.00 per credit hour
LLCC's Truck Driver Training program has specific tuition rates: (fee-based cost) .....	\$3,900.00

Fees

Rates

Activity fee.....	\$2.00 per credit hour
In-district residents, age 65 or older .....	No activity fee charge
Classroom support/technology fee.....	\$5.50 per credit hour
Infrastructure Fee .....	\$3.50 per credit hour

The activity fee is collected by the college and distributed by the Student Government Association. The activity fee provides opportunities for participation in many cultural events, special events, campus activities, intramural athletics, *The Lamp*, and student clubs.

Other Course Fees

Special course fees related to contractual obligations, off-campus facilities, and other circumstances also may be charged.

Service Charges (non-refundable)

General admission.....	No charge
Transcripts.....	No charge
Graduation application.....	No charge
Commencement participation (cap, gown, and tassel included).....	\$20.00
Proficiency test.....	\$20 per exam
Proficiency credit .....	\$50 per course
External licensing certification .....	\$50 per course
Fitness Center usage fee (FCU) .....	\$50.00

Penalties

Late registration fee (after session begins) .....	\$20
Returned check service fee .....	\$15
Library overdue charge .....	\$10

Variable Tuition Rates

Variable tuition rates for the specific programs and courses listed below will be applied per credit hour, in addition to the standard in-district tuition rate.

All Welding (WEL) sections except 102 .....	\$55 per credit hour
All Automotive Technology (AUT) sections except 210 .....	\$55 per credit hour
All Building Maintenance (BDM) sections .....	\$55 per credit hour
All Auto Body (AUB) sections .....	\$55 per credit hour
All Culinary Arts (CLA) except 100 .....	\$55 per credit hour
All Heating, Ventilation & Air Conditioning (ARH) sections except 210 .....	\$55 per credit hour
Electrical Maintenance (ELM) all sections.....	\$55 per credit hour
All Aviation (AVI) sections .....	\$165 per credit hour
All sections OL, OE and HY.....	\$33 per credit hour
*Healthcare sections.....	\$82.50 per credit hour

\*For students enrolling in the Associate Degree Nursing (ADN), Neurodiagnostic Technology (NDT), Occupational Therapy Assistant (OTA) or Radiography (RAD), Respiratory Care (RCP) and Surgical Technology (SGT) program.

Chargebacks

A “chargeback” is a payment that allows a student who is not a resident of District 526 to attend LLCC at the in-district tuition rate. The student’s home-district community college pays the difference between the out-of-district and in-district rate to LLCC.

Students who reside in another community college district may qualify for a chargeback by entering an LLCC program not offered by their home community college and should inquire at their home community college for more information.

LLCC will pay another Illinois public community college to permit a student to attend that college at that college’s in-district tuition rate pursuant to Board Policy 5.17.

Billing and Due Dates For Tuition and Fees

All tuition and applicable fees for on-campus and off-campus courses will be billed through the business office on the main campus. Tuition due date periods for each semester are published in the semester *Class Schedule*. Students who do not pay their tuition and fees by the assigned due date may be dropped from their classes. Students who register after the first meeting of a class will be assessed the late registration fee of \$20.

Checks

If three or more checks are returned from or on behalf of a student, LLCC will not accept checks toward that students account or from that student for a period of three years.

Lincoln Land Community College	Subject:	<b>Tuition Rates for Students Attending Other Education Institutions Within The District</b>
	Policy Number:	<b>5.15</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	11/14/07
<b>BOARD POLICY</b>	Old Policy Number:	3.4.5.1

Policy Statement: In accordance with the Act\*, Illinois residents who are not classified as residents of the Lincoln Land Community College district shall qualify for in-district tuition rates for a particular term if they are also enrolled in at least 12 semester hours at another regionally accredited post-secondary institution within the district or enrolled full-time at a residential secondary institution within the LLCC district or, alternatively, if they are enrolled concurrently at LLCC and another institution as described above with a combined course load of at least 12 hours. The in-district tuition rate shall also apply to summer terms if the person was enrolled in at least 12 semester hours and/or classified as a full-time student at an eligible institution the previous spring, or can document subsequent enrollment at an eligible institution for the fall term.

*Legal Citations:*

\*Public Community College Act 110 ILCS 805/6-4

\*Administrative Rules of the Illinois Community College Board 1501.505

Lincoln Land	Subject:	<b>Residency</b>
Community College	Policy Number:	<b>5.16</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	7/25/01
BOARD POLICY	Old Policy Number:	3.4.6

Policy Statement: In order to qualify for in-district tuition rates, any student shall be a resident of the District at the time of registration. Any student who moves into the District for the principal purpose of enrolling at in-district tuition rates shall not be considered a resident of the District. When the residency of a student or prospective student is not clear, the proof of residency may be required. Any student who changes residency during the school year shall immediately report such change to the College. If such change of address shall cause a change in the applicable tuition rate, then the new tuition rate shall take effect at the beginning of the next academic semester, module, or summer term.

Lincoln Land	Subject:	<b>Residency</b>
Community College	Number:	<b>5.16</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.4.6

Procedure: In accordance with College policy, the following procedures will be used:

When appropriate, based on the student’s application for admission, the student will be asked to fill out a residency questionnaire form at the time of admission to the College. Based on information provided by the student concerning age, length of time at current address, previous address, current driver’s license information, and current employment status, a residency classification will be determined by the Director, Admissions and Records following Illinois Community College Board guidelines. The student will be notified of his/her residency classification by mail.

Lincoln Land	Subject:	<b>Tuition Rate Chargebacks</b>
Community College	Policy Number:	<b>5.17</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.4.7

Policy Statement: The College shall process chargeback requests in accordance with the Act\* and State Board Rules.

Legal Citation:

\* 110 ILCS 805/6-2

Lincoln Land	Subject:	<b>Tuition Rate Chargebacks</b>
Community College	Policy Number:	<b>5.17</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	6/9/14
	Last Revised:	6/9/14
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.4.7

Procedure: In accordance with College policy, the following procedures will be used:

The Illinois Public Community College Act of 1965, as amended, provides that if a student wishes to take a curriculum of study not offered in the home community college district, but offered in another public Illinois community college district, the home community college district will pay the non-resident portion of the tuition while he/she is enrolled in such a program.

**1. Application Deadline**

Application for Authorization of Partial Support, also known as a “chargeback”, must be made 30 days prior to the first day of the semester at Lincoln Land Community College and must be renewed each year.

**2. Definition of Curriculum**

A curriculum is interpreted as an organized pattern of instruction within a discipline leading to a *certificate or associate degree* which is publicized in the official catalog of an Illinois public community college and approved by the Illinois Community College

Board and the Illinois Board of Higher Education. Both full-time and part-time attendance is allowable. Individual courses, as in adult continuing education programs, are not considered programs for approval purposes, nor are programs that are generally considered to be baccalaureate oriented, e.g., architecture, since the majority of the courses normally taken during the first two years of such programs are readily available at Lincoln Land Community College.

### **3. Determination of Whether or not a Curriculum is Offered by Lincoln Land Community College**

A chargeback is not authorized if the desired curriculum is offered by LLCC or is offered by another Illinois community college through a cooperative agreement between such other college and LLCC. LLCC shall determine whether or not the desired program is offered by comparing the relevant LLCC program or the cooperative college program and its component courses to the official catalog of the college the applicant wishes to attend. If LLCC or the cooperative college has a comparable curriculum, no chargeback will be authorized.

### **4. Residency Qualification**

To qualify for a chargeback, the student must be a permanent resident of District 526. The residence of unemancipated persons is that of their parents. If the applicant is of foreign citizenship, proof of permanent residence (green card or its equivalent) is required.

### **5. Change in Residency**

Residents of District 526 are eligible for chargebacks after they have resided in the LLCC district 30 days and verify their residency based on applicable LLCC procedure. Students who have Lincoln Land Community College chargebacks, but establish permanent residence out of the district will have their chargebacks terminated at the end of the term in which they moved.

### **6. Distance and Inconvenience**

Distance and inconvenience are not considered as the basis for approving chargebacks. If a program is offered anywhere within District 526 or elsewhere in the state through an established cooperative agreement, it is judged to be available. The time of day, the day of the week, or the particular semester or term of offering of the program or its component parts are not considered as factors affecting approval.

### **7. Enrollment Limitation**

The fact that a Lincoln Land Community College curriculum may have limited enrollment, is temporarily closed to enrollment, or is regularly over-subscribed is not considered as a factor affecting approval.

### **8. Failure to Meet Entrance Requirements**

The fact that an applicant for a chargeback was refused admission to a Lincoln Land Community College curriculum because of failure to meet entrance requirements is not considered grounds for authorizing a chargeback for a comparable program at another

institution. Lincoln Land Community College will not authorize a chargeback to someone attempting to meet the entrance requirements or prerequisites for a particular program at another college.

**9. Continuity of Authorization**

If Lincoln Land Community College authorizes a chargeback, and subsequently develops a comparable curriculum, the student is not required to transfer back to Lincoln Land Community College for the balance of the program.

**10. Limit on Number of Programs per Applicant**

A student may not have more than one chargeback at the same time.

**11. Repeated Courses, e.g., Incompletes, Failures, Drops, or Withdrawals**

The College will not pay for repeated courses students take to either raise their grade point average or in which they received incompletes, failures, drops or withdrawals.

**12. Compliance Guideline**

The Lincoln Land Community College Admissions, Records, and Registration Office will audit each billing of chargebacks received. Courses taken which are not part of the approved program will not be honored for chargeback; in this case, the entire out-of-district tuition for such courses must be paid by the student. Any required development education courses will be included as part of the “approved program”.

Lincoln Land	Subject:	<b>Tuition and Fee Refund</b>
Community College	Policy Number:	<b>5.18</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	8/01/08
<b>BOARD POLICY</b>	Old Policy Number:	3.4.8

Policy Statement: Students who officially drop a course(s) during the first six calendar days of any semester will receive a refund of 100% of tuition and course fees paid. Refunds for a course(s) with a shorter schedule, e.g. modules, summer session, etc. shall be made on a pro rata basis.

In the event a course is canceled, all paid tuition and fees will be refunded.

No refund will be made to students who are withdrawn from any course for disciplinary reasons or absenteeism. Refunds for special fees (e.g., fees connected to travel-study or fees for required background checks) will be considered on a situational basis regardless of drop date.

Workforce Development and Community Education programs may have different refund policies. Please refer to the individual program for additional information regarding this and other policies.

Lincoln Land	Subject:	<b>Tuition and Fee Refund</b>
Community College	Policy Number:	<b>5.18</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
<b>ADMINISTRATIVE</b>	Effective Date:	12/14/05
<b>PROCEDURE</b>	Old Policy Number:	3.4.8

Procedure: In accordance with College policy, the following procedures will be used:

To be eligible for a tuition refund for course withdrawal the student must officially complete the withdrawal process within the tuition refund dates as posted in the current catalog. The student must drop the course(s) in question within the posted refund dates by visiting, calling, faxing or writing (postmarked no later than the last published day for a refund) any of the LLCC service locations. A student may appeal for a tuition refund for a course withdrawal made after the posted refund deadline. The appeal must be filed in the Admissions Office within 90 days of the semester in question. The student's written appeal is reviewed by a committee comprised of staff from Registration Services,

Admissions, and Financial Services for consideration of special circumstances for refund eligibility.

Lincoln Land	Subject:	<b>Student Financial Obligations</b>
Community College	Policy Number:	<b>5.19</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.4.9

Policy Statement: Students shall discharge all financial and other obligations to the District prior to registering for the next semester. These obligations include, but are not limited to, overdue library book fines, tuition, student fees, bookstore charges, and child care center fees. Failure to satisfy such obligations may result in the withholding of transcripts, grade reports, and letters of honorable dismissal.

Lincoln Land	Subject:	<b>Student Financial Obligations</b>
Community College	Number:	<b>5.19</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.4.9

Procedure: In accordance with College policy, the following procedures will be used:

Appropriate financial restrictions can be applied to a student's record by a designated representative of Registration Services, Financial Aid Office, Admissions and Records Office, Bookstore, Child Care Center and the circulation desk of the Learning Resource Center. These systems-viewable restrictions will list the amount owed, the office and reason for the restriction, the date applied and, when appropriate, the date closed. LLCC will honor the Consortium of Academic and Research Libraries in Illinois (CARLI) financial restrictions imposed on dual-enrolled students. All LLCC offices will honor the financial restrictions imposed upon a student by withholding the following services:

- \* Issuing of both official and unofficial transcripts to student or another college.
- \* Issuing of the end of term grade report mailer.
- \* Registration of any LLCC course or workshop, credit or non-credit offering.
- \* Adding or dropping any course or workshop, credit or non-credit offering.
- \* Checkout of any materials from the Learning Resource Center.

Students may discharge all financial restrictions from their record by contacting the Registration Services and paying the amount due. Financial obligations to the CARLI Libraries must be paid to the originating library.

Lincoln Land	Subject:	<b>Transcripts</b>
Community College	Policy Number:	<b>5.20</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.4.10

Policy Statement: The College shall, upon request, provide students with official transcripts of all credit coursework attempted with attendant grades provided that students have discharged all financial obligations to the College.

Lincoln Land	Subject:	<b>Transcripts</b>
Community College	Policy Number:	<b>5.20</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.4.10

Procedure: In accordance with College policy, the following procedures will be used:

An academic transcript will be kept of every college credit course taken and degree earned at Lincoln Land Community College for each student. The transcript will list all courses attempted, grade earned, and cumulative grade point average. Students who have transferred credit from another college will have those courses added to their LLCC transcript and grade point average. Academic indicators other than grades (including “W” withdrawn, “PR” proficiency, “RP” repeat, “T” incomplete, and others) will be identified and explained through narrative on the reverse of the transcript.

An official copy of a student's transcript will be made available upon request provided that the student has discharged all financial obligations to the College. A transcript will be made available only upon request by the student or by a governmental agency with appropriate legal authority. A request for these records must be in writing and include the student’s signature. A signed, faxed request for a transcript will be honored. An E-mail request including a scanned original signature will be honored. Due to the nature of copy proof transcript paper, requests to fax transcripts cannot be honored. Proof of identity may be requested before a transcript is issued.

Workforce Development and Community Education programs may have special admissions procedures. Please refer to the specific program for additional information regarding this and other policies.

Lincoln Land	Subject:
Community College	Policy Number: <b>5.21</b>
	Officer Responsible: VP, Student Services
	Last Reviewed: 01/27/16
	Last Revised: 01/27/16
	Approval Date:
	Effective Date:
BOARD POLICY	Old Policy Number: 3.4.11

Policy Statement: Eliminated 01/27/16

Lincoln Land	Subject:
Community College	Policy Number: <b>5.21</b>
	Officer Responsible: VP, Student Services
	Last Reviewed: 01/27/16
	Last Revised: 01/27/16
ADMINISTRATIVE	Effective Date:
PROCEDURE	Old Policy Number: 3.4.11

Procedure: Eliminated 01/27/16

Lincoln Land	Subject:	<b>Senior Citizens' Courses Policy</b>
Community College	Policy Number:	<b>5.22</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.4.13

Policy Statement: Citizens of the district who are 65 years of age or older shall be eligible to attend classes with no payment of tuition or activity fees. (They are required to pay other fees where applicable.) The College reserves the right to require proof of age whenever such proof may be deemed necessary. The prospective student must be 65 years of age before the beginning of the applicable school term to qualify for a senior citizen's tuition waiver.\*

Legal Citation:

\* 110 ILCS 990/2

Lincoln Land	Subject:	<b>Senior Citizens' Courses Policy</b>
Community College	Policy Number:	<b>5.22</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.4.13

Procedure: In accordance with College policy, the following procedures will be used:

The age of senior citizens choosing to attend under this policy shall be verified at the time of application and registration, and the prospective student shall be coded into the Colleague system as "senior". The Colleague system then automatically sets the appropriate tuition and fee rate.

Lincoln Land	Subject:	<b>Selective Admission</b>
Community College	Policy Number:	<b>5.23</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.4.14

Policy Statement: Admission to certain programs where space is not available for all students applying shall be granted in accordance with the Act\* and the Rules of the State Board.

Legal Citation:

\* 110 ILCS 805/3-17

Lincoln Land	Subject:	<b>Selective Admission</b>
Community College	Policy Number:	<b>5.23</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	7/1/99
PROCEDURE	Old Policy Number:	3.4.14

Procedure: In accordance with College policy, the following procedures will be used:

Procedures, applicable test scores and prerequisites for admission to the selective admissions programs of Nursing, LPN Bridge Course, Occupational Therapy Assistant, Physical Therapy Assistant, Associate Degree Radiography and the Respiratory Care Program are stated in the current catalog in the “Student Development” section. These requirements are specific to each program and are subject to change.

Lincoln Land	Subject:	<b>Student Financial Assistance</b>
Community College	Policy Number:	<b>5.24</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.4.15

Policy Statement: The College shall establish a comprehensive program of financial assistance for students demonstrating financial need, special talents, or special circumstances. It shall include scholarships, grants, loans, tuition waivers, or employment.

Lincoln Land	Subject:	<b>Student Financial Assistance</b>
Community College	Policy Number:	<b>5.24</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.4.15

Procedure: In accordance with College policy, the following procedures will be used:

Students may apply for government aid via the Free Application for Federal Student Aid or other current method prescribed by the U.S. Department of Education.

Students may apply for scholarships and waivers through the LLCC Foundation Office.

The Assistant Vice President, Financial Aid will also work collaboratively with the LLCC Foundation to identify student scholarship needs.

Lincoln Land	Subject:	<b>Student Financial Aid Eligibility</b>
Community College	Policy Number:	<b>5.25</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.5.1

Policy Statement: Eligibility for student financial aid shall be determined in accordance with applicable federal and state statute.

Lincoln Land	Subject:	<b>Student Financial Aid Eligibility</b>
Community College	Policy Number:	<b>5.25</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.5.1

Procedure: In accordance with College policy, the Financial Aid Office will maintain procedures compliant with federal and state laws and regulations to determine Financial Aid eligibility.

Lincoln Land	Subject:	<b>Ability to Benefit</b>
Community College	Policy Number:	<b>5.26</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.5.1.2

Policy Statement: A student must have been awarded a high school diploma or its recognized equivalent or demonstrate per federal guidelines an ability to benefit to receive federal title IV and state financial aid funds.

Lincoln Land	Subject:	<b>Ability to Benefit</b>
Community College	Policy Number:	<b>5.26</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.5.1.2

Procedure: In accordance with College policy, the following procedures will be used:

All students who do not possess a high school diploma or GED are encouraged to pursue one of these credentials. For students who do not have either a diploma or GED and want to receive Financial aid, the Financial Aid office will maintain procedures compliant with federal statutes and regulations to determine their eligibility to benefit.

Lincoln Land	Subject:	<b>Academic Advising</b>
Community College	Policy Number:	<b>5.27</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.5.2

Policy Statement: Currently enrolled and prospective students shall be offered services and information regarding their academic program and study.

Lincoln Land	Subject:	<b>Academic Advising</b>
Community College	Policy Number:	<b>5.27</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.5.2

Procedure: In accordance with College policy, the following procedures will be used:

Academic advisors assist students with completion of registration forms, selection of courses, discussion of academic progress, career considerations, transfer information and difficulties that may affect academic performance.

Students on academic probation must see an advisor prior to registration. During this appointment, the student and the academic advisor will discuss the necessary steps to help ensure academic success.

Students on academic suspension must obtain the permission of the Vice President of Student Services prior to registration if they wish to appeal their suspensions or if they are on suspension a second or subsequent time and wish to register for courses.

Students on academic suspension must go through an appeal process if they wish to be reinstated the following semester.

If they are on suspension a second or subsequent time and wish to register for courses, they must obtain permission from the Vice President, Student Services, or the vice president's designee.

Lincoln Land	Subject:	<b>Special Needs Services</b>
Community College	Policy Number:	<b>5.28</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.5.3

Policy Statement: Support services shall be provided to students with special needs including those with disabilities. To be eligible for support services, a student shall provide paperwork that specifically documents the nature of the special need.

Lincoln Land	Subject:	<b>Special Needs Services</b>
Community College	Policy Number:	<b>5.28</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.5.3

Procedure: In accordance with College policy, the following procedure will be used:

Lincoln Land Community College shall comply with The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. A college handbook of guidelines for the delivery of appropriate accommodations shall be available for student with disabilities. Students with Documented disabilities who desire services should contact the College's Special Needs Professional.

Lincoln Land Community College	Subject:	<b>Career Planning and Employment Services</b>
	Policy Number:	<b>5.29</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.5.4

Policy Statement: Currently enrolled students and prospective students shall be offered services and information to assist them with plans for training and employment.

Lincoln Land Community College	Subject:	<b>Career Planning and Employment Services</b>
	Policy Number:	<b>5.29</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE PROCEDURE	Effective Date:	12/14/05
	Old Policy Number:	3.5.4

Procedure: In accordance with College policy, the following procedures will be used:

*Career Planning – Career Development Services Office*

The Career Development Services Office provides career counseling, career interest inventory interpretation, and information about occupational trends and careers. This free service to students offers the following:

- Maintenance of educational materials describing various careers.
- Coordination of a current collection of career information for each academic major.
- Distribution and interpretation of the O\*net Interest Inventory.
- Access to career instruments that provide a guide to educational career planning.
- A variety of career workshops focusing on choosing a major and/or career.
- Career counselors to assist students in all areas of career planning.

The Career Development Services Office is located in the Student Services Area of Menard Hall.

*Job Search – Career Development Services*

The Career Development Services Office provides a variety of job search services to residents of the Lincoln Land Community College District. These services include:

- Publication of a monthly Job Opportunities Newsletter that lists part-and full-time employment opportunities from entry level to advanced positions. The Job Opportunities Newsletter can be accessed via the Internet at [www.llcc.edu/cds](http://www.llcc.edu/cds). Individuals can request that a copy be mailed and can be put on a mailing list.
- A list of current job openings is maintained in the Career Development Services Office, on a job board on campus and on the Lincoln Land Community College website.
- Applications and brochures from various businesses and government agencies are available in the office.
- Information on internships or cooperative work education opportunities.
- Job search brochures and flyers on such topics as cover letter and resume writing techniques, interviewing skills, job-search techniques, and professional business dress/etiquette.
- A career computer lab for resume writing assistance and electronic job search with links to a variety of employment websites.
- Individual assistance with mock interviews, resume development and cover letters.
- Access to web-based employment databases.

Lincoln Land	Subject:	<b>Student Employment</b>
Community College	Policy Number:	<b>5.30</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.5.5

Policy Statement: Student employment practices shall be in accordance with Policy 8.2.

Lincoln Land	Subject:	<b>Student Employment</b>
Community College	Policy Number:	<b>5.30</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/11/13
	Last Revised:	4/11/13
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.5.5

Procedure: In accordance with College policy, the following procedures will be used:

*Procedures for Federal Work-Study employment:*

1. All FWS employment shall be governed by federal and other regulations currently in effect. The Financial Aid Office will maintain detailed procedures for the FWS program.
2. All student works, including FWS student workers, are limited to a maximum of 20 hours per week.

*Procedures for Institutionally-Funded Student Employment:*

1. Students who are employed using institutional funds must maintain satisfactory academic progress. No student who is on academic suspension or probation may work as an institutionally-funded student employee.
2. Student employees are to be considered students first. Under no circumstances is an institutionally-funded student employee to work more than 20 hours per week.

3. Institutionally-funded student employees must be enrolled at least half-time during the semester of employment, with the exception of summer term (see#4).
4. Students may work in institutionally-funded student employment during the summer term without being enrolled in summer courses if they were enrolled and eligible for employment during the preceding spring semester.
5. Student employees are responsible for compliance with the Family Educational Rights and Privacy Act\* and other regulations with regard to confidentiality of and access to student and other institutional records. It is the responsibility of the student employee's supervisor to provide training regarding relevant regulations.

Legal Citations:

\* USC.S.123g

Lincoln Land	Subject:	<b>Student Co-curricular Activities</b>
Community College	Policy Number:	<b>5.31</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.6

Policy Statement: The College shall provide for and encourage co-curricular activities designed to reinforce classroom instruction and supplement academic learning. Co-curricular activities providing a means of developing students' cultural, social, intellectual, physical, spiritual, and educational capabilities beyond the classroom shall be developed in conjunction with students, faculty, and staff. Participation shall be open to LLCC students. Employees and other individuals may participate by invitation of the sponsoring recognized group or department. When possible, events shall be arranged so that students may participate without being absent from scheduled classes. However, when such a conflict is unavoidable, the student who chooses to attend scheduled classes rather than take part in the supplementary class activity will not be penalized.

Lincoln Land	Subject:	<b>Student Co-curricular Activities</b>
Community College	Number:	<b>5.31</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.6

Procedure: In accordance with College policy, the following procedures will be used:

Any student, faculty, staff, or recognized student group may participate in the development of co-curricular activities. All activities will be developed via one of the following partnerships:

- \* Recognized student group members and advisor;
- \* Students and faculty or staff member; or
- \* Students and the Director of Student Life or designated staff member.

Funding for co-curricular activities may be provided through student activity fees for recognized student group sponsored activities and through departmental funding for class sponsored activities. Student activity fees are distributed upon recommendation of the

Student Activity Fee Allocation Committee and approved by the Student Government Association each fiscal year.

Student activity fee allocations for recognized student groups, the Student Life Office, and the Multicultural Awareness Center are distributed at the beginning of each fiscal year pending the availability of funds.

Student activity fee allocations awarded to student organizations and departments are distributed twice per academic year with one-half of the allotment distributed at the beginning of the fall semester and the second half distributed at the beginning of the spring semester.

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Lincoln Land	Subject:	<b>Student Groups</b>
Community College	Policy Number:	<b>5.32</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.6.1

Policy Statement: The College shall have a single student government organization for the entire institution. That organization shall establish by-laws for its operation, such by-laws to be approved by the College. The student government organization shall establish guidelines for recognition and approval of all student groups. Membership in recognized student groups shall be open to all College students, and to employees, and other individuals by invitation of such groups. All recognized student groups shall operate in accordance with Policy 1.2, 1.4, 1.5, 1.6, and all other applicable College, local, state, and federal laws and regulations. The student government organization shall prepare a proposed student activity fee budget annually.

Lincoln Land	Subject:	<b>Student Groups</b>
Community College	Number:	<b>5.32</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	9/1/06, 11/27/06
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.6.1

Procedure: In accordance with College policy, the following procedures will be used:

Any group wanting the rights and privileges of a Lincoln Land Community College recognized group must complete the recognition process as outlined below and be granted recognition by the Student Government Association.

#### Statement of Recognition

The purpose of the recognition process is to provide the Student Life Office staff and potential members with vital information about the recognized groups on campus. Recognition takes effect once the Student Life Office determines the recognition information and constitution comply with the stated requirements and are approved by the LLCC Student Government Association. Under normal circumstances, the recognition process takes approximately two weeks for approval. Delays may occur if all requirements are not completed by the group seeking recognition.

### *Group Types*

Organizations - A student organization is a group that serves an institution wide significant function to the college community (Student Government Association, *The Lamp*, Campus Activities Board, etc.)

Teams - A student team is a group that participates in academic competitions on an intercollegiate level.

Clubs - A student club is a group that is formed around a common interest.

### Conditions for Recognition

1. The group should fill an apparent need for students not currently being met by an existing group on campus.
2. The group must have sufficient membership to sustain its existence. A minimum of ten active members is required to assure the chance of success. Exemptions from this requirement can be requested through the Director of Student Life.
3. All members of a recognized student group must be registered LLCC students in good standing with the College, College employees, or must be extended membership by the group advisor.
4. The group must have all advisors approved by the College. The purpose of the advisor is to guide the student leadership on matters related to group dynamics, finances, activities, and programs.
5. The group seeking recognition status must submit the following materials to the Student Life Office: a) a completed recognition form and b) a copy of the group's current constitution.
6. The purpose and activities of the group must not be in violation of civil law or college regulations.
7. Groups that are athletic in nature will not be recognized as clubs due to the need for appropriate supervision and risk management. Such groups may pursue incorporation into intramurals or intercollegiate athletics program.

### Benefits of Recognition

Recognition of a student group permits the group to:

- \* the use of the College's name in conjunction with that of the group for official purposes;
- \* the privilege of using College facilities under College policies governing that usage, as administered by the Facilities Reservation Technician;
- \* the receipt of relevant publications and inclusion in mailings by the Student Life Office;
- the opportunity to apply for student activity fee funds.

### *Student Group Website Policy*

Lincoln Land Community College does not provide server space for student group websites. Student groups may create websites utilizing an outside web space provider. The group may submit this web address to the Student Life Office to provide a link to the site from the Student Life Office website. The Lincoln Land Community College web

page disclaimer and non-discrimination policy will appear when the link is activated by an individual before connecting to the site. Student group websites should contain the website author's name and contact information.

Student groups classified as student organizations are exempt from this procedure.

#### Registration of Groups

In the fall of each year, it is necessary to register student groups. This process begins with an application form that must be completed by the group current officers and advisor. The forms should then be returned to the Student Life Office.

Forms and information pertaining to registration will be mailed to incumbent advisors and officers during the registration period. Additional forms may be obtained in the Student Life Office. Failure to register an existing group by the designated deadline may result in the expiration of that group registration status.

#### Groups Compliance with College Policies

1. Any student group failing to comply with College policies shall be brought to the attention of the Director of Student Life. Recognized student groups and their individual members may be held responsible for violations of College policies.
2. Upon being notified of such charges, the College will investigate the accuracy of the charges.
3. An effort will be made to resolve the charges by mutual agreement between the parties, if appropriate, and appropriate disciplinary action, if any, will be determined. Students may be subject to administrative action or disciplinary penalty as defined in Disciplinary Suspension or Expulsion Procedure (Policy 5.37) in addition to any civil action that may be appropriate.
4. The student group (through its advisor and officers) will be informed in writing of any disciplinary action to be taken.

The student group may appeal the decision through the Student Grievances and Appeals Procedure (Policy 5.40).

#### *Dissolution of Student Group*

A Student group or The Student Life Office may dissolve a group for any of the following reasons:

1. The Student group has had a majority vote to do so.
  - a. The majority vote determines that the group is no longer needed/wanted on campus.
  - b. Written notification should be given to the Student Life Office within 30 days of the vote.
2. The Student group has been Inactive for Three Years.
  - a. A group will be deemed inactive after one year of not receiving a Recognition Form.

- b. A group will be deemed dormant during the second year of not receiving a Recognition Form
  - c. A group will be considered dissolved after the third year of not receiving a Recognition Form
3. The Student Life Office has withdrawn the group recognition due to non-compliance with College policies.

Before a group is dissolved completely, a flyer notifying the student population will be posted for 2 weeks on the Student Life Office Bulletin Boards and outside the Student Life Office.

Lincoln Land	Subject:	<b>Student Groups Advisement</b>
Community College	Policy Number:	<b>5.33</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	1/22/03
BOARD POLICY	Old Policy Number:	3.6.1.1

Policy Statement: All recognized student groups shall have an advisor approved by the College. Such advisor is responsible for ensuring that the group is operating in accordance with all policies, rules, and regulations as stated in Policy 5.32.

Lincoln Land	Subject:	<b>Student Groups Advisement</b>
Community College	Number:	<b>5.33</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	3/18/10
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.6.1.1

Procedure: In accordance with College policy, the following procedures will be used:

Any College employee may volunteer to serve as an advisor to a group. Prior to appointment as an advisor, the staff member must be approved by the Director of Student Life. The term of office for an advisor shall be one year, renewable annually at the invitation of the group and accepted at the discretion of the advisor.

The advisor shall uphold the educational mission of the College, and shall monitor the activities and policies of the group to ensure that they are in compliance with College policy and applicable local, state, and federal laws.

In cases where a College employee cannot be identified to serve as an advisor, a member of the Lincoln Land Community College district may be recommended as advisor by the Director of Student Life. Upon successful completion of a background check, the Director of Student Life will request final approval for the advisor appointment by the Board of Trustees.

Lincoln Land	Subject:	<b>Student Group Travel</b>
Community College	Policy Number:	<b>5.34</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.6.1.2

Policy Statement: The College may permit travel by members of any recognized student group club and organization in accordance with Policy 6.13.

Lincoln Land	Subject:	<b>Student Group Travel</b>
Community College	Number:	<b>5.34</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.6.1.2

Procedure: In accordance with College policy, the following procedures will be used:

When a group of students are to travel at the College's expense, such as athletic teams, student groups, or class field trips, it is possible to receive an advance to help the students defray their traveling expenses. This advance will be made from either a student group or field trip account. The advance can only be made to the coach, advisor, or instructor for the group, and a complete accounting for the funds after the travel is completed must be presented. The steps to follow are:

1. Prepare a Professional Activity/Travel Request form in the coach's, advisor's, or Instructor's name showing the type of trip and estimate of expenses to be incurred by the students and coach, advisor, or instructor on a per-person basis. A complete list of students planning to participate must be attached. A Professional Activity/Travel Request form must be prepared indicating the name of each student if airfare is required. Any expected travel reimbursement to any person traveling at College expense must be approved in advance. The coach's, advisor's, or instructor's Professional Activity/Travel Request form will show the balance of expenses. If more than one coach, advisor, or instructor is attending the trip, a separate Professional Activity/Travel Request form must be prepared for each coach, advisor, or instructor attending in addition to the one submitting the student's expenses.

2. If traveling out of state, Board approval is required. Prior to travel, published deadlines for submitting board agenda items must be met. Two weeks prior to departure, a Professional Activity/Travel Request Expense form must be submitted for the amount of funds to be advanced for students. If convention registration fees or a deposit on hotel or equipment rooms must be paid in advance, a Professional Activity/Travel Request form should be prepared payable to the sponsoring organization and/or the hotel indicating the date this advance payment is due. The coach, advisor, or instructor will be sent the check. A second Professional Activity/Travel Request form should be prepared for the remainder of the advance and a check will be issued for this amount.
3. Have the Professional Activity/Travel Request form approved by the proper authorities and forward to the Purchasing Office.
4. Reserve College van or other transportation. If a College vehicle is to be used, call Facility services to reserve the vehicle.
5. Have students complete and sign a release form.
6. A Finance Technician will have check(s) prepared and sent to the coach, advisor, or instructor.
7. The coach, advisor, or instructor will have the check(s) cashed and
  - a) Pay for all meals and lodging, if applicable, for the students, and obtain paid receipts for each expenditure. (Paid receipts must show the itemized cost of each item, item name, and name and address of the vendor.) OR
  - b) Give the predetermined meal allowance to each student and have each sign the receipt or meal allowance form, if applicable.
8. When travel is completed, all advance funds not expended must be deposited to the organizational unit from which the advance was made, on the first working day after the trip. The business office will need the name and social security number of the individual who received the advance.
9. The coach, advisor, or instructor will prepare the Post-Travel section of the Professional Activity/Travel Request for the actual expenditures incurred (or actual per diem rates allowed), attach the itemized receipts for funds returned (if applicable), obtain the proper approval signature, and forward it and all receipts to the Purchasing Office. The Purchasing Office will audit the travel reimbursement request and forward to either accounts payable or the revolving fund technician in order to issue a reimbursement check. College employees in attendance must also complete the Post-Travel section of the Professional Activity/Travel Request.

10. When a field trip is planned, the advisor or instructor has the responsibility to accurately forecast the cost of all necessary expenditures for the trip. This total cost should be computed on a per student basis and that amount collected from each student. It is permissible for the advisor's or instructor's actual expenditures (room, travel cost, tickets, food, etc.) to be paid by the students on a pro rata basis. In these cases, the advisor or instructor will not receive a travel reimbursement (per diem, actual expenses) from the College's account.
  
11. In the event a student is unable to go on the trip after the fee is paid, then these funds will be held and may be distributed back to the student when the reconciliation from the field trip is completed. Any obligations incurred by the registration may be deducted from these funds.
  - a) All funds collected must be substantiated with a College receipt which will include the account number of the club and the deposit should be made by the employee who is responsible for the collection of funds for the trip.
  - b) The advisor or instructor will maintain a field trip reconciliation form.
  - c) A check for the total amount forecasted may be drawn prior to the trip and made payable to the advisor or instructor after being requested on a Professional Activity/Travel Request form. The advance must be charged to the correct organizational unit and correct general ledger code.
  - d) The advisor or instructor is responsible for keeping accurate records for all expenditures by receiving official original paid receipts for all monies paid. (Only purchases for supplies and consumable items are allowed. There is no provision for the purchase of equipment. Information on the receipt must show the itemized cost of each item, what the item is, and the name and address of the vendor. Sales tax is considered as part of the expense.)
  - e) A completed field trip reconciliation form with all proper attachments must be submitted to Accounts Payable within ten working days from the end of the trip. Accounts Payable will audit the form for completeness, accuracy, proper receipting, and expenditures. The advisor or instructor is responsible for accounting for all funds advanced. Any monies not used are to be re-deposited into the account from which the advance was made.
  
12. If a college vehicle is used for travel, or if transportation services are contracted with an outside vendor, only members of the student group/athletic team/class and official group advisors/coaching staff/class instructors may travel in the college vehicle or college-hired vehicle. Spouses or partners of official group advisors/coaching staff/class instructors and dependent children of official group advisors/coaching staff/class instructors may travel in the college vehicle or college-hired vehicle with advance written approval of the appropriate LLCC vice president. Any additional costs created by the travel of these family members shall be paid by the individuals. If any other personnel are required (e.g., statisticians, additional chaperones), these persons must be approved in advance by the appropriate vice president (Student Services in the case of athletics and

student groups, Academic Services in the case of class field trips). Only those individuals with a bona fide function related to the activity shall be authorized for travel.

13. If traveling overnight, only members of the student group /athletic team/class and official group advisors/coaching staff/class instructors or other personnel approved in advance by the appropriate vice president (Student Services in the case of athletics and student groups, Academic Services in the case of class field trips) are allowed to occupy the designated accommodations overnight. Spouses or partners of advisors/coaches/instructors and dependent children of advisors/coaches/instructors may occupy the designated accommodations also; however any additional costs incurred by their occupancy shall be paid by the individuals. Furthermore, the official group advisors/coaching staff/class instructors will appropriately assign all trip participants to their specific accommodations and participants are obligated to follow these assignments at all times.

Lincoln Land	Subject:	<b>Student Athletics</b>
Community College	Policy Number:	<b>5.35</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.6.2

Policy Statement: The College shall provide a program of competitive athletics for its students. The program shall include both intercollegiate and intramural activities. The program shall operate within general institutional philosophy and state, federal, and governing body guidelines.

Lincoln Land	Subject:	<b>Student Athletics</b>
Community College	Policy Number:	<b>5.35</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	11/01/02
PROCEDURE	Old Policy Number:	3.6.2

Procedure: In accordance with College policy, the following procedures will be used:

To ensure that the receipt and expenditure of external contributions for the athletic programs operate within institutional guidelines the following shall apply:

- Any cash or in-kind contributions exceeding \$2,500 must be approved by the Vice President, Student Services and deposited into a restricted account held by the Business Office or the LLCC Foundation for such purposes.
- Athletic tuition waivers shall be overseen by the Vice President, Student Services.
- A reasonable proportion of any contributions shall apply to the entire athletic program as opposed to any individual sport or sports.
- Should a booster club be formed, the director of athletics shall be responsible for educating boosters regarding applicable NJCAA and District rules and for monitoring compliance therewith.
- Any cash or in-kind donation exceeding \$5,000 shall have prior Board approval.
- In all instances, the College shall retain the right of refusal of any gift or of association with any individual, product, company or other entity.
- In no instance shall any contribution apply toward the salary or other compensation of any coach participating in or associated with the intercollegiate athletic program.

- The intramural program will be directed by the Student Life Office.

The Vice President, Student Services shall be responsible for ensuring that all fund raising efforts of the athletic department do not conflict with those of the LLCC Foundation.

Lincoln Land	Subject:	<b>Student Conduct</b>
Community College	Policy Number:	<b>5.36</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	9/22/99
BOARD POLICY	Old Policy Number:	3.7.4

Policy Statement: Students at Lincoln Land Community College assume an obligation to conduct themselves in a manner compatible with the mission of the College as an educational institution. Student conduct at the College, or at any college-sponsored activity, shall be governed by federal, state, and local statutes and Board policy. Students are responsible for familiarizing themselves with the catalog and student handbook. Any and all conduct which adversely affects the student's responsible membership in the college community shall result in the appropriate disciplinary action.

Complaints of intimidation against students by students on the basis of race, sex, age, sexual orientation, handicap, creed, religion, marital status, or national origin should be reported to the Vice President, Student Services.

Lincoln Land	Subject:	<b>Student Conduct</b>
Community College	Policy Number:	<b>5.36</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/25/13
	Last Revised:	4/25/13
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.7.4

Procedure: In accordance with College policy, the following procedures will be used:

The Student Code of Conduct as set forth below applies specifically to student behavior and shall be in effect when the requirements of Policy 5.4 (Student Rights) have not been violated. Therefore, violations of any rule of the following Code of Conduct shall result in appropriate disciplinary action.

Behavioral expectations of students are as follows:

1. Students shall exhibit integrity and honesty. They shall refrain from cheating, plagiarism, and other forms of academic dishonesty and shall be truthful in the

- information they provide to the College and their representation of College documents, records, or identification to others.
2. Students shall abide by federal, state, and local statutes and LLCC Board policy.
  3. Students shall exhibit respect for themselves, others, and the property of others. They shall also respect the rights of others to hold and express differing viewpoints from their own. They shall contribute to an educational environment free of harassment, intimidation, and other behaviors that threaten the well being of themselves or others.
  4. Students shall comply with the directions of College officials acting in the performance of their duties.
  5. Students shall maintain an environment free from illegal drugs and unauthorized alcohol.

*Procedures for dealing with code infractions other than academic dishonesty:*

(NOTE: Charges of academic dishonesty should be reported using the procedures outlined in Policy 4.13 Academic Integrity.)

1. All charges of Code infractions shall be submitted in detail in writing to the Director, Student Rights & Responsibilities.
2. The accused student shall be informed in writing of the charges and notified of the time and date to report to the Director, Student Rights & Responsibilities. The time and date shall be set so as to allow the student reasonable time to respond.
3. If the student does not report or contact the Director, Student Rights & Responsibilities prior to the specified time and date, the Director, Student Rights & Responsibilities will determine the appropriate disciplinary action and shall notify the student of such in writing.
4. The student forfeits any right to grievance and appeal of the disciplinary action if he/she does not report or contact the Director, Student Rights & Responsibilities prior to the time and date of the meeting.

*At the meeting between the student and the Director, Student Rights & Responsibilities:*

1. The student will be advised of his/her rights in the proceedings and of any possible consequences.
2. An effort will be made to resolve the charges by mutual agreement between the parties, if appropriate.
3. The Director, Student Rights & Responsibilities, shall inform the student in writing of the disciplinary action to be taken, if any.
4. If the student so requests, an appeal may be made using the Student Grievances and Appeals Procedure (Policy 5.40).

Lincoln Land Community College	Subject:	<b>Disciplinary Suspension or Expulsion</b>
	Policy Number:	<b>5.37</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.7.5

Policy Statement: A student may be suspended from the College (leave the College for a specified time) if the student’s conduct is judged to be detrimental to the general welfare of the College as defined in Policy 5.36, or interferes with the orderly and proper operation of the College. Prior to suspension a student shall be given oral or written notice of the cause(s) for suspension and shall be offered the opportunity to discuss the situation with the appropriate College officer.

The President or Vice Presidents may suspend a student and recommend to the Board expulsion (permanent banishment from the College) if, in their judgment, the student’s conduct is detrimental to the general welfare of the College and its students or employees, or interferes with the orderly and proper operation of the College. The student will be given written notice of the cause(s) for the suspension and recommended expulsion, and will be given the opportunity to appeal such action at the next regular meeting of the Board of Trustees. The suspension will remain in effect until the Board of Trustees takes action regarding the recommendation for expulsion.

Lincoln Land Community College	Subject:	<b>Disciplinary Suspension or Expulsion</b>
	Policy Number:	<b>5.37</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	9/4/13
	Last Revised:	9/4/13
ADMINISTRATIVE PROCEDURE	Effective Date:	12/14/05
	Old Policy Number:	3.7.5

Procedure: In accordance with College policy, the following procedures will be used:

**Suspension**

Charges of inappropriate conduct worthy of suspension will be brought to the attention of the Vice President for Student Services via written and detailed notice. Such

inappropriate conduct shall include, but is not limited to, academic dishonesty, falsification of any student record, possession or use of alcoholic beverages or illegal substances, and any form of disruptive behavior. Upon being notified of such charges, the Vice President for Student Services will investigate the accuracy of the charges. If the Vice President determines, based upon all available information, that suspension is warranted, the Vice President will give the student written notice of the cause(s) for suspension and the dates of suspension. Length of suspension shall be at the discretion of the Vice President and shall be based upon the nature of the offense and the point in the academic term at which the suspension takes place. The student shall be offered the opportunity to discuss the situation with the Vice President in a timely fashion and to appeal the Vice President's decision per the Student Grievance and Appeal Procedure (5.40).

### **Expulsion**

Expulsion of a student may be recommended to the Board of Trustees by the President or any of the Vice Presidents in cases where inappropriate conduct is particularly egregious or hazardous or where a student has previously been subject to lesser disciplinary actions but has continued to exhibit inappropriate conduct. In such an event, the President or designee will notify the student in writing of the cause(s) for expulsion and will offer the student a hearing before the Board of Trustees. The student must make any request for such a hearing within 10 College business days of receiving notice of expulsion.

Lincoln Land	Subject:	<b>Student Publications</b>
Community College	Policy Number:	<b>5.38</b>
	Officer Responsible:	VP, Academic Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	10/23/02
BOARD POLICY	Old Policy Number:	3.7.6

Policy Statement: The College shall publish a student newspaper and other student publications in furtherance of educational goals. It shall also serve the entire college community by reporting the news, including College events and activities. It shall operate in accordance with the rights guaranteed by the First Amendment to the United States Constitution and subject to such responsibilities as are imposed by law or by prevailing journalistic standards.

Lincoln Land	Subject:	<b>Student Publications</b>
Community College	Policy Number:	<b>5.38</b>
	Officer Responsible:	VP, Academic Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	7/1/99
PROCEDURE	Old Policy Number:	3.7.6

Procedure: In accordance with College policy, the following procedures will be used:

All official student publications are bound by all policies and procedures including Student Organizations (Policy 5.32), Student Organization Advisement (Policy 5.33), and Student Organization Travel (Policy 5.34).

Lincoln Land	Subject:	<b>Campus Disorders</b>
Community College	Policy Number:	<b>5.39</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	3.7.7

Policy Statement: Any action by a student or group of students which disrupts the normal and orderly functioning of the College, or which violates any law, is prohibited and may subject such person or persons to disciplinary action under Policy 5.37.

Lincoln Land	Subject:	<b>Campus Disorders</b>
Community College	Policy Number:	<b>5.39</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.7.7

Procedure: In accordance with College policy, the following procedures will be used:

Disruptive actions, or actions which violate any law, shall be brought to the attention of the Vice President, Student Services, and the College's Police Department. If disciplinary action is warranted, students will be subject to Procedure 5.37 in addition to any legal consequences.

Lincoln Land Community College	Subject: Policy Number: Officer Responsible: Last Reviewed: Last Revised: Effective Date:	<b>Student Grievances &amp; Appeals</b> <b>5.40</b> VP, Student Services 4/22/09  10/23/02
BOARD POLICY	Old Policy Number:	3.7.8

Policy Statement: The College shall ensure that students be served equitably and appropriately at all times. Any student who feels unfairly or inappropriately treated is encouraged to pursue resolution through this policy. Every effort should be made to resolve the issues informally before pursuing formal petition and hearing mechanisms.

Grievances are appropriately claimed with regard to, but are not limited to, allegations of the following nature:

- \* A violation of policy and/or procedure of the College;
- \* Arbitrary or capricious action by a college employee;
- \* Improper removal from the College or a program of the College for academic reasons;
- \* Improper denial of admission or re-admission to the College or a program of the College;
- \* Inaccurate or inappropriate information contained in the student's record; and
- \* Improper suspension from the College for disciplinary reasons.

Complaints regarding the assignment of course grades should be made in accordance with College Policy 4.14 and are not subject to this Student Grievances and Appeals Procedure.

Complaints of discrimination toward students on the basis of race, sex, age, handicap, creed, marital status, national origin, or gender should be reported to the appropriate College officials in accordance with College Policy 1.6 and are not subject to this Student Grievances and Appeal Procedures.

Complaints of sexual harassment toward students should be reported to the appropriate College officials in accordance with College Policy 1.7 and are not subject to this Student Grievances and Appeal Procedures.

This policy is not intended for reviewing the professional judgment of faculty regarding the assessment of the quality of work of their students and shall not abridge, circumvent, nor diminish academic freedom in any way.

Lincoln Land Community College	Subject: Number: Officer Responsible: Last Reviewed: Last Revised:	<b>Student Grievances &amp; Appeals</b> <b>5.40</b> VP, Student Services 7/23/09 7/23/09
ADMINISTRATIVE PROCEDURE	Effective Date: Old Policy Number:	Fall Semester 2006 (8/19/06) 3.7.8

Procedure: In accordance with College policy, the following procedures will be used:

Definitions:

A “grievance” is defined for the application of this Policy to be a complaint alleging that a student’s rights have been abridged through any of the allegations listed in Policy 5.40. A “grievant” must be a student of the College and is the person making the complaint, except in the case of a prospective or former student grieving admission, re-admission, or suspension decisions. “Other party” is the college person(s) or condition against whom the complaint is filed. “Person directly involved” means the grievant(s), the other party, and those who make the decision regarding the grievance. “The committee” refers in this section to the Student Grievances and Appeals Committee. “Business days” shall exclude Saturdays, Sundays, and holidays approved by the Board of Trustees.

Grievance Process (Informal):

1. Where possible, it is expected that a grievant’s first attempt to resolve his/her complaint informally through direct conversation with the other party.
2. If the grievant cannot obtain satisfactory results from such a conference, he/she should then discuss the complaint with the appropriate supervisor. The supervisor is expected to investigate the complaint(s) and try to achieve a resolution.
3. If the grievant is dissatisfied with these results, he/she may then discuss the complaint with the appropriate Vice President. The Vice President’s decision is final for the informal process. If the grievant is dissatisfied with the outcome, he/she may then proceed to the formal grievance process.

Grievance Process (Formal):

1. If satisfactory resolution cannot be reached through the informal grievance process, and if the grievant wishes to pursue a formal complaint, the grievant should write a letter (petition of grievance) to the supervisor of the college employee charged in the grievance. This letter should be as detailed as possible in explaining the reason(s) for the grievance.
2. The supervisor shall review the case, consulting with the persons directly involved, and shall respond to the grievant in writing within 10 business days of receipt of the letter.

3. If the grievant is not satisfied with the outcome of Step 2, he/she may request a hearing before the Student Grievance and Appeal Committee. Such request must be submitted in writing to the Vice President who supervises the organizational unit of the employee who is charged in the grievance. The request must be submitted within ten business days of receipt of the supervisor's response in Step 2. The Vice President shall then notify the Student Grievance and Appeal Committee chairperson of the request for a hearing, and the chairperson shall then convene the committee as soon as possible, but with due consideration for making the time as convenient as possible for the parties involved. The committee shall review the case and issue a recommendation to the Vice President, who may accept the recommendation or reject it and implement an alternative course of action. The student will be notified of the committee's recommendation and the Vice President's decision.
4. A student may appeal the Vice President's decision to the College President within ten business days of receiving notice of the decision.
5. The President's decision shall be final in the grievance and appeals process.

*Student Grievance and Appeal Committee Structure:*

The Student Grievance and Appeal Committee shall be drawn from a pool constituted as described below and appointed annually by the President. Prospective student members shall be recommended by the Student Government Association, instructional faculty members by the Academic Senate, and administrators by the Vice Presidents of Academic, Administrative, and Student Services. For any given hearing, members of the committee shall be drawn from the pool so as to achieve the following representation:

- Three students;
- Three full-time instructional faculty members; and
- Three administrators.

None of the voting committee members shall be part of the chain of command involved in the grievance/appeal. The Vice President, Student Services shall serve as the non-voting chair/facilitator of the committee.

*Due Process Rights:*

Lincoln Land Community College believes completely in ensuring the due process rights of students in addressing complaints about College actions and decisions. Due process guidelines are as follows:

1. All complaints should be resolved as quickly as feasible, while ensuring due deliberation.
2. All conferences or hearings conducted as a part of the process should be held at a time and place that will afford all involved a fair and equitable opportunity for representation.
3. All relevant records and pertinent information will be made available to all parties, with due regard for legal constraints on disclosure of personal records of parties not directly involved in the case. Any request for records and information must allow time for processing.
4. All proceedings will be held confidential.

5. A complaint may be withdrawn at any time by the grievant.
6. No reprisals shall be taken by trustees, administrators, faculty, or staff against any student bringing a complaint or participating in a grievance.
7. Participants in a conference or hearing shall be limited to involved parties.
8. The student shall have the opportunity to present witnesses who are knowledgeable of the situation in question. The Grievance and Appeal Committee shall determine the appropriateness of the witness.
9. The student has the right to have a personal advisor present during the hearing. The student may confer with the advisor; however, the advisor shall not be permitted to speak or ask questions during the hearing.

Lincoln Land	Subject:	<b>Suspension from Class</b>
Community College	Policy Number:	<b>5.41</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.7.9

Policy Statement: A student's opportunity to participate in class may be suspended by the instructor for intentional obstruction or disruption of teaching. A faculty-imposed suspension shall continue until the suspended student meets with the appropriate staff responsible for student services administration. In certain praxis courses (e.g., nursing or other allied health clinicals), a student's participation may also be suspended if his/her actions pose an imminent danger to others, regardless of intention.

Lincoln Land	Subject:	<b>Suspension from Class</b>
Community College	Policy Number:	<b>5.41</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.7.9

Procedure: In accordance with College policy, the following procedures will be used:

If possible, it is expected that the first step in correcting student behavior will be an informal conversation between the instructor and the student in question. In this conversation, the instructor should identify what his/her behavioral expectations, etc. are within the class and explain that the student can be removed from the class if these expectations are not met. The instructor should document this conversation and share such information with the appropriate academic dean.

If circumstances allow, the instructor and/or the dean should follow up this conversation with a written communication to the student detailing what expectations were communicated and what consequences there will be if those expectations are not met.

If remediation cannot be accomplished through this instructor-student communication, an instructor may suspend a student from class for intentional obstruction or disruption of teaching or for posing a danger to self or others as described in Board Policy 5.41. At the time of such suspension, the instructor will tell the student that the suspension is in effect

pending the student's meeting with the Vice President, Student Services or designee. At the earliest opportunity that does not interfere with the instructor's teaching schedule, the instructor will inform the Vice President, Student Services or designee of the suspension and the reasons therefore. Following the Vice President's meeting with the student, the Vice President will recommend a) a reinstatement into class pending approval by the instructor or b) further disciplinary action as covered by Policy 5.37. The Vice President, in conjunction with the instructor, may set reasonable conditions upon reinstatement. A student who is dissatisfied with the outcome of the meeting may appeal using the Student Grievances and Appeals Procedure (Policy 5.40).

Anytime a student poses a danger to himself or others or exhibits behavior of such a nature that it is perceived by the instructor to be dangerous, threatening or so disruptive as to preclude instruction, removal should be immediate. The instructor is encouraged to contact LLCC Police and his/her dean immediately in such cases.

Lincoln Land	Subject:	<b>Schedule Changes</b>
Community College	Policy Number:	<b>5.42</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.3.9

Policy Statement: Students may add or withdraw from courses as follows:

1. Adding Course(s): Students may add a course(s) to their schedule before the semester begins or during the first week in a regular College semester or term. In special and unusual circumstances, the Vice President for Student Services, or the Vice President's designee, may, after consultation with the relevant faculty member and the appropriate dean, authorize a registration after the late registration period. A late fee shall be assessed if the student adds a course(s) after the first meeting.
2. Withdrawing from Course(s): Students may officially withdraw from courses up to one full week before the last day of classes in a regular college semester or term. After the sixth day of class a student will receive a grade of "W". Shorter term courses will have a proportionate withdrawal period. Refunds shall be in accordance with Board Policy 5.18, "Tuition and Fee Refund", and the grade recorded at the time of withdrawal shall be in accordance with Board Policy 5.8, "Grades Given Upon Withdrawal."

Lincoln Land	Subject:	<b>Schedule Changes</b>
Community College	Number:	<b>5.42</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	12/14/05
PROCEDURE	Old Policy Number:	3.3.9

Procedure: In accordance with College policy, the following procedures will be used:

A student may withdraw from any class by providing the appropriate completed forms to Registration Services, or a designee, provided the following conditions are met:

\* Unless expressly permitted by the Vice President, Student Services or the Vice President's designee, such student shall discharge all College financial obligations prior to withdrawal.

\* A student may withdraw without the instructor's permission during the College's established "drop-add" period without notation on the student's permanent scholastic record.

\* A student may withdraw without the instructor's permission up to 7 days prior to the last day of scheduled classes for each term. In such cases, a "W" grade shall be recorded on the student's permanent scholastic record.

\* A student may not withdraw from any class for any reason after the first day of the final week of instruction preceding Final Exam week.

\* An instructor may unilaterally withdraw a student up to and including mid-term for failing to attend class or for failing to actively seek completion of the course. In such cases, a "W" grade shall be recorded on the student's permanent scholastic record.

Workforce Development and Community Education programs may have different withdrawal policies. Please refer to the individual program for additional information regarding this and other policies.

Lincoln Land	Subject:	<b>Standards of Progress - Academic</b>
Community College	Policy Number:	<b>5.43</b>
	Officer Responsible:	VP, Student Services
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	12/14/05
BOARD POLICY	Old Policy Number:	3.3.12

Policy Statement: The College shall use the following academic standards of progress:

*Satisfactory Progress* Students who are not on academic probation or academic suspension will be considered students in good standing if their cumulative grade point average meets or exceeds the following:

Cumulative Semester Credit.....	Cumulative Grade
Hours Attempted.....	Point Average
6-11.....	1.5
12-22.....	1.7
23-33.....	1.85
34 or more.....	2.0

*Academic Probation* The College may place students on academic probation after they have attempted 6 or more semester credit hours at the College or at other institutions of higher education. Such students shall be on academic probation if their cumulative grade point average does not meet or exceed the standards of satisfactory progress (above).

Students who are on probation must see an academic advisor for approval of their proposed course schedule prior to registration. Students on probation may not register for more than 12 semester credit hours in a regular semester (or 6 during summer term).

Academic Suspension If the student on probation attains a semester grade point average of at least 2.0 but does not yet raise the cumulative grade point average to the level listed above, probation shall be continued for another semester. If a student who is on academic probation fails to achieve at least a 2.0 semester grade point average during a semester, and also fails to bring his or her cumulative grade point average to a level that meets or exceeds the applicable standard for academic probation as set forth above, then such student shall be suspended for one semester (or one summer term plus one semester, in the case of a suspension at the end of spring semester). An appeal process shall be available to students on academic suspension so as to allow re-enrollment, pending approval of and student compliance with reinstatement requirements set by appropriate College personnel. Students on academic suspension shall not receive any financial aid.

Re-Admission after Academic Suspension A student on academic suspension for the first time may re-enroll after one semester of suspension. A student on academic suspension for a second or subsequent time, may re-enroll only after receiving permission from the appropriate student administration office.

Lincoln Land Community College	Subject: Policy Number: Officer Responsible: Last Reviewed: Last Revised: ADMINISTRATIVE PROCEDURE	<b>Standards of Progress - Academic</b> <b>5.43</b> VP, Student Services  12/14/05 3.3.12
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Procedure: In accordance with College policy, the following procedures will be used:

The College will notify the students who are on academic probation or suspension at the conclusion of each term. A student on academic suspension may appeal his/her suspension through the reinstatement process outline below:

1. The student shall meet with Learning Lab personnel to assess learning behaviors and identify strategies appropriate to that student.
2. The student shall subsequently meet with a Student Development Specialist to develop a reinstatement proposal informed by the Learning Lab's analysis.
3. The reinstatement proposal shall be approved or not approved by the Vice President, Student Services.

Students on academic suspension for a second or subsequent time may re-enroll only after receiving permission from the Vice President, Student Services. Students wishing to pursue this option should schedule an appointment with the Vice President for Student Services for a conference to discuss further enrollment.

Lincoln Land	Subject:	<b>Religious Observances</b>
Community College	Policy Number:	<b>5.44</b>
	Officer Responsible:	VP, Student Services VP, Academic Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	01/01/2013
BOARD POLICY	Old Policy Number:	New Policy

Policy Statement: Lincoln Land Community College shall reasonably accommodate student religious observances in accordance with 110 ILCS 110/0.01 et seq. in regard to admissions, class attendance, and the scheduling of examinations and work requirements, provided that make-up examinations, assignments, and work shall not create an unreasonable burden for the staff. Students must notify their instructor (or supervisor in the case of student workers) of any anticipated absence for religious observance according to the procedures for this policy.

Lincoln Land	Subject:	<b>Religious Observances</b>
Community College	Policy Number:	<b>5.44</b>
	Officer Responsible:	VP, Student Services VP, Academic Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	01/01/2013
PROCEDURE	Old Policy Number:	New Procedure

Procedure: In accordance with College policy, the following procedures will be used:

Students, including student workers, anticipating schedule conflicts due to religious observances shall notify their instructor and/or supervisor at least 10 college business days in advance of the anticipated absence and make appropriate arrangements for make-up examinations, assignments, and work. Any absence for religious observances shall not relieve the student from responsibility for completing required coursework and examinations.

Any student who believes that the religious observance policy has not been honored should contact the instructor. If the issue is not resolved at the instructor level, then the student should contact the appropriate dean. If the issue is not resolved at the dean level, then the student may pursue a grievance under Board Policy 5.40. A student worker who believes that the religious observance policy has not been honored may pursue a complaint under Board Policy 1.10.

Lincoln Land	Subject:	<b>Children on Campus</b>
Community College	Policy Number:	<b>5.45</b>
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
	Effective Date:	8/1/13
BOARD POLICY	Old Policy Number:	New Policy

Policy Statement: Lincoln Land Community College is responsible for providing a safe and positive educational environment. College owned and/or operated facilities and grounds are inappropriate places for unattended children, and LLCC is not liable for visiting children who are without adult supervision.

As such, unaccompanied children under age 16 are not allowed at any LLCC location except for cultural and sporting events and educational activities that are structured specifically for children. Additionally, children under age 16 who are registered for an approved college class are also exceptions to this policy.

Children may not attend regular class sessions with their parents or others who are students. To protect children from possible injury and to maintain a safe, secure, and distraction-free learning environment, children are not permitted in classes and laboratories. Unattended children are not permitted in other learning/support environments. And, children are not to be left unsupervised anywhere on campus, including employee work areas.

Lincoln Land	Subject:	<b>Children on Campus</b>
Community College	Policy Number:	<b>5.45</b>
	Officer Responsible:	VP, Administrative Services
	Last Reviewed:	
	Last Revised:	
ADMINISTRATIVE	Effective Date:	8/1/13
PROCEDURE	Old Policy Number:	New Procedure

Procedure: Lincoln Land Community College has adopted the following procedures to ensure the safety of employees, students, visitors, and children on campus.

*Employee Work Areas* – Children under the age of 16 should not be left unattended anywhere on campus, including employee work areas. Additionally, employees should not bring children to work with the intent of providing child care during a scheduled work day. When it is necessary for a child to accompany an employee to work due to extenuating circumstances, the employee should consult with his/her supervisor to determine best course of action.

*Learning & Support Areas* – Children should not be left unattended in learning and support areas. If children are found to be unattended in these areas, the LLCC Police Department should be notified immediately. Additionally, children should not be allowed in classrooms or other similar settings when the sole purpose is to provide child care during the scheduled class or activity. If a student has extenuating circumstances regarding child care arrangements, the student should contact the instructor or other appropriate college personnel in advance of the class/learning activity to discuss the situation and determine what options may be available to the student. Potential options could include making-up missed work outside of regularly scheduled class time or, if appropriate, attending a make-up class session at a different day/time when child care is available.