



STUDENT HANDBOOK

2011-12



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Academic Calendar

FALL 2011

April 11 - first class meeting	Registration for Fall 2011 Semester
August 15	Faculty return for Fall 2011 Semester
August 22	Fall 2011 Semester Classes begin
August 27 noon	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements
September 5	Labor Day holiday, College closed
September 18	Last day to drop from 16-week courses and have course removed from record*
September 18	Last day to change to Audit for 16-week courses*
October 2	Incomplete (I) grades from Summer 2011 session for which faculty have not submitted final grades will become an "F" after this date.**
October 8 noon	Last day for filing Graduation Petitions
October 16	Last day to withdraw with a "W" from 16-week courses* Students will receive a grade in all courses in which they are enrolled after October 16.
November 11	Veterans' Day holiday, College closed
November 14	Registration opens for Spring 2012 Semester
November 24, 25	Thanksgiving Recess, College closed
November 26, 27	Thanksgiving Recess, no classes, College open (most offices closed)
December 13, 14	Evaluation Days†
December 14	Last day of student attendance
December 15	Grading Day (Faculty on campus and available to students at designated times.)
December 16	Grades due
December 24 - January 2	College closed

SPRING 2012

November 14 - first class meeting	Registration for Spring 2012 Semester
January 1	New Year's Day holiday, College closed
January 9	Faculty return for Spring 2012 Semester
January 16	Martin Luther King holiday, College closed
January 17	Spring 2012 Semester Classes begin
January 21 noon	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements
February 12	Last day to drop from 16-week courses and have course removed from record*
February 12	Last day to change to Audit for 16-week courses*
February 19	Incomplete (I) grades from Fall 2011 semester for which faculty have not submitted final grades will become an "F" after this date.**
February 20	Presidents' Day holiday, College closed
March 10 noon	Last day for filing Graduation Petitions
March 11	Last day to withdraw with a "W" from 16-week courses* Students will receive a grade in all courses in which they are enrolled after March 11.
March 12 - 18	Spring Break
March 19	Classes resume after Spring Break
March 26	Registration opens for Summer 2012 Sessions
April 9	Registration opens for Fall 2012 Semester
May 10, 11	Evaluation Days†
May 11	Last day of student attendance
May 14	Grading Day (Faculty on campus and available to students at designated times.)
May 14	Summer 2012 First Interim classes begin*
May 15	Grades due
May 15	Commencement
May 28	Memorial Day holiday, College closed

SEVEN- AND EIGHT-WEEK SUMMER SESSIONS 2012

March 26 - first class meeting	Registration for Summer 2012 First Interim, Seven-week, Eight-week, and Second Interim classes
June 4	Classes begin for Summer 2012 Eight-week Session Three-week First Interim grades due
June 11	Classes begin for Summer 2012 Seven-week Session Four-week First Interim grades due
June 14	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements
June 21	Last day to change to Audit
June 21	Last day to drop and have course removed from record
June 28	Last day for filing Graduation Petitions
June 28	Last day to withdraw with a "W" [no withdrawals after mid-term] Students will receive a grade in all courses in which they are enrolled after June 28.
July 4	Independence Day holiday, College closed
July 19	Incomplete (I) grades from Spring 2012 semester for which faculty have not submitted final grades will become an "F" after this date.**
July 26	Classes end
July 30	Grades due Second Interim classes begin
August 17	Second Interim classes end
August 20	Second Interim grades due

*Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.

** Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.

† To be used for instruction, final student evaluations, or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction, final student evaluations, or culminating course activities.

Oakton Community College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform instructors in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a make up test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again. Instructors should inform students of this practice at the beginning of the semester so that arrangements can be made accordingly. Similar consideration is accorded to faculty, staff and administrators and is provided for in their respective contracts.

Office of Student Life

Des Plaines Campus, Room 1430, 847-635-1699
Skokie Campus, Room A160, 847-635-1443
www.oakton.edu/studentlife

The mission of the Office of Student Life (OSL) is to provide programs and services to enhance the college experience for all students. The OSL offers the opportunity for development of interpersonal and leadership skills and encourages students to become actively involved in the campus and the community. The Office also coordinates, develops and supports social, cultural and campus-wide activities intended to meet the needs and interests of our students.

The Office of Student Life provides the following programs, services and opportunities.

Leadership Series and Workshops

In the Office of Student Life we believe learning takes place outside of the classroom as well as in a classroom environment. The staff, through programming efforts, provides an encouraging environment to better prepare students to be active leaders in a complex and ever-changing society. Our staff helps students involved with clubs and organizations, as well as providing other services and resources to the College community, with a growing and flexible leadership program. We also provide life skill training with programs such as study skills, money management and relationships.

Ticket Box Office

The Office of Student Life also serves as the box office at Oakton. Tickets to Oakton's Performing Arts events can be purchased in person or by calling 847-635-1900. We accept cash, check or credit cards (Mastercard or Discover). Discounted passes for PACE bus and Six Flags Great America are also available.

Discounted Bus Passes

Students can purchase PACE bus passes at a discount. There are four PACE passes available: 10-Ride, 30-Day PACE, PACE/CTA 30-Day Pass and Campus Connection. This discount is provided by student fees.

Students must present a valid class schedule or Student ID at each purchase. Students can purchase one Campus Connection or up to three of the remaining passes per semester at the discounted price. For more information, stop by or call either office.

Six Flags Great America

During the summer, a variety of Great America passes are available at discounted prices. Students must present a valid class schedule or Student ID for the current summer or the previous two semesters. There is a limit of four discounted tickets per student. This discount is provided by student fees.



STUDENT GOVERNMENT
ASSOCIATION

Student Groups

Student Government Association (SGA)

Oakton's student government provides for and represents the academic and social interests of the student body. Working with other student organizations and campus offices, the SGA provides many opportunities for students to become involved in campus and community life. The SGA recognizes and assists student clubs and organizations, distributes student activity fees, and offers extracurricular activities and programs. They also support civic efforts such as voter registration and community leadership.

Elections for executive officer and senator positions are held in the spring. Vacancies are filled by appointment through the year. These leaders are required to attend regular weekly meetings and take responsibilities for leadership in SGA projects. Other positions with limited duties and responsibilities are also available.

Interested students should stop by the SGA Office at Des Plaines, Room 1433 and at the Skokie Campus, Room A160, or call 847-635-1696, or may contact the advisor, Ann Marie Barry by e-mail at annmarie@oakton.edu.

Student Judicial Board (SJB)

Students who serve on the SJB are appointed by the SGA President. The members act as the Appeals Board for student traffic and parking violations, monitor SGA elections and enforce policies of the SGA.

Students interested in serving on the SJB should stop by the SGA Office at Des Plaines, Room 1433 or call 847-635-1696, or may contact the advisor, Loretta LaVere by e-mail at retta@oakton.edu.

College Program Board (CPB)

The College Program Board plans social activities, educational events and entertainment on the Des Plaines Campus. Student members of CPB decide what programs to offer, how their events will take place and how their money is spent. No prior experience necessary.

Students who are interested in creating and promoting student life on campus are encouraged to participate. To learn more about this group stop by the CPB office located in Room 1430, Des Plaines Campus, or contact the advisor Krissie Harris by e-mail at kharris@oakton.edu or call 847-635-1699.

Student Leaders Skokie

Much like the College Program Board, this organization can be found actively coordinating activities at the Skokie Campus. Members of Student Leaders take an active role in planning, programming and implementing campus events. They also identify student issues and needs and bring them to the attention of the SGA.

Stop by the Student Leaders office located in Room A160, the Skokie Campus, or contact the advisor Princess Escudero by e-mail at princess@oakton.edu or call 847-635-1443.

OCCurrence

Oakton's student newspaper is open to full- and part-time students who participate in all aspects of newspaper production from writing to layout. No experience is necessary.

Visit the *OCCurrence* office located in Room 1222, Des Plaines Campus, call 847-635-1678 or by e-mail at occurrence@oakton.edu.

Clubs

Club life at Oakton has endless possibilities. Oakton students participate in more than 30 diverse clubs and organizations. The Office of Student Life can advise students on how to join a club or start a new one. Express yourself! Sign up for a club and let the fun begin!

The clubs available to students, at press time, are:

Association of Information Technology Professionals (AITP)	Hawaiian Music Club	Physical Therapist Assistant (PTA) Club
Astronomy Club	Hillel (Jewish Student Organization)	Science Technology Engineering and Mathematics (STEM) Club
Black Student Union (BSU)	Honors Student Organization (HSO)	SEEDS
Campus Crusade for Christ (CCC)	Indo Pak Student Organization	South Asian Club (SAC)
Ceramics Club	Japan Club	Spanish Club
Cheer and Dance Team	Korean Campus Crusade for Christ (KCCC)	Student Nurses Club
Chess Club	Middle Eastern Club	Students for Social Justice (S4SJ)
Chicago Computer Society (CCS)	Mission Bible Club	Student Veterans Club
Doctor Clown	Muslim Student Association (MSA)	Table Tennis Club
Early Childhood Education (ECE)	Not Photographing Club	The Office Club
Ecology Club	Oakton Helping Others (OHO)	UNICEF
Engineering and Physics Club	Oakton's Filipino American Community (OFAC)	Universal Laboratory For Technical Resource Alternatives (ULTRA)
French Club	Otaku Society	
GLBT Club	Phi Theta Kappa (PTK) Honor Society	
Habitat for Humanity		

For more information stop by the Office of Student Life, Room 1430 Des Plaines/call 847-635-1699 or Room A160 Skokie/call 847-635-1443.

Visit Oakton's campus events calendar at www.oakton.edu/calendar/events.



Athletics

Des Plaines Campus, Room 1336, 847-635-1753

www.oakton.edu/athletics

The Athletic Office provides intercollegiate athletic opportunities for the student athletes who have the experience and talent to compete at the intercollegiate level. Additionally, the office coordinates opportunities for students to participate in organized intramural and recreational athletic programming.

The office is located at the Des Plaines Campus, Room 1336; 847-635-1753. The Office of Student Life staff at Skokie can also provide information and answer general questions on how to get involved.

Intercollegiate Athletics

Oakton Community College competes in the Illinois Skyway Collegiate Conference and are members of the National Junior College Athletic Association (NJCAA). Other member schools of the Skyway Conference are College of Lake County, Elgin Community College, McHenry County College, Morton College, Moraine Valley Community College, Prairie State College, and Waubensee Community College.

Oakton intercollegiate sports include:

FALL - Men's and Women's Golf, Women's Volleyball, Men's and Women's Cross-country, Men's and Women's Half-Marathon, Men's and Women's Soccer, Women's Tennis

WINTER - Men's and Women's Basketball, Men's and Women's Indoor Track

SPRING - Men's Tennis, Men's Baseball, Women's Softball, Men's and Women's Outdoor Track

Minimum qualifications to participate in intercollegiate sports:

- Must be enrolled in a minimum of 12 credit hours
- Maintain good academic standing

To find game schedules, visit www.oakton.edu/athletics.

Scholarship Opportunities

As part of Oakton's Excellence Scholarships, talented athletes may receive funds to cover tuition and fees. For further information about these scholarships, call 847-635-1753.

Intramural Athletics

The Intramural program offers competition in sports for teams and individuals in the form of leagues, tournaments or special events. The format established for competition is based upon student interest and space availability.

To participate in intramural sports:

- Sign up for a single day event (usually on the day of the event).
- Register for a league. Teams must complete a roster form by stated deadline and attend a mandatory participants meeting.

Intramural sports offered include badminton, three on three basketball, table tennis, volleyball, three point shooting contest, indoor soccer, flag football league, basketball league, dodge ball, Wii games, Baggo (bean bag toss), board games, and frisbee golf.

Fitness Center

Located at the Des Plaines Campus, Room 1156, the center offers classes and membership to accommodate your fitness needs. Course selections include Physical Fitness I and II, Weight Training and Fitness Center. These are credit courses that count toward graduation and grade point average.

Membership to the Fitness Center is available on an annual or semester basis. The center features the latest Cybex and Precor Equipment, over 20 different machines to exercise all major muscle groups, 15 aerobic machines including Stairmaster, treadmill and recumbent bikes, warm-up area, locker rooms and much, much more. For rates and all other questions, call 847-635-1839.

Performing Arts

Department Chair: Denis Berkson, 847-635-1780, dberkson@oakton.edu
Music Coordinator: Glenna Sprague, 847-635-1905, gsprague@oakton.edu
Production Coordinator: Dan Cunningham, 847-635-1897, dcunning@oakton.edu
Scene Shop: Tony Churchill, Technical Director, 847-635-1901, achurchi@oakton.edu
House Manager/Usher Coordinator: Bea Cornelissen, 847-635-1812, bea@oakton.edu
Box Office: 847-635-1900
www.oakton.edu/showtime



Students are invited to participate in Oakton's dynamic and innovative performing arts activities. Based in intimate and sophisticated performing facilities, Oakton offers a variety of year-round events for those interested in the performing arts (either in front of the footlights or behind the scenes). This is an outstanding opportunity for all students.

Open call for:

- Mainstage Footlik Theater Productions: Acting Roles
- Studio One Theater Productions: Acting Roles
- "Speak Easy" Student Speech Coaching Society
- Backstage Crew Positions: Lighting, Sound and Stagecraft
- "Staged Reading" Series: Acting Roles/Directing Positions
- Theater and Music Workshops and Recitals
- Usher Crews
- Jazz Band
- Guitar Ensemble
- Box Office Staff
- Choir
- Six Piano Ensemble

Check out our Web site for upcoming theater productions and auditions or contact the production coordinator.

To become part of an instrumental performance ensemble contact the Music Coordinator.

To learn more about academic programs in the performing arts or speech contact the Department Chair.

To become a member of the stage or technical crew contact the Technical Director.

To volunteer to be an usher contact the Usher Coordinator.

To learn about auditions and the Box Office Staff, contact the Production Coordinator or visit www.oakton.edu/showtime.

Advising and Counseling

Des Plaines Campus, Room 1130, 847-635-1741

Skokie Campus, Enrollment Center, Room A100, 847-635-1400

www.oakton.edu/advising

Hours: Monday - Thursday, 8:30 a.m. - 8 p.m.; Friday, 8:30 a.m. - 5 p.m.

Note: Hours change between semesters and during the summer.

Students should think of Advising and Counseling at both the Des Plaines and Skokie campuses as the first place to go for help. The staff assists students with questions, problems and concerns; recommend actions; and refer students to the appropriate office. Advising and Counseling services offer valuable resources that are important to all students at Oakton. With locations at both campuses, the office offers students help with nearly every aspect of student life.

Advisors, counselors and staff members can offer instruction on how to use resources, guide students through college procedures or offer additional information about the following:

Schedule Planning

Select courses and plan the schedule that works best for you.

Useful Resources

Browse through college catalogs, brochures, CDs, videotapes, career reference books, and computerized career guidance inventories and assessments.

Degree, Certificate, and Transfer Planning

Get help planning your Oakton degree, certificate program, or assistance with the transfer process to a baccalaureate institution. Advising and Counseling offers information about four-year institutions, in addition to individual and group activities such as transfer-planning workshops.

Personal Counseling

Make the most of your time at Oakton with the help of professional counselors.

Consultation, Response, and Referral

Get urgent care. During open hours, counselors are ready to respond to crises and critical incidents including alcohol and drug abuse, eating disorders, depression, and anger. Referrals to outside resources are made as necessary.

Career Services

Des Plaines Campus, Room 1125, 847-635-1735

Skokie Campus, Room A100, 847-635-1400

www.oakton.edu/careers

Career Services primary goal is to help students, alumni and community members become career self-reliant. The office provides the following services.

Career Counseling

Career development is a life long process. Career counselors work with you to facilitate career decision-making. Through an assortment of activities, they will guide you to discover those personal characteristics and motivators that influence career decisions. Although there are no magic answers, many tools and strategies are available that can help you to better understand your occupational identity.

Career counselors are seen by appointment.

Job Search Coaching

Career counselors can help you to develop the many skills essential for a successful job search. Learn how to write effective resumes and cover letters, interview successfully, capitalize on networking, and use the Internet to locate job leads.

Job Search Workshops

Workshops include Job Searching using the Internet, Resume Writing for the 21st Century, Writing Resume in the USA (for non-native job seekers,) Writing Effective Cover Letters, Interviewing and Networking, Job Search Using the Internet, and Using Social Networking in a Job Search.

For the current workshop schedule, contact Career Services or visit www.oakton.edu/careers.

Job Listing

Students, alumni, and community members can take advantage of the job opportunities posted online at www.collegecentral.com/oakton. Visit the Career Services' Job Listings page (www.oakton.edu/careers) for instructions on how to register.

Career Services' online tutorial "Using the Internet to Find a Job" helps you make sense of the thousands of career Web sites available, and provides links to over 120 job-related Web sites. The tutorial can be found at www.oakton.edu/resource/stuserv/netjobs/index.html.

On-Campus Recruiting

Some employers recruit on-campus. Recruiting times are from 10 a.m. to 1 p.m. throughout the school year on both the Des Plaines and Skokie campuses. The location for on-campus recruiting is on Student Street, (near the cafeteria) on the Des Plaines Campus and the main entrance on the Skokie Campus. A monthly calendar of career planning events lists the recruiting schedule. For the current calendar stop by Career Services or visit www.oakton.edu/careers.

Facilities for Use in Career Exploration and the Job Search

Career Services on the Des Plaines Campus has computers, a printer, fax machine and a telephone for use in career exploration and job search activities.

Student Employee Program

Career Services acts as Human Resources for student employment and supports student employees and their supervisors. Students are encouraged to take advantage of the opportunity to work on campus. Come to the Career Services on the Des Plaines Campus or the Enrollment Center on the Skokie Campus to learn more or visit www.oakton.edu/careers.

Financial Aid

Des Plaines Campus, Enrollment Center, Room 1260, 847-635-1708

Skokie Campus, Enrollment Center, Room A100, 847-635-1250

www.oakton.edu/finaid

This office provides financial assistance to qualified students who, without such assistance, would be unable to attend the College by providing federal, state, and institutional grants and scholarships. The office determines student loan eligibility and may be able to offer employment in a community service position.



How to apply for federal, state, institutional grants, loans, community service jobs:

- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
- Apply before March 31. Applications after March 31 are processed, but some funds become more limited.
- Ask questions or find help filling out the FAFSA in the Enrollment Center.
- Respond to letters and return needed information to the Enrollment Center. Additional information is needed after completing the FAFSA in order to determine a student's financial aid eligibility.

Tip: The FAFSA must be submitted each academic year, to determine annual eligibility.

How to apply for institutional scholarships:

- Go to www.oakton.edu/scholarships for a list of scholarships and the application.
- Apply before March 31 for greatest consideration. Applications after March 31 are reviewed, but fewer scholarships remain available.

Tip: Improve your chances by writing a scholarship essay that is grammatically correct and without spelling mistakes.

How to apply for private scholarships:

Seek private scholarships from community groups. Information is available at www.oakton.edu/admission/costs_financial_aid/types_aid/private_scholarships.

Helpful information:

- Ask about scholarship options for excellent students. Oakton provides an Academic Merit scholarship for incoming Oakton district high school students in the top 10% of their graduating class.
- Contact the Enrollment Center if a financial crisis occurs; we may be able to help.

Learning Center

Des Plaines Campus, Room 2400, 847-635-1658

Skokie Campus, Room A135, 847-635-1434

www.oakton.edu/learn

Are you working harder but not smarter?

Come to the Learning Center to discover proven strategies that can help you to become a more successful student. Most services are free for enrolled Oakton students. You can learn more by going to www.oakton.edu/learn and choosing the appropriate link.

The Learning Center provides the following services:

Tutoring

Tutors can support you in many subject areas, including accounting, anatomy and physiology, chemistry, physics, math, English, English as a Second Language, and various foreign languages. For details about drop-in, online, and appointment tutoring, check out our Web site or stop by the Learning Center. Tutoring is free, so just bring your books and your questions!

Writing Workshops

Drop by for one-hour workshops on grammar, writing mechanics, the research paper, and special topics for student learning English as a Second Language. Workshop schedules are available online or at our front desk.

Test Performance Analysis

Test Performance Analysis (TPA) is a free service that addresses issues such as test anxiety, time management, and concentration. During hour-long sessions with a TPA coach, students will learn how to improve their test performance by applying new study techniques and test-taking strategies.

College Success Seminars

You can become a better student by taking a College Success Seminar, COL 101, COL 103, COL 110, and COL 120. In these credit courses, you will learn academic strategies, interpersonal skills, and career planning tools.

Study Skills and Strategies

Take the time to improve your study habits. Attend one-on-one sessions and/or workshops to improve your time management, note-taking, reading, and test-taking skills.

Testing Centers

Des Plaines Campus, Room 2409; Skokie Campus, Room A135

The Testing Center administers placement tests in English and mathematics, make-up tests, Constitution tests, and tests for media-based and online courses. Arrangements for some tests such as CLEP, NLN Pre-Admission, and MOS, must be made in advance. If you need to take a test for another college or university, you can make arrangements to take it at the Skokie Testing Center for a *fee*.

Placement Tests

Before new full-time (12 credit hours) students meet with an advisor or register for classes, placement testing is required. Full-time students who have not take placement tests or submitted ACT scores in their first semester will be restricted from registering at the start of their second semester. Students placed on academic probation who have not taken the English Placement test will be required to take it before they can register. Test results may limit course selection and should be completed one week before registering. All results are valid for two years. See www.oakton.edu/assess for test schedules.

Placement testing is a prerequisite for the following:

- **English:** All EGL courses below EGL 102, EGL 110 and EGL 111.
- **Math:** All MAT courses unless proof of college math credit is presented to the Mathematics Department.

Oakton does not accept placement test results from other colleges or universities. See the College catalog for additional information on placement tests and ACT scores.

Disabled Student Services

ASSIST (Additional Student Services Instructional Support Team) provides accommodations and services for students with disabilities. If you are eligible for ASSIST, you should request accommodations at the ASSIST office at least four weeks before you need them. Accommodations need to be requested at the ASSIST office each semester.

TRiO Program

The TRiO Program provides you with a sense of community to support your transfer to four-year institutions. TRiO advisors offer customized services including academic advising, tutoring, transfer assistance, and cultural events and activities. You may be eligible to join if you are a first-generation college student (neither parent has a bachelor's degree), meet income eligibility guidelines, and/or have a disability. The TRiO program is funded by the U.S. Department of Education. Visit www.oakton.edu/studentservices/trio for more information and an application.

Bookstore

Des Plaines Campus, Room 1160, 847-635-1680

Skokie Campus, Room A130, 847-635-1421

www.oakton.edu/bookstore

The Bookstore is a one-stop shop to buy textbooks, notebooks, folders, calendars, calculators and other supplies. They also sell Oakton gear such as sweatshirts, t-shirts and hats as well as various other gift items and snacks. The Bookstore at the Skokie Campus acts as the Cashier's Office where you can pay your tuition.

How to Buy Books

Books are purchased at the bookstore on the campus where your class is held. Bring your class schedule. The bookstore is organized alphabetically by class and section number (e.g. EGL 101 001). The shelf will contain all the books required for that class. Note: be sure to find the exact course and section as each section may require different books. New and used books are available. Shop early. Most textbooks will be available one week before classes begin.

Online Bookstore

Buy your textbooks online. Go to www.oakton.edu/bookstore and click on **online bookstore**. Follow the easy instructions.

Textbook Return Policy

1. You must have your receipt for an exchange/refund.
2. All sales are final after the first two weeks for a sixteen week semester.
3. For classes less than sixteen weeks, the return period is one week from the date of purchase. All sales are final after the first week of class.
4. Do not put any markings in a new book until you are absolutely sure it is the correct book. If the book is marked in any way, it will not be returnable.
5. To be eligible for a refund, all shrink wrapped books/items must remain sealed and unopened.
6. If you write a check for your purchase, you will receive a credit slip that is redeemable for cash in 14 days.

Book Buy Back

This program occurs at the end of each semester (fall, spring and summer) for a few days at both campuses. This gives you the opportunity to return your books and to see if you are eligible to receive money back. Be sure you keep CDs or handbooks that were a part of your textbook from the time of purchase. Once you do the return and those components are missing, the textbook alone will be of no value.

SGA Textbook Voucher Program

The student government provides vouchers to assist students in financial need with textbook purchases. Applications for this program are available at the Enrollment Center. Submission one month or more prior to the start of a semester is recommended.

Rental Textbooks

The Bookstore offers specific titles as rental textbooks each semester and partners with an online textbook provider for additional rental titles. Please stop by the store or contact the manager for details.

The Library

Des Plaines Campus, Room 1406, 847-635-1642

Monday - Thursday, 7:30 a.m. - 9 p.m.; Friday, 7:30 a.m. - 7:30 p.m.

Saturday, 9 a.m. - 3 p.m.

Note: Hours change between semesters and during the summer.

Skokie Campus, Room A200, 847-635-1432

Monday - Thursday, 7:30 a.m. - 9 p.m.; Friday, 7:30 a.m. - 6:30 p.m.

Saturday, 9 a.m. - 3 p.m.

Note: Hours change between semesters and during the summer.

www.oakton.edu/library

The Oakton Library is a full-service library staffed by personnel who are committed to serving students. Faculty librarians are available to consult with students on an individual basis as well as in small groups and workshops.



continued

Student ID/Library Card

To obtain an Oakton Library card, which also serves as your Oakton Student ID, you must provide your current class schedule with a current address and driver's license or state ID. The card will be ready in two to three days.

Research

- Oakton Library resources include print and online special encyclopedias, atlases, language dictionaries, reference works, and Research Guides as well as journal, magazine, and newspaper articles.
- Access the Oakton Library online book catalog, article databases, and reference works at any time and from anywhere through *myOakton* or at the library's Web site www.oakton.edu/library. You will need your Oakton Library/Student ID number and your *myOakton* login and password.
- Individualized reference assistance is provided by the library faculty to all Oakton students. For reference assistance and Research Consultation appointments, call the Des Plaines Campus Library at 847-635-1644 or the Ray Hartstein Campus Library at 847-635-1474.

Workshops

- Walk-in "Got Research?" workshops are offered at both campuses throughout the year.
- Classroom library workshops to assist with assignments can be scheduled by faculty.

Intercampus and Interlibrary Loan of Books and Periodicals

- Delivery of Oakton Library materials between Des Plaines and Ray Hartstein (Skokie) campuses is free and can be requested online through the Oakton Library catalog.
- Request books from over 75 Illinois academic and research libraries' collections using the I-Share online catalog free inter-library loan service and your Oakton Library/Student ID number.

Other Library Resources and Services Available

- Study carrels and study rooms
- Photocopy machines
- Local newspapers
- Popular reading collection
- Free popular movie collection
- Reserve material collection, including textbooks
- ESL collection



Computer Labs

Open Computer Lab Locations and Important Numbers

Des Plaines Campus	Skokie Campus
Room 1835, 847-635-1746	Room P230, 847-635-1488
Room 1860, 847-635-1849	
Room 2622, 847-635-2627	

Computer Lab hours vary by lab and from semester to semester. Lab Hours are posted in each lab. If you are unsure about a lab's hours, please call the appropriate lab or visit www.oakton.edu/resource/it/labspecs.htm.

Oakton has over 1200 computers available for student use distributed over 38 computer labs on both our Des Plaines and Skokie campuses. Each campus has open lab facilities with first come first served general use computers, as well as dedicated computer classrooms for instructional purposes and specialized computing labs dedicated to specific programs such as Graphic Design or Architecture.

Who Can Use the Labs?

All enrolled Oakton students, faculty, staff, and Alliance for Lifelong Learning students registered for classes that require computer use are encouraged to use Oakton's computer facilities. To help maintain a productive environment, we ask that children only be brought to the child-permitted labs of 1860 at Des Plaines or P220 at Skokie.

Students working on group projects in Des Plaines may use the study group project rooms in the lower level of the library. Students may ask to use an unoccupied lab; all requests will be honored at the discretion of the lab coordinator on duty.

How the IT Lab Staff Can Help You:

Information technology staff members in our computer labs are available to help with general computer use. They are also responsible for ensuring a supportive working environment for all lab users and the care of the College's equipment. If you need help with specialized applications, please see the Learning Center's tutoring schedule, posted in all open Labs, or contact the Learning Center to find out more about tutoring options.

Oakton provides additional information about computing resources on the web at www.oakton.edu/resource/it/forstu.htm. You will find information about the computer labs, your network login ID, e-mail, server space, wireless networking, and more.

Our Guidelines

Users of Oakton's computing facilities have the following responsibilities:

Know and follow our policies – Users are responsible for knowing our policies; please read through all policies in this handbook, including the Technology Use Policy Summary, and let Information Technology personnel know if you have any questions.

Keep the labs clean – In order to protect our equipment, please keep food or drinks outside the lab. Please clean up any papers in your lab area before you leave.

Keep the labs a productive work environment – The labs are quiet work places, so please use a soft voice, turn off cell phones and try not to disturb other lab users. Only IT employees should move, repair, reconfigure or modify Oakton's computer systems.

Protect your work – Unplanned, accidental and occasional failures may occur. Students are advised to frequently save their work and make back-up copies as appropriate.

General Policies

1. Please be sure to read the Technology Use Policy Summary located in the Policies section of this handbook.
2. Each user is provided with a unique login ID and password that may not be used by any other user.
3. The academic computing facilities (including internet access) are to be used for academic purposes. Use for gambling or pornography is not allowed; gaming and chatting are only allowed in the Cyber Cafés.
4. Users are expected to limit their use of resources by only printing necessary documents and using copy machines for additional copies.
5. Users should be conscientious of others who may need to use the computing facilities, limiting time if others are waiting and not generating excessive network traffic by downloading non-academic material.
6. Use of network resources to harass, offend, or annoy other network users is forbidden.
7. Material that is obscene, defamatory or in any way violates College non-discrimination and sexual harassment policies will not be allowed.
8. College information technology facilities and resources are not to be used for commercial purposes (including for-profit use) or non-College related activities.

Copyright

Software and other digital media are protected by copyright law. Copying of software and other digital media is in violation of Federal Law and College policies. Suspected violations will be vigorously investigated and, if warranted, appropriate penalties applied. Specifically, users do not have the right to:

- Make copies of software for yourselves or others;
- Receive and use unauthorized copies of software;
- Make copies of copyrighted digital media for yourself or others;
- Receive and use unauthorized copies of digital media;
- Create file sharing areas for distribution of unauthorized software or other digital media

What to do if you have technology trouble at Oakton Community College?

During class your first stop should be your instructor for any class-related difficulties. Your instructor will either be able to solve the problem or direct you to the correct person in the College. Students in online classes with questions about using Desire2Learn may want to contact the office of Distance Education at 847-635-1971 or alt-ed@oakton.edu.

As your network account is tied to registration, if you are dropped from class for non-payment or other reasons your network account is immediately disabled. At that point you will have to work with the Enrollment Center, the Cashier's Office and the instructor to re-register for the class. Once you are re-registered your account will be re-enabled.

When working in an Open Lab outside of class, the Lab Staff should be able to help. They are skilled in all student access issues and should be able to solve most common problems. If the problem is directly related to properly using an application program, as opposed to a network or user account problem, you may be referred to either your instructor or a tutor.

You may in some instances be referred to the IT Help desk for further assistance. The IT Help Desk's main function is to support administrative/employee programs, as well as select student issues such as difficulties with login IDs or passwords.

While the lab staff and Help Desk personnel are available to assist with Oakton's network services and general applications, they are not able to help with home computer problems.

Cyber Cafés

Des Plaines Campus, near the cafeteria

Skokie Campus, near the main lobby

Students are encouraged to use the Cyber Cafés for non-academic computer use and group projects. The Cyber Cafés offer Internet access and limited software. There are no printers in the Cyber Cafés.

Beverages and food are permitted in these areas, but please clean up after yourselves. And be considerate of the people and offices around you and keep the noise level to a minimum.

Health Services

Des Plaines Campus, Room 1210, 847-635-1885

Skokie Campus, Room A175, 847-635-1419

www.oakton.edu/wellness

Are you not feeling well, have a cold or upset stomach?

Do you have a minor injury and need some first aid?

Are you looking for help with a health problem and do not know where to turn?

Do you want to quit smoking but do not know how to begin?

Are you enrolled in a Health Careers Program and confused about all the medical requirements?

Are you an athlete that needs to obtain a physical examination?

If you answered "yes" to any of these questions, then Health Services is a place you will want to visit! We know it is difficult to be successful in your classes if you are not feeling well. The goal of Health Services is to provide support for your health through medical care, health education and health promotion programs.

Health Services provides the following:

Treatment of Minor Illnesses and Injuries

Throat lozenges, band-aids, antacids, pain medication for a headache, a splint for your finger, eye drops, antibiotic cream and lots of health advice are all available at no charge.

Health Maintenance and Prevention Services

Blood pressure monitoring Healthy eating counseling

Smoking cessation support Hepatitis B Immunizations

Stress Management tips Flu Shots

Laboratory Screening Services

Urinalysis Screening for strep

Pregnancy Testing Blood screening for glucose and cholesterol

Insurance Information

Low cost health insurance is available to students enrolled in a minimum of 6 credit hours. Stop by Health Services for information or visit www.1stagency.com for an application.

Referral Services

Suburban Cook County Health and TB clinics

Family Planning and STD Clinics

Community Mental Health Agencies

Low Cost Physicians/Dentists (for those without health insurance)

Self-help support groups

Disability Information

Temporary handicap parking permits

Help with requirements for Health Career Programs

Referral for blood titers and immunizations

Skin test screening for tuberculosis - \$5

Review of medical records

Health Education Programs

Information on smoking cessation, family planning, treatment of STD's, wellness, stress management.

Online student health magazine (Student Health 101, www.oakton.edu/wellness)

Physical Examinations

Athletes - no cost

Health career students - \$25 - \$31

Early Childhood students - \$10

Visit www.oakton.edu/wellness for additional information.

Language Labs

Des Plaines Campus, Room 2446, 847-635-1612

Skokie Campus, Room C132, 847-635-1493

www.oakton.edu/acad/dept/mld/languagelab.htm

Hours: Monday - Thursday, 8 a.m. - 9 p.m.; Friday, 8 a.m. - 4 p.m.

Saturday, 9 a.m. - 2 p.m.

Summer Hours: Monday - Thursday, 8 a.m. - 9 p.m.

Closed Friday, Saturday, and Sunday

Note: Hours may change between semesters.

Services and Tutoring

The Language Labs at both campuses support students taking courses in Arabic, Chinese, French, German, Hebrew, Hindi-Urdu, Italian, Japanese, Korean, Polish, Russian, Spanish, and English as a Second Language (ESL). Services provided include: audio and video stations for student use, modern language CD duplication, multimedia PCs with Internet access, library of ESL audio materials with books, plus a growing collection of modern language and ESL software and videos. In addition, modern language tutoring is available for enrolled language students. Various modern language conversation groups are offered each semester to the Oakton community. Lab personnel also offer basic computer tutorials to interested students by appointment. Lab personnel are always on hand to assist with lab equipment and selecting appropriate materials.

Lab Usage

The labs are designed to be used primarily by students enrolled in Oakton credit courses, therefore teachers and students in these classes have priority access. On a space-available basis, students enrolled in Alliance for Lifelong Learning (ALL) courses or others interested in using the labs' materials and facilities may be admitted.

The labs operate according to the Oakton academic calendar, which may be different from the ALL calendar. During breaks between semesters, lab hours may vary.

Department of Public Safety, Campus Police

Des Plaines Campus, Room 1170, 847-635-1880

Skokie Campus, Room C100, 847-635-1422

The department of Public Safety subscribes to the concept of community-oriented policing, which encourages the participation of our entire College community, to reduce the opportunities for crime.

Oakton's Public Safety officers are academy-trained, state-certified, sworn law enforcement officers and are granted the same authority as municipal police officers and county sheriffs. They are identified by their navy blue uniform. Staff members in blue polo shirts are guards and have responsibility for providing general security. Cadets in yellow uniform shirts are student employees who provide assistance to the College community.

Oakton Community College Department of Public Safety Campus Police:

- conduct interior and exterior patrol of the campuses
- seek to deter and prevent criminal activity
- respond to medical emergencies
- assist the handicapped
- provide escorts
- open and secure buildings and rooms
- attend to fire safety
- operate the lost and found
- respond to hazardous conditions
- attend to parking and traffic enforcement, traffic control, accident investigation, assist motorists
- crime prevention, and enforcement of the college's alcohol and substance abuse policies as well as all federal, state, and local laws.

Any person who is the victim of a crime, who observes suspicious activity on campus, or who has safety issues or police matters should immediately contact the Department of Public Safety Campus Police.

**24-HOUR
EMERGENCY
voice
telephone number:
847-635-1888**

Cafeteria

Des Plaines Campus*

Hours: Monday - Thursday, 7:45 a.m. - 7 p.m.; Friday, 7:45 a.m. - 2 p.m. *Closed on Saturday and Sunday.*

Skokie Campus*

Hours: Monday - Thursday, 7:45 a.m. - 2 p.m. *Closed on Friday, Saturday, and Sunday.*

**Hours are subject to change.*

Hungry? Thirsty? Need a snack? The food service at both campuses offers an array of foods that can satisfy your hunger. You will find hot entrees, grilled items, salads, soups, sandwiches, beverages, ice cream, grab and go items and more. Credit cards are accepted.

Purchase a JONAS (Join Oakton's New Automated System) card and get bonus dollars. It's just like cash, but better and faster. If you put \$25 to \$50 on the JONAS card, you will receive a 5% bonus. Put \$51 to \$100 on the card and receive a 10% bonus. \$101 or more will get you a 15% bonus. It's like getting free money. Ask the cafeteria cashier or manager for details.

Student Lounges and Lockers

Student Lounges are ideal locations to study, take a break or chat with your friends. These lounges can be found around the campus and usually include couches, chairs and tables and vending machines.

Des Plaines Campus Lounges: 2115, 2155, 2521, 2601, 3606

Skokie Campus Lounges: A150, C118, C130, C218, C258

Movie Lounges

The Skokie campus offers a movie lounge in Room A190 featuring films selected by the student programming groups. Movies are free. Visit the Office of Student Life, Room A160 to view the current listing.

Lockers

Available at the Des Plaines Campus. Lockers are rented each semester. Contact the Office of Student Life for prices and rental contracts.

Center for Promoting STEM

A comprehensive program designed to encourage students to complete a degree and pursue a career in Science, Technology, Engineering and Mathematics (STEM).

STEM Mentoring Program supports students in upper-level STEM courses through mentoring and extracurricular activities.

APEX Scholars are full-time Oakton students who receive funds based on STEM interest, financial need, and additional criteria specified in the scholarship application. Awards up to \$8,000 per year for tuition and other expenses.

APEX Incentive is a one-time \$500 award for students enrolled in MAT 149 and EGL 101. APEX Plus awards up to \$8,000 per year for eligible transfer students.

For more information, contact Gloria Liu at glorial@oakton.edu, 847-635-1924, or visit www.oakton.edu/cp-stem.

Honors Program

Honors at Oakton offers academically talented students all the advantages of a traditional liberal arts college education—small classes, distinguished faculty, and challenging courses—in the heart of a larger college at an affordable cost. By offering more challenging first and second year courses across the curriculum, the Honors Program allows students to develop close relationships with faculty members as well as each other. This design encourages the pursuit of individual academic goals while meeting all graduation and transfer requirements.

Learning activities are not confined to the Honors Program classroom. Honors at Oakton sponsors special activities each semester including theatrical productions, an off-campus leadership workshop, and a banquet. Honors Program students participate actively in national and regional Honors organizations, as well as campus government, the college newspaper, and athletics.

Students admitted to Honors may take one or several Honors classes in areas of their interest (designated on the transcript as Honors courses), or pursue the Honors Program Certificate, which requires 18 hours of Honors course work including one Honors Core Seminar.

To be admitted to Honors at Oakton you must have two of the following: A 3.5 GPA at any college; an ACT score of 25; a GED of 300; or an instructor recommendation.

For more information, contact Program Co-Directors Thomas Bowen, 847-376-7084, or George Lungu, 847-376-7136, or email honors@oakton.edu. Visit www.oakton.edu/honors for an online application.

TRiO Program

The TRiO program is designed to assist eligible students with the resources to successfully complete their coursework at Oakton and transfer to a four-year college or university. **TRiO provides academic advising, transfer assistance, tutoring and the opportunity to meet other TRiO students through cultural events and transfer school visits.**

TRiO is a federally funded program and therefore requires that students meet at least one of the following criteria: Be a first generation college student (*neither parent has a four-year college degree*); demonstrate financial need; or have a documented disability.

For information or an application, visit or call the TRiO Office in the Learning Center, Room 2400, Des Plaines, 847-635-1658 or Room A135, Skokie, 847-635-1434 or visit www.oakton.edu/student-services/trio.

Other Helpful *Information*

College Closings

Oakton provides e-mail, text message, and voice phone call alerts regarding weather-related and emergency closings. To sign up for this free service, log on to my.oakton.edu and follow the instructions on how to register for Alert!Oakton.

Class cancellations or campus closings are also available through:

Web sites: www.oakton.edu or www.emergencyclosings.com

Radio stations: WBBM/AM 780 and WGN/AM 720

Television stations: CBS (2), NBC (5), ABC (7), WGN (9), and FOX (32)

Phone: 847-635-1600 (listen for the weather prompt)

Auditing a Course

A student who wishes to audit a course will be required to pay full tuition, course fees and an Audit Fee of \$10 per credit hour for the course. The student will receive a grade of V for the course. The faculty member may elect to limit the extent of evaluation made available to the audit student. Students wishing to change from "credit" to "audit" status must submit a written request to the Enrollment Center within the first four weeks of the semester (pro-rated for classes of less than 16 weeks in length). The Audit Request Form is available online at www.oakton.edu/admission/register/download_forms. Once students have changed a course to audit status, they cannot return that course to credit status later in that semester. To receive credit for a class which has been audited, a student must repeat the course for credit. A student auditing a course will not be considered enrolled in that course for purposes of financial aid, standards of academic progress, or athletic eligibility.

Change of Address and Personal Information

Students will notify the Enrollment Center of changes in permanent address. The student must make such notification in writing, stating both the old and the new address, telephone number, student identification number, and signature. If the student does not inform the College of a change in address or if the College becomes aware that an address given by the student is incorrect, the student must again demonstrate proof of residence for the correct address. Changes in tuition rates resulting from changes in the place of residence will primarily be made at the beginning of the semester/term following the change of residence. A student must maintain accurate address information with the College and must notify the Enrollment Center of changes in address. Students can maintain different types of addresses.

Permanent Address: Student must submit changes in their permanent address in writing, stating the old and new address, telephone number, student identification number and signature. The Change of Address form is available online at www.oakton.edu/admission/register/download_forms.

The permanent address is the student's permanent residence and is used to determine residency. See the Residency Policy in this handbook for more information.

Mailing Address: Students may create a mailing address separate from their permanent address. The mailing address is used to designate the address to which the student wants mail sent. See Personal Information in the Web Services section of this handbook for details.

Business Address: Students may create a business address separate from their permanent address. The business address is used to indicate a student's work address. See Personal Information in the Web Services section of this handbook for details.

Parent Address: Students may create a parent address separate from their permanent address. The parent address may be used for correspondence directed to parents or guardians of a student. See Personal Information in the Web Services section of this handbook for details.

If a student does not inform the college of a change in address or if the college becomes aware that a student's address is incorrect, the student must reprove their residency. Changes in the tuition rates resulting from changes in the student's permanent address will primarily be made at the beginning of the semester/term or term following the change in residence.

Business Educational Service Agreement

In-district Tuition for Employees of In-District Companies

A student who lives outside Oakton's district, but works full time for an approved in-district company, may be eligible for in-district tuition through Oakton's Business Educational Service Contract Program. Tuition and fee payments are the student's responsibility unless otherwise agreed to, in writing, by the employer. Also, see the Chargeback Policy found later in this handbook.

To be eligible, these criteria must be met:

1. The company is located within Oakton's district.
2. A Business Educational Service Contract is completed, signed, and submitted by the due date for each term. Students may obtain this form at the Enrollment Center.
3. The company must be fully operational and the employee must be employed and paid by the first day of the semester for which this tuition benefit is sought.

The student must be a full-time employee (an average of 35 hours/week).

Registration, In person

Students are encouraged to seek advising from Advising and Counseling before registering for classes. When a student has made his or her final course selection, he or she may register online at *myOakton* or complete a Registration Form at the Enrollment Center. Also see the section of the handbook "Web Services of *myOakton*" for instructions to register online.

Graduation Petitions and Ceremony

A student must file a petition for graduation with the Enrollment Center. The petition for graduation is available from the office or online at www.oakton.edu/admission/register/download_forms. The completed petition should be submitted with the \$25 fee the semester/session prior to the term the student expects to complete all academic work for the degree or certificate. See the calendar published in the class schedule for exact dates. Students are not required to participate in the graduation ceremony to receive a degree or certificate. There is no additional charge for participating in the ceremony.

The graduation ceremony for the awarding of degrees and certificates is held once a year at the end of the Spring Semester. Students wishing to participate must order cap and gown in mid-March through the Office of Student Life. Call 847-635-1699 for information.

Request Official Transcript

To have an official Oakton Community College transcript sent to another college, university, employer, or other agency, a student must submit a transcript request form to the Enrollment Center. Students may submit a transcript request online at www.oakton.edu/student-services/records/transcript_request. You may also send a request by mail with your name (including former), date, student ID number, address, mailing address for transcript, and your signature to the Enrollment Center. Transcripts will not be released for any person who has an outstanding debt with the College. A transcript requires approximately five working days for processing. There is a fee of \$10 per transcript (rush orders are \$20 per transcript).

Web Services of myOakton

Oakton Community College provides a variety of Web services to support students during their academic career. These services enable students to register for classes, pay tuition and fees, update address and contact information, view their academic record, and see final semester grades.

- Logging in:**
- To access Oakton Student Web Services
 - Open the Oakton Web site www.oakton.edu
 - Click on the **Login to myOakton** tab
 - Type in your login ID in the **User name** field
 - Type in your password in the **Password** field
 - Click on **Login**

Fall 2011 Online Schedule of Classes

The Fall 2011 schedule is available on the Oakton homepage by clicking on **Class Schedules** at www.oakton.edu or through the Student Web Services menus.

Accessing Online Schedule from the Oakton Homepage (www.oakton.edu)

1. Click on **Class Schedules** on the Oakton homepage.
2. Select a term. *Fall 2011* or *Fall 2011 Noncredit* to access the class schedule and click **Submit**.
3. Click on *Class Search* to initiate search.

Accessing Online Schedule through Student Web Services (my.oakton.edu)

1. Select the *Register/Pay/Grades* tab.
2. Select *Student Services* from the **Main Menu**.
3. Select *Registration* from the menu.
4. Select *Look Up Classes* from the **Registration Menu**.
5. Select a term. *Fall 2011* or *Fall 2011 Noncredit* to access the class schedule and click **Submit**.
6. Click on *Class Search* to initiate search.

Registering for Classes

Getting Started

1. Select the *Register/Pay/Grades* tab.
2. Select *Student Services* from the **Main Menu**.
3. Select *Registration* from the menu.
4. Select *Add or Drop Classes* from the **Registration Menu**.
5. Select a term. *Fall 2011* or *Fall 2011 Noncredit* to access the class schedule and click **Submit**.

Adding a Class

Enter the Course Reference Number (CRN) of the course you wish to add in the box of the **Add Classes Worksheet** and click on **Submit Changes**.

(If you do not know the CRN, click on *Class Search* to access the term class schedule.)

Add Classes Worksheet

Type Course Reference Number (CRN) here

CRNs

HOW TO READ THE SCHEDULE OF CLASSES												
Accounting												
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date	Location
<input type="checkbox"/>	04583	ACC	100	050	DP	3.000	Small Business Accounting Procedures	R	06:30 pm-09:20 pm	Dana E. Lucas (P)	01/18-05/10	DESP 2808
	Course Reference Number	Course Number		Section Number	Location	Credit Hours	Course Title	Thursday	Time	Instructor (P) Primary Course Instructor	Start and end date	Meeting Location
Class is available for registration C - Class is closed NR - Class is no longer available for registration					DP-Des Plaines RH-Skokie OFF-Off Campus							

Dropping a Class

From the **Current Schedule** listing, click on the down arrow to open the Action box. Highlight the drop action you wish to complete and click on **Submit Changes**.

(If the drop or withdraw deadline has passed for this course, the option to select that action will not appear in the pull down menu.)

Current Schedule

Status	Action	CRN
Web Registration on Feb 03, 2011	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">None</div> <div style="background-color: #f0f0f0; padding: 2px;">None</div> <div style="background-color: #f0f0f0; padding: 2px;">Student Course Drop</div> </div>	07237

Re-adding a Class

From the **Current Schedule** listing, click on the down arrow to open the Action box. Highlight the **Re-Add** option and click on **Submit Changes**.

(If the add deadline has passed for this course, the option to select that action will not appear in the pull down menu.)

Student Course Drop on Feb 17, 2011	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">None</div> <div style="background-color: #f0f0f0; padding: 2px;">None</div> <div style="background-color: #f0f0f0; padding: 2px;">Re-Add Course</div> </div>
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Changing Grade Option

Students wishing to change from “credit” to “audit” status must submit a written request to the Enrollment Center within the first four weeks of the semester (pro-rated for classes of less than 16 weeks in length).

Registration Deadline

Students can register for fall classes beginning **Monday, April 11, 2011, until the date of the first scheduled class meeting for each course**. After a class has started, students will require written approval from the course instructor to register. Consult the online or printed class schedule for course start dates.

Billing Information and Payment

Bills will not be mailed. To determine the amount due and the due date follow the steps below. Failure to pay tuition will result in the student being dropped from all classes.

Credit Classes

1. Select the *Register/Pay/Grades* tab.
2. Select *Student Services* from the **Main Menu**.
3. Select *Make Payments* from the menu.
4. Select *Fall 2011* to pay for *Fall credit* or *Noncredit* classes and click **Submit**.
5. Select *Pay Now In Full or Payment Plan*
6. Select *Fall 2011*
7. Select *E-Cashier* to initiate the Payment Plan

Noncredit Classes

Payments for noncredit (Alliance) courses **must** be made at the time of registration. After registering for these courses, click the *Registration Fee Assessment* link followed by *Credit Card Payment* and make full credit card payment. **All courses not fully paid will be dropped from your schedule.**

Entering a Payment

Enter the requested **Credit Card Information**.

1. Select credit card name from the pull down menu.
2. Enter the credit card number and the expiration date.
3. Enter the payment amount.
4. The credit card billing address will default to the **Permanent Address** on file with Oakton. If the credit card billing address is different, click *Clear Billing Address* and type in the address information, then click **Submit Payment**.

myOakton


Oakton provides a portal page for every Oakton student, including current students and applicants. The portal provides a variety of services and information items that support students in their activities at the College. The *myOakton* portal page offers a selection of feeds that can be selected and modified by a student. The available feeds include:

Campus Announcements: Campus Announcements are informational items that affect or are of interest to everyone associated with Oakton, such as a College closure because of inclement weather.

Personal Announcements: Personal Announcements are informational items that target individuals at Oakton because of an affiliation with the College, such as voting dates for upcoming Student Government Association elections.

Optional Information: The other information sections are optional and can be changed at the student’s discretion.

Modifying the myOakton portal page

1. Click on the **Content/Layout** button.
2. The **Manage Content/Layout** page will open. The tabs across the top open the page edit for each type of page available.
3. Click on the **Add Channel** to access a listing of available RSS feeds to add to your page.
4. Use the directional arrows to move feeds onto different page locations.
5. To delete a feed from a page, click on the  located on the selected feed.
6. Click the **Back to Home** tab to reopen the portal screen with the updated layout.

Web Services of myOakton

Personal Information

From the **Personal Information** tab on the *myOakton* page, a student can view and update address, telephone, and e-mail address listings.

Address and Telephone Information

Students may create and maintain a variety of address information with the College including: Mailing Address, Billing Address, Business Address, and Parent Address. A telephone number can be updated for each address type. Permanent Address and Telephone information must be updated at the Enrollment Center. Permanent address is used to determine District 535 residency.

To update address information:

1. Select the *Update Address* item from the **Personal Information** menu.
2. Select the *Address Type* of the address you are updating from the pull down menu. Each of these addresses are optional and can have a telephone number associated with them.
 - a. **Mailing Address:** A mailing address is the address where a student wants mail sent.
 - b. **Billing Address:** A billing address is the address where a student wants tuition bills mailed.
 - c. **Business Address:** A business address is the student's work address.
 - d. **Parent Address:** A parent address may be used for correspondence directed to the student's parents or guardians.
3. Enter the address and telephone information.
4. Click the **Submit** button.

E-mail Address Information

Each Oakton student is assigned an e-mail account with the College that is designated as the preferred e-mail address. Students may add other e-mail addresses and designate them as the preferred address. All e-mails generated by the College are sent to the preferred e-mail address. Tuition payment reminders will be communicated only via e-mail.

To update an e-mail address:

1. Select *Update E-mail Address* from the **Personal Information** menu.
2. Select the *E-mail Address Type* from the pull down menu. Enter the e-mail address and click on the **Submit** button.

To designate an e-mail as the **Preferred Address**, delete the preferred indicator from the current preferred address and click the preferred indicator on the new preferred e-mail address.

Other Services

Registration

From the *Registration* menu, other services for students include:

- **Student Detail Schedule:** Students may view a listing of their term schedule with detailed information about each class including the class meeting time, location, and instructor information.

If the instructor's name appears in Blue print, clicking on the name will display **Office Hours** for that instructor. By clicking on the **envelope** icon next to an instructor's name, an e-mail addressed to that instructor will open. If the course has an associated Web site, the Web address will appear in the schedule information.
- **Registration Status:** Students may view a summary of their **Academic Standing** and **Registration Eligibility** from this menu item. A student also can see any registration permits issued for them, total earned credit hours, and major information.

Student Records

From the *Student Records* menu, services include:

- **Final Grades:** Final grades will be reported to students online from this Web services menu item. Grades for short courses will be posted throughout the term. At the end of the term, GPA and Academic Standing will be calculated.
- **Academic Transcript:** Students may view their academic record. Students may view both a credit and noncredit transcript by selecting the Transcript Level and clicking on the submit button.
- **View Holds:** Students may see Holds and Restrictions placed on them. This screen will display detailed information about the hold.
- **Financial Account Summaries:** Students may view both summary and detailed information on their financial records with the College.

Alert!Oakton

Receive notification about weather-related and emergency closings at Oakton. Sign up today for e-mail, text message, or voicemail alerts at *my.oakton.edu*. Instructions are on the Home tab.

Information Technology Services for Students

Using Oakton's Network Resources

Students who are enrolled in credit classes or noncredit (Alliance) computer classes have access to on campus networks and computer labs. Your login and password were created when you applied to Oakton, and are the same ones you use to register online. Employees in the open computer lab areas can help you look up your login and reset your password. All users are expected to know the Technology Use Policy; a summary is included in this handbook under Academic Policies, and found online at www.oakton.edu/resource/it/use_plcy.htm.

Server Space, Web Pages, and Remote Access

Student network accounts have 250 MB of storage space. Your network space is usually referred to as your "home directory," designated as your **H:** drive when you log into your network account. Saving files to your home directory is no more complicated than saving them to your usb drive, with the added benefit that files in your home directory are accessible from any college computer as well as any off-site computer with internet access.

In addition to your **H:** drive, you have a **P:** drive where you can store—or *publish*—your own publicly available Web pages. Any Web pages or other files saved to your **P:** drive are instantly accessible to anyone on the Web. The URL for student Web pages published this way is www.oakton.edu/~<login ID> or (i.e. www.oakton.edu/~jsmith1234).

Before you save any files to the **P:** drive, please visit www.oakton.edu/resource/it/policies.htm to read the Web standards and technology use policies. **All files that are published here must follow these official College policies and any applicable copyright policies.**

Remote (off-campus) access to your **P:** drive is available via Fileway, a secure Web-based file transfer program that is available at myfiles.oakton.edu. You can also access Fileway through the MyOakton portal. Once you've logged in, choose the MyCourses tab and look for the MyFiles box on the left-hand side of the page. Basic instructions on how to use Fileway/myFiles can be found in the Quick Start Guide link here. More help is available by clicking on the help icon within Fileway. Standard FTP client software like WS_FTP or FTP Explorer do not work for the **H:** or **P:** drive.

Your instructors may also publish files to the Web by saving files to their own Oakton public.www folder, available at www.oakton.edu/~<the instructor's login id>. But note that many instructors have non-Oakton Web accounts and e-mail addresses and may direct you to other locations to view files. Instructors may also save files that cannot be published on the Web to the "samples directory," which is the **F:** drive when you log in on campus. In most cases, you will be able to read files there, but usually you will not have rights to save there. Currently you may access this drive from a remote computer with ftp at samples.oakton.edu. However, during the 2011-2012 academic year access to "samples" will change and will also be part of the MyFiles/Fileway system.

E-mail

All student accounts (even those without on campus network access) have an Oakton e-mail address. This address is listed in the student directory/address book and is used for all official Oakton e-mail. If you supplied a non-Oakton e-mail address on your application, mail sent to your Oakton e-mail address is automatically forwarded to the address you provided. If you would like to activate your Oakton e-mail account instead of forwarding your mail, log into my.oakton.edu and select the e-mail icon near the top of the page; directions explaining your options will come up on subsequent pages. Additional options for e-mail can be found in my.oakton.edu under the Register/Pay/Grades tab, in the Personal Information menu.

Wireless Networking

Oakton allows users to connect to its wireless network using their own laptops and cards. Wireless access is available in most public areas of the College but is limited to Internet accessible resources only. Users must still adhere to the Technology Use Policy. Students must go to a computer lab to use licensed software applications. For more information on how to access Oakton's wireless network, see www.oakton.edu/resource/it/Accessing_OaktonRev5.doc.

Online and Web-enhanced classes

Most Oakton online and web-enhanced courses use Desire2Learn for course management; many math classes use MyLabsPlus. Desire2Learn and MyLabsPlus can be accessed through the "My Courses" tab in MyOakton (my.oakton.edu). More information about online courses is available at www.oakton.edu/online.

If your online or Web-enhanced course does not use Desire2Learn or MyLabsPlus, your instructor will provide information to you directly.

IMPORTANT INFORMATION

Following are selections from Oakton Community College Policies and procedures containing information relevant to your tenure at the college. The complete publication of all College policies are available upon request from the Office of Student Affairs, Room 2270, Des Plaines, 847-635-1739.

Residency Policy

Proof of Residency

The following will govern the determination of residency of a student not only for tuition, but to validate residency for the purpose of state funding and/or grants.

The College will require that a student show evidence, as reasonably may be required, to demonstrate where he or she is “domiciled”—the place where the student lives and intends to maintain a true and permanent home. Such evidence is to be presented to the Enrollment Center by the **date designated for each semester or term**. Proof is demonstrated by a valid Illinois driver's license or pre-printed renewal application, an Illinois state I.D., two current bank statements or utility bills, or an in-district high school transcript issued within the last two years. Students who do not present proof of residency or other evidence entitling them to in-district tuition by the deadline will be charged out-of-district tuition for that term. Students who submit proof of residency after the semester/term deadline will be charged a late submission fee.

In-District Student

A student whose legal residence is within the boundaries of Community College District 535 for at least 30 days immediately prior to the date classes begin for the term they are attending will be classified as an in-district student and will be so identified for the purpose of state funding. Attending classes for 30 days is not sufficient to meet the residency requirement. A student who moves into the district or state for reasons other than attending the community college shall be exempt from the 30-day requirement if he or she demonstrates through documentation a verifiable interest in establishing permanent residency.

Out-of-District Student

A student whose legal residence is outside of the boundaries of Community College District 535 but within the state of Illinois will be classified as an out-of-district student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between an eligible in-district business or another community college, their place of residency will remain out-of-district and be so identified for the purpose of state funding.

Out-of-State Student

A student whose legal residence is outside the boundaries of the state of Illinois will be classified as an out-of-state student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between industry or other educational institutions, their place of residency will remain out-of-state and be so identified for the purpose of state funding.

Appeal of Residency Determination

Once the residency status of a student has been determined, he or she may appeal this decision if the student thinks the determination is incorrect. To appeal the decision of the Director of Enrollment Services the student must write the Vice President for Student Affairs. The Vice President will review this petition and render a final decision.

Change of Address

Students will notify the Enrollment Center of changes in permanent address. The student must make such notification in writing, stating both the old and the new address. If the student does not inform the College of a change in address or if the College becomes aware that an address given by the student is incorrect, the student must demonstrate proof of residence for the correct address. Changes in tuition rates resulting from changes in the place of residence will primarily be made at the beginning of the semester/term following the change of residence.

Student Classification Policy

Full-time Students

Students taking twelve semester hours of course work or more during the fall or spring semester will be considered full time. Students receiving benefits under various financial assistance programs should contact the Enrollment Center for specific requirements of those particular programs requiring full-time status.

Students taking six semester hours of course work or more during the summer term will be considered full-time.

Part-time Students

Students taking less than twelve semester hours of course work during the fall or spring semesters, or less than six semester hours of course work during the summer term will be considered part time.

Payment Policy

Due Dates

Payment deadlines are published in the Schedule of Classes and on tuition bills.

Payments not received by the due date **may** result in the student being **dropped from all courses** for which he/she is registered. If full payment has not been received and the student drops class(es) or is dropped by the College, the student's obligation for the outstanding bill remains. Students who re-register after being dropped for non-payment will be charged a reinstatement fee.

Credit Cards

Oakton Community College accepts Mastercard and Discover credit cards for payment of tuition, fees, and other purchases. Credit Card payments will be assessed a convenience fee.

Automatic Tuition Payment Plan

To help students meet their educational expenses, Oakton offers a tuition payment plan administered by Facts Tuition Management. This is not a loan; there is no credit check, no interest or finance charges, and no debt. The cost for this convenient payment plan is a nonrefundable fee of \$25 per semester.

Tuition and fees can be paid in any of the following ways:

- Automated bank payment (ACH): Payments are electronically deducted from your checking or saving account
- Credit Card

For more details or to enroll in this payment plan, register online through e-cashier at my.oakton.edu.

Tuition Policy

Tuition rates are recommended by College administrators in accordance with ICCB guidelines, approved by the Board of Trustees and are subject to change without notice. The student is responsible for one of the following three types of tuition.

In-District Tuition

The tuition is for students who are legal residents of Oakton Community College District 535 for at least 30 days immediately prior to the date classes begin.

Out-of-District Tuition

The tuition is for students who are legal residents of Illinois but who live outside of the Oakton Community College district pay tuition rates higher than in-district residents.

Out-of-State Tuition

This tuition is for all students who do not maintain a legal residence in the state of Illinois pay tuition rates higher than out-of-district residents.

Online Courses

All online courses are charged the in-district tuition rate.

Exemptions

Business Service Agreement

In recognition of the contribution of eligible in-district business and industry, the College has established a program for their non-district resident employees who are employed full time (usually 35 or more hours each week). These students may be allowed to pay in-district tuition rates. Tuition charges may either be paid by the employee or billed directly to the company.

United States Military Personnel

Military personnel who are stationed within the Oakton Community College district will pay in-district tuition and fees as established by the Board of Trustees.

Senior Citizens

District residents sixty years of age or over prior to the date classes begin for the term for which they are registering, are exempt from paying fifty percent of the tuition rate established for in-district residents. Resident adults sixty-five years of age or over who demonstrate financial need can have all in-district tuition waived.

continued

Selected Admission and Enrollment *Policies and Procedures*

Agreements

Oakton District Residents Attending Other Community Colleges

Residents of Oakton Community College District 535 who wish to enroll in a curriculum not available at Oakton may apply for a chargeback or joint agreement to attend another community college in Illinois that offers that curriculum. Through a chargeback or joint agreement, a district resident will be entitled to pay that college's in-district tuition rate.

Residents of other community college districts who wish to enroll at Oakton in a program not offered in their area community college should apply for a chargeback to their local community college.

The terms, conditions and deadlines for these programs vary greatly from college to college and are defined in their equivalent of our Schedule of Classes or catalog.

In-District Schools

The in-district tuition rate applies to employees or currently enrolled students at the district school where Oakton courses are taught. The College may impose additional fees to cover extraordinary costs.

Fees

Fees are established by the President in consultation with the Board of Trustees and are subject to change without prior notice. All fees except course fees are non-refundable. Refunds of course fees are based on the tuition refund schedule.

All fees will be published in the catalog and Schedule of Classes.

Application Fee

This is a one time non-refundable fee charged to new students. It covers the cost of processing student applications.

Registration Fee

A flat registration fee is charged each term/session and is refunded if the student withdraws from all courses during the first week of the term.

Late Registration Fee

An additional flat fee is charged to any student who registers for a class after the first class meeting day of the semester.

Course Fees

Certain courses require additional fees which will vary. These are included in the term specific class schedules for each course.

Student Activities Fee

All registered students are assessed an activity fee based on semester hours of enrollment. Student Activities fees are managed and distributed by the Student Government Association. There are exceptions for residents sixty years of age or over.

Reinstatement Fee

A fee is charged to any student who is dropped due to nonpayment and who requests to be re-registered for the same semester/session.

Returned Check

A service fee will be added to a student's account for any check returned by the bank.

Graduation Processing Fee

A graduation fee is charged to each student who submits a request to have his/her credentials evaluated for graduation. This is used to defray the cost of transcript evaluation and production of diplomas. All eligible students can participate in the Commencement ceremony at no additional cost.

Audit Fee

Students electing to audit a class will pay an audit fee to help offset lost revenue from state apportionment.

Transcript Fee

Students will be charged a transcript fee to offset the processing costs.

Construction Fee

Oakton's construction fee funds capital projects approved in the College's Master Plan at the Des Plaines and Skokie campuses. This includes projects such as the new Science and Health Careers building, remodeling of all Des Plaines classrooms, the new Student Gathering Center, the new Enrollment Center, providing cell phone and wireless connections throughout the campuses and resurfacing of parking lots. Student representatives, surveys, and focus groups played a major role in developing and supporting the five-year Master Plan for these projects.

Chargebacks

Chargebacks for Oakton District Residents Attending Other Community Colleges

Residents of Community College District 535 who wish to enroll in a curriculum not available at Oakton may apply for tuition assistance (chargebacks) to attend another community college in Illinois which offers that curriculum. Tuition assistance is granted only to those individuals who are pursuing a degree or certificate program. Tuition assistance will not be issued for enrollment in individual courses or for courses that are outside of the curriculum required for a particular degree or certificate.

Application for tuition assistance must be made to the Enrollment Center at least thirty days prior to the beginning of the semester, session, or quarter of the college the student desires to attend.

Refunds Policy

Students may not be entitled to a full refund. The refund rate, as published in the term specific class schedule, depends on when the student drops a class(es). Students are responsible for dropping their course. Course drops may be done online, in-person, or by written notice to the Enrollment Center or by using the Online Registration System. The *Schedule of Classes*, published for each term, will specify the dates withdrawals are accepted and the percentage of refund allowed.

Enrollment Restrictions

In order to help students benefit from instruction and achieve success at Oakton, the College will place the following restrictions on enrollment:

1. All students are encouraged to take Oakton placement tests in reading, writing and mathematics prior to registration and must do so in order to register for certain courses. Testing schedules are available at www.oakton.edu/testing_center.
2. In compliance with the state of Illinois and Illinois Board of Higher Education (IBHE) baccalaureate admissions requirements, students seeking the A.A. or A.S. degree must successfully have met high school course requirements or make up these deficiencies.
3. Students may be placed on an enrollment restriction at the discretion of an administrator and may be required to meet with a designated College employee prior to registration.

Auditing a Course

A student wishing to audit a class(es) must apply, register and pay fully tuition, course fees and an audit fee of \$10 per credit hour in the same manner as students who wish to take the course for credit. The faculty member may elect to limit the extent of evaluation made available to the audit student.

A change from "credit" to "audit" must be completed within the first four weeks of the semester (pro-rated for classes of less than 16 weeks in length). Students electing to audit will pay an audit fee of \$10 per credit hour. Employees and their dependents are exempt from audit fees.

Once a student has changed to audit status, he/she cannot return to credit status later in that semester in that course. To receive credit for a class which has been audited, a student must repeat the course for credit.

A student auditing a course will not be considered enrolled in that course for purposes of financial aid, standards of academic progress, or athletic eligibility. The final grade for the class will be shown on the official transcript as an audit with the letter grade of V.

Military Service Policy

If a student withdraws from Oakton Community College after the midpoint of the semester or session because of induction into or extended active duty with the armed services of the United States, the student may be awarded full academic credit for each course for which the student is still registered, provided that the instructor is able to evaluate the student's attainment of the objectives of the course, at the time, and award an appropriate grade.

If this evaluation is not possible, or if the student withdraws from the College prior to the midpoint of the semester or session, the student will be given a complete refund of all tuition and fees paid and no academic credit.

A student who wishes to benefit from this policy must submit a copy of the induction notice and/or orders calling for extended active duty. Members of a National Guard unit or a reserve unit must be called to active duty in lieu of induction to be eligible.

Selected Admission and Enrollment *Policies and Procedures*

The Gramm-Leach-Bliley Act

Notice to Students

Oakton Community College, District Number 535, gives the following notice and information to advise its students of the college's compliance with the Gramm-Leach-Bliley Act ("The GLB Act").

The GLB Act was established to ensure the security and confidentiality of personal information collected by institutions that provide financial services to their customers and/or clients. The Financial Privacy Rule governs the collection and disclosure of customers' personal financial information by financial institutions. The Safeguards Rule requires all financial institutions to design, implement and maintain safeguards to protect customer information. The Safeguards Rule applies not only to financial institutions that collect information from their own customers, but also to financial institutions – such as credit reporting agencies – that receive customer information from other financial institutions.

Oakton Community College is in compliance with the Information Security and Safeguards requirements of the GLB Act.

For more information on the GLB Act or financial privacy go to www.ftc.gov/privacy/.

Notice To All Current and Former Students

The Family Educational Rights and Privacy Act of 1974

Annual Notice to Students

The following notice and information is given by Oakton Community College, District Number 535 to advise its students of their rights under the Family Educational Rights and Privacy Act of 1974 ("The Act").

The Act established the right of students to inspect and review their education records; provides that personally identifiable information will not, with certain exception, be disclosed without the student's written permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants students the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures of the College to comply with The Act; and makes provisions for notice to the students concerning their rights.

Oakton Community College has adopted policies and procedures implementing The Act, which are contained in the Oakton Community College Student Handbook. Copies are available in the Office of Student Life.

A student who wishes to review his or her education records must complete the appropriate form and submit it to the Director of Registrar Services at the Enrollment Center. The student will be notified in writing of a date and time he or she may come to review the records.

The following student data is hereby designated as "Directory Information" and may be disclosed or released by the College at its discretion:

Student Name	Degrees/Awards Received
Address	Participation in officially recognized activities/sports
Date of Birth	Height/weight (for athletic team members)
Telephone Number	Most recent educational institution attended
E-mail address	Course of Study
Dates of Attendance	Photographs

To have all of the "Directory Information" withheld, the student must give written notice, in person, or if by mail, by certified mail return receipt requested and addressed to the Director of Registrar Services at the Enrollment Center.

Initial notice or changes may be made at anytime; however, notification must be done in writing and to the Director of Registrar Services at the Enrollment Center following the directions above.

This notice will be published annually in the student handbook, posted on the official bulletin board of the College and posted on the College website.

Copies of The Act, the HEW regulations, Oakton Community College policies and procedures, the Oakton Community College Student Handbook; and forms for use in implementing The Act are available upon request in the Enrollment Center at the Des Plaines and the Skokie campuses.

Information related to the Student Right To Know graduation and completion rate data may be secured from the Enrollment Center. For further information or to make an appointment, contact the Director of Registrar Services at the Des Plaines Campus.

Selected Admission and Enrollment *Policies and Procedures*

Oakton Community College definition of emergency:

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of students.

Emergencies include, though not be confined to, the following types of events and incidents:

Arrest, incarceration, or deportation	Intoxication or drug overdose	Sexual assault or rape
Criminal assaults	Local political crisis	Suicide threat
Disappearance or kidnapping	Natural disasters	Terrorist threat or attack
Hospitalization for any reason	Serious illness, physical or emotional, injury or death	

Should any of the above occur, we reserve the right (though not required) to notify the students' parent(s), related individual, or provide information to authorities on a "need to know" basis.

Student Records-Confidentiality Procedure

A. General Provisions

1. The terms used in this policy are defined in the federal Family Educational Rights and Privacy Act (Public Law 93-380, 20 U.S.C. Sec. 1232g, et seq.), Referred to herein as the "Act". Copies of the Act are on file in the Enrollment Center and are available for inspection by appointment during regular business hours.
2. The right of access to student records is limited to students, unless a specific exception is contained in the Act. In general, parents of students who are eighteen years of age or over are not permitted to inspect student records without permission from the student.
3. Students are not permitted to inspect financial records of their parents or other documents, such as confidential letters of recommendation, except as provided in the Act.
4. Students may waive the protection provided by the Act, but are not required to do so.
5. If you would like to grant permission for the Office of Student Affairs to release information about your student record to a third party, please complete the Student Information Release Authorization Form, available at the Enrollment Center and online at www.oakton.edu/admission/register/download_forms.

B. Procedure For Inspection

1. A present, or former, student who desires to inspect his record is to file a written request in the Enrollment Center on a form provided by it. The request will specify with reasonable certainty the portions of the record to be inspected. The request will be forwarded to the custodian of the record, and a copy will be sent to the Office of Student Affairs.
2. The record is available for inspection during regular business hours of the College. The custodian of the record will advise the student, in writing, of the date, time, and place the record may be inspected.
3. No record may be removed from the file. Copies of any record permitted to be inspected will be provided to the student upon payment to the College of the actual cost of reproducing and providing such copies.
4. No person other than the student may inspect the record unless the student authorizes such person to do so by written notice to the Enrollment Center prior to the inspection.

C. Challenge To Content Of Record

1. If the student believes that any material contained in the record is inaccurate, misleading, or violative of his rights, he may challenge that material as provided herein and in the Act.
2. Grades are not subject to challenge by this procedure.
3. The application for a hearing to challenge material contained in the record is to be filed in the Enrollment Center on a form provided by such office.
4. An administrator appointed by the Vice President for Student Affairs will notify the student of the date, time, and place of the hearing. The student may present evidence at the hearing, and may be represented by an attorney. The hearing will be recorded by electronic means. If the student desires a stenographic transcript of the proceedings, it will be provided at his or her cost.
5. Upon conclusion of the hearing, the administrator will prepare a report containing findings of fact and conclusions about the manner in which the record is to be corrected, if at all.
6. The student may appeal the decision of the administrator to the President by written request filed within fifteen days after receipt of the decision from the administrator. The President will review the record of the hearing and affirm or reverse, either in whole or in part, the administrator's decision, or return the matter to the administrator for further proceedings.
7. Within five days after receipt of the President's decision, the student may appeal the same to the Board of Trustees. The appeal will be set for the next convenient meeting of the Board. At such meeting the Board will review the record before the administrator and the President's decision, and may affirm or reverse, either in whole or in part, the decisions of the President and the administrator, or return the matter to the administrator for further proceedings.

Attendance Policy

There are no college-wide requirements on class attendance at Oakton Community College. Individual instructors, however, may set class attendance requirements consistent with the objectives of their courses. Students are responsible for meeting the requirements of courses, including those governing attendance. Students who are not in attendance for a course may be dropped by the instructor at the end of the first week of the class or at the midterm.

Grade Reporting System

Faculty members are responsible—in accordance with course requirements, and through a fair, professional application of reasonable academic standards—for determining and reporting grades (or indicators) for students enrolled in credit courses at Oakton Community College.

The grade reporting system at Oakton will consist of 21 letter symbols. Eight symbols are grades, six of which are passing; 13 symbols are indicators of a student's status or activity in a course.

Grades:

A - Excellent

B - Good

C - Satisfactory

D - Minimal passing

F - Failure

FR - Failure (Developmental Classes Only)

P - Successful Completion (Developmental Classes Only)

T - Successful Completion (Developmental Classes Only) (NOT USED AFTER AUGUST 1988)

Indicators:

V - Audit

I - Incomplete (by student request and faculty agreement)

IR - Incomplete (developmental classes only)

IP - Course in Progress

J - Course Drop (student initiated course drop during the zero percent refund period)

N - Nonattendance (reported at midterm)

Q - No grade submitted by instructor

O - Withdrawal (withdrawal from course after mid-term to the end of the 10th week of the regular term);
(not used after August, 1996)

W - Withdrawal

FZ - Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)

X - Course Still in Progress (not used after August, 1984)

R - Repeat (not used after August, 1984)

Z - Forgiveness (an "F" grade forgiven for satisfactory performance – no penalty internal only
(not used after August, 2006)

Standards of Academic Progress (SOAP)

Oakton Community College requires that students make satisfactory progress toward achieving their educational goals. The fundamental standard of academic progress will be the attainment of a 2.0 cumulative grade point average.

The following standard will apply after a student has attempted 9 credit hours (including developmental courses):

A minimum grade point average of 2.0 will be required of all students each semester and cumulatively.

This GPA will be computed using A, B, C, D, and F grades. Indicators of N, W, P, IR, FR, IP, and Q will not be used in the calculation. FR grades and the IR indicator for developmental classes will not be calculated into the GPA or for determining the Standard of Academic Progress (SOAP). The GPA and academic standing will be recalculated when the I has been converted to a grade.

Students who fail to maintain the above standards will be subject to the following progressive sanctions:

A. Academic Probation

Students in this category will be restricted in one or more of the following ways:

1. The number of hours for which they may enroll;
2. Specific courses for which they may enroll;
3. Enrollment only with the approval of appropriate college personnel.

A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Suspension.

A student who is on Academic Probation and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Academic Probation.

A student who is on Academic Probation who does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains above 2.0 will remain on Academic Probation.

A student who is on Academic Probation and who successfully meets the GPA standard in that semester and whose cumulative GPA is 2.0 or above will be returned to good standing.

B. Academic Suspension

A student who falls below the GPA standard of progress for a second consecutive semester* will be suspended for one semester (Fall, Spring, or Summer). After the suspension, the student may reenroll with an academic status of Suspension Return. *Suspension Return requirements are the same as Academic Probation.*

A student who is on Suspension Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Dismissal.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Suspension Return.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

**Consecutive semesters means terms in which a student is enrolled regardless of whether or not there were intervening terms on non-enrollment.*

C. Academic Dismissal

Students who have returned after being on Academic suspension, and who fail to meet the standard of progress as outlined in the suspension rules, will be dismissed from the College for a period of 12 consecutive months. Readmission after this period is by petition to the Vice President for Student Affairs at least four weeks prior to the start of the term for which they are seeking readmission. Students re-entering after Academic Dismissal will be placed on academic status of Dismissal Return. *Dismissal Return requirements are the same as Academic Probation.*

A student who is on Dismissal Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Subsequent Academic Dismissal.

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Dismissal Return.

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

D. Subsequent Academic Dismissal

Students dismissed more than once will be required to petition to the Vice President for Student Affairs at least four weeks prior to the start of the term for which they are seeking readmission and also meet with a Student Development Faculty member prior to a decision concerning readmission. Students re-entering after subsequent dismissal will be placed on the academic status of Dismissal Return.

Academic records of students who fall below the minimum standard of progress in nonconsecutive semesters will be reviewed by the Vice President for Student Affairs. The Vice President may apply an academic sanction to such a student, but in no case will the sanction be at a more restrictive level than would have been the case had the student fallen below the minimum standard in consecutive semesters.

The Vice President for Student Affairs or designee may override a SOAP sanction applied to a student when, in the administrator's judgment, the sanction has been inappropriately applied.

Hours attempted in the summer session will count toward the 9 attempted hours after which the standard will apply and academic performance in the summer session counts toward the overall GPA and is used to calculate SOAP status.

Academic Honors

In recognition of academic excellence, the Board of Trustees establishes categories to honor students for their academic performances.

The following standards will apply after a student has completed 12 credit hours (excluding developmental courses) with a grade point average of 2.0 or better at Oakton. Determination of eligibility for honors for students who receive an I indicator will be deferred until the I indicator is replaced with a grade.

continued

Term Honors

Term honors are awarded to students who meet standards of academic progress at the end of both the fall and spring terms, and who meet the following criteria:

For students enrolled in 6 or more credits at the 100 level or above.

1. President's Scholars term grade point average of 4.0
2. High Honors term grade point average between 3.75 and 3.99
3. Honors term grade point average between 3.50 and 3.74

For students enrolled for 1 - 5 credits at the 100 level or above

Commendation term grade point average of 3.50 - 4.00

Graduation Honors

Students receive graduation honors when they receive an associate degree or certificate, and when their cumulative grade point average for all courses taken at Oakton meets the following criteria:

1. President's Scholars cumulative grade point average of 4.0
2. High Honors cumulative grade point average between 3.75 and 3.99
3. Honors cumulative grade point average between 3.50 and 3.74.

Course Repetitions

Students may repeat courses previously taken an unlimited number of times unless restricted. (See College catalog for courses that have a restriction on the number of times that a course can be repeated). Each course attempt will be reflected on the student's academic record with only the highest grade counted in GPA calculation. Courses that are designated as repeatable up to a certain number of attempts or credit hours will have each course attempt reflected on the student's academic record with the credit hours and grades earned up to the limit counted in GPA calculation.

Appeal of a Final Grade

1. Students who wish to appeal a final grade must first meet with the faculty member to review the criteria applied in assigning that grade.
2. After this initial review, if students are not satisfied, they may next appeal in writing to the faculty member's dean. Once the appeal is read, the dean will meet with the faculty member to review the criteria applied to the student's performance in assigning the final grade. When the faculty member and the dean have reached a decision, the dean will communicate that decision in writing to the student.
3. If students are still not satisfied with the grade assign, they may appeal in writing to the Vice President for Academic Affairs for further review. When the faculty member and the Vice President have reached a decision, the Vice President will communicate the decision in writing to the student.
4. The action of the Vice President for Academic Affairs is final.
5. This process normally will be accomplished within one semester of the original grade's assignment.

Forgiveness of Failing Grades

Students may petition for application of the Forgiveness Policy to have F grades removed from use in calculating the cumulative grade point average. Students should contact the Enrollment Center requesting application of the Forgiveness Policy. A student may petition to have "F" and "FR" grades replaced on the official (external) transcript under one of the following circumstances:

1. The student has earned 15 hours or fewer of "F" or "FR" grades and in subsequent terms has earned 15 consecutive hours with no grades of "D," "F," or "FR."
2. The student has earned more than 15 hours of "F" or "FR" and has earned in subsequent terms a consecutive number of credit hours, with no grade of "D," "F" or "FR" equal to the number of hours of "F" or "FR."

Credits earned at other colleges or universities cannot be applied to expunge F grades. When F grades are assigned as a result of a finding of academic dishonesty, the Forgiveness Policy will not apply to the "F" or "FR" assigned grade(s).

The forgiveness policy cannot be invoked before the necessary credits are earned.

When the forgiveness policy is applied, a student's cumulative grade point average will be recalculated with "F" grades expunged from the calculation. If this new GPA is 2.0 or above and the student has met all other degree requirements, the student will be eligible for graduation. An indicator of FZ will be placed on the official transcript indicating that an "F" grade has been forgiven.

A student may have the forgiveness policy invoked only once.

Withdrawal from Classes

It is the responsibility of the student to notify the College when dropping or withdrawing from class(es). Notice can be given in-person, in writing or, when available, through the Online Registration System. Failure to attend class or to pay tuition and fees does not constitute withdrawal.

Failure to drop a course within the refund period will result in tuition and fees being due in full. Students who officially drop a class(es) through the official drop date will not have the class(es) listed on their official transcript. Students who withdraw from a class after the drop period has ended up to the withdrawal deadline will have the class(es) listed on their official transcript with a grade of "W." See the Schedule of Classes for specific refund, drop, and withdrawal dates. Although the W indicator will appear on the official transcript, it will not be counted in the calculation of the grade point average or in determining academic status.

An N indicator may be assigned at mid-term by the instructor to a student who registers for class(es) but then fails to attend or attends only for a few days or weeks but does not formally withdraw. The N is an indicator used to determine if state apportionment can be claimed.

The Vice President for Student Affairs may withdraw a student at anytime as a result of disciplinary action. In addition, the Vice President or administrative designee may permit a student to withdraw at anytime during the school term by petition under special circumstances, e.g. medical emergencies.

Student Academic Integrity Policy

Statement of Principles

Students and faculty members at Oakton Community College enjoy a shared commitment to the integrity of their learning environment and to well established rights and responsibilities in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor and openness to constructive criticism characterize the change and growth that result from academic endeavors at Oakton. Academic honesty is vital to these endeavors; it is essential to the life and meaning of any academic community. In the absence of acknowledged standards of honesty, faculty members, students and our community cannot have confidence in either the intellectual achievement and knowledge or the implicit promise of potential for continued growth that college education implies. All members of the Oakton community are responsible, therefore, for maintaining the College's standards of integrity. Students, faculty members, and staff members share the responsibility and authority for making known acts of apparent academic dishonesty.¹

Even though all members of the College community share the mutual obligation of maintaining our academic integrity, Oakton's faculty members, as they seek and transmit knowledge and present information about the methods by which it is acquired and properly demonstrated, are primarily responsible for maintaining our standards. As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. In so doing, faculty members must be able to examine work that students submit for academic credit in confidence that it is original. Academic evaluation, therefore, incorporates a trust as well as a responsibility. The trust includes the fundamental expectation that a student's work is free from academic dishonesty of any type; the responsibility includes the obligation to challenge any dishonesty encountered.

What students learn at Oakton goes beyond the acquisition of knowledge or skill; it involves commitment to the principles of scholarship, acceptance of a sense of mutual obligation in inquiry, adherence to standards of honesty and acknowledgment, and participation in relationships of trust in the life-long pursuit of wisdom. The virtues associated with these values develop in an environment of freedom and personal responsibility. In such an environment, mistakes of judgment by students that faculty members deem to be based on ignorance of the established standards of scholarship can be corrected immediately and informally by faculty members in cooperation with their students, and nothing that follows in this policy (or related procedures P6102, P5102) is meant to prohibit this proper resolution of such learning opportunities for students.

¹ Oakton Community College is intellectually indebted to the following institutions, whose policies on academic integrity influenced this policy: College of DuPage; College of Lake County; Dartmouth College; Illinois State University; Joliet Junior College; Miami University of Ohio; Moraine Valley Community College; Northwestern University; Pennsylvania State University; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; Indiana University; University of Iowa; University of Maryland at College Park; University of Michigan; University of North Carolina, Charlotte; University of Wisconsin at LaCrosse; University of Wisconsin at Madison; William Rainey Harper College.

The Code of Academic Conduct

Faculty members and students have mutual responsibility for establishing clear understanding about Oakton's values - expressed in part in the Statement of Principles and in part in the Code of Academic Conduct - concerning academic evaluation activities.

The Code of Academic Conduct prohibits such violations of academic integrity as: cheating; plagiarism; falsification and fabrication; abuse of academic materials; complicity in academic dishonesty; falsification of records and official documents; personal misrepresentation and proxy; and bribes, favors and threats.

Violations and Penalties

Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity (P6102, P5102). Penalties for violations of the Code will be based upon the nature of the violation and may include any of the sanctions described in the procedures relating to academic integrity (P6102, P5102).

Code of Academic Conduct Procedure

I. DEFINITIONS

This document contains definitions and procedures relating to student academic integrity at Oakton Community College. As necessary, these definitions and procedures may from time to time be augmented or amended. Such augmentation or amendment will be accomplished by direction of the President of the College.

Violations: Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and/or dishonest.

All College employees, including full- and part-time faculty members, administrators, and Library, The Learning Center, Instructional Media Services, and Information Technology employees who are directly or indirectly involved in teaching or overseeing the academic work of students, are authorized—indeed, expected—to report violations of the Code of Academic Conduct. Students are also expected to report incidents of academic dishonesty that they witness to the appropriate faculty member, administrator, or other College employee and are encouraged to self-report any violations in which they have participated.

The Code of Academic Conduct prohibits violations of academic integrity, including, but not limited to:

Abuse of Academic Materials: Destroying, stealing, or making inaccessible library, laboratory, or other academic resource material, or attempting to do so; stealing or otherwise obtaining advance copies of placement tests, examinations or other course materials or attempting to do so; duplicating copyrighted software without authorization or using such software on College computers; "hacking" on College computers or installing "virus" programs.

Bribes, Favors, Threats: Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting an evaluation of a student's academic performance; conspire with another person who then performs one of these acts in one's behalf.

Cheating: In any work submitted for evaluation (tests or assignments), copying or attempting to copy from another student's work; using or attempting to use unauthorized² information, notes, study aids, or other materials; any unauthorized collaboration with others, who may or may not be students, in work to be presented for a grade; altering graded work after it has been returned, then submitting the work to be re-graded; tampering with the academic work of other students.

Complicity in Academic Dishonesty: Helping another to commit an act of academic dishonesty, especially providing material or information to another person with knowledge that this material or information will be used deceitfully in an academic evaluation activity; permitting one's own work to be submitted by another person as if it were that person's original work.

² Throughout this code, authorization is legitimate only if given by the faculty member or other employee responsible for the supervision and/or evaluation of the student's work.

Falsification and Fabrication: Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity; "padding" a bibliography with made up titles or works not consulted, or providing false citations in footnotes; using inappropriate methods for collecting or generating data or including a substantially inaccurate account of the method by which the data were gathered or collected.

Falsification of Records and Official Documents: Altering transcripts, grade reports, or other documents affecting academic records; forging signature of authorization or falsifying information on any academic document, such as permission forms, petitions, or other documents.

Personal Misrepresentation and Proxy: Taking another person's place in an exam, placement test, or other academic activity, either before or after enrollment; having another person participate in an academic evaluation activity or evaluation in place of oneself.

Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source or sources), or submitting material that is not entirely one's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.

II. COMMITTEE ON ACADEMIC CONDUCT

The Committee on Academic Conduct will consist of 15 members: eight full-time faculty members including two from each academic division selected by the Faculty Senate; four administrators, including the Director of the Learning Center and at least two academic deans, selected by the Vice President for Student Affairs; and three students selected by the Student Government Association. In addition, the Assistant Vice President for Student Affairs will serve in a continuing capacity as an ex-officio member. Service of faculty and administrators will be for two years and will be staggered. Service of students will be for one year and may be renewed for one year at the discretion of the SGA.

The Vice President for Student Affairs (or his or her designee) will be responsible for supervising the activities and records of the Committee on Academic Integrity including its meetings as a committee of the whole for periodic updates and briefings, its meetings as hearing panels, and all forms, files and administrative activities related to its routine business.

Each allegation forwarded to the Committee via the Vice President for Student Affairs will be adjudicated either through an informal hearing conducted by a designated administrator (ordinarily the Assistant Vice President for Student Affairs) or through a formal hearing conducted by a three-member hearing panel, selected from the Committee as a whole by the Vice President or his or her designee. Each hearing panel will consist of one administrator, one faculty member and one student. In addition, the Vice President will appoint a non-voting administrator (ordinarily the Assistant Vice President for Student Affairs) to chair the panel and moderate the hearing.

In addition to resolving student academic conduct allegations via hearing panels, the Committee on Academic Conduct, will (a) conduct periodic reviews of the Code of Academic Conduct and its associated procedures, and make recommendations to the Vice President for Student Affairs regarding modifications, updates, and changes; (b) develop an outreach and informational plan to assist faculty in promoting academic integrity and preventing cheating among students; (c) participate in periodic professional development and training sessions; (d) recommend creative sanctioning options for use by hearing panels; (e) recommend and/or undertake research projects related to academic integrity issues; and (f) participate in the preparation and dissemination of an annual report of its activities including, in aggregate form, a synopsis of academic integrity complaints, cases, outcomes and emerging trends and issues.

III. PROCEDURES

A. Discovery of Irregularity

As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. During this process of judgment, a faculty member may discover that a student's activity or the material that a student has submitted contains irregularities that appear to be violations of the Code of Academic Conduct. Discovery of irregularities may occur through a report made by a student or College employee to the faculty member directly involved. If no faculty member is directly involved, the person who discovers the irregularity will notify the administrator responsible for the unit in which the alleged activity took place, (e.g., the Director of The Learning Center for irregularities during assessment or the Director of Systems and Network Services for incidents in a computer lab). For the rest of the process, that administrator or another designated administrator will be responsible for executing those academic integrity duties normally assigned to the faculty member directly involved.

B. Notification of Discovery of Irregularity

When a discovery of an irregularity occurs, the faculty member will orally notify the student of the discovery as promptly as reasonably possible,³ and will by means of this notification provide the student with a timely opportunity to meet to discuss the irregularity.⁴ At this meeting, the faculty member⁵ will determine whether or not an irregularity actually occurred. If so, the faculty member will then determine whether the situation is appropriately resolved by further instruction, in which case it becomes a learning opportunity, or if the alleged violation requires further investigation and a possible sanction. At the conclusion of the meeting, or as soon thereafter as reasonably possible, the faculty member will inform the student of his or her determination.

C. Informal Resolution of Complaint

1. Learning Opportunity

When a faculty member determines that an irregularity has occurred but is unintended, e.g., the result of the student's misunderstanding of the assignment or ignorance of research conventions, then rather than invoke the Code of Academic Conduct he or she might consider it appropriate to use the opportunity to advance the student's learning by requiring him or her to correctly redo the work in question. In such a case, the instructor may grade only the final product and may not impose any penalty.

Learning opportunities are to be settled between the faculty member and the student. No report to either the division dean or the Vice President for Student Affairs is necessary. The student has the right to refuse the Learning Opportunity Procedure, in which case he or she must be informed that, in consequence, the instructor may choose to file a complaint alleging academic dishonesty with the Vice President.

2. Faculty Resolution of Complaint

In those instances in which a Code violation has occurred which would result in a sanction no greater than failure in the assignment or test and for which the student accepts responsibility, the faculty member and student may choose to resolve the complaint between them. The procedure for doing so requires a meeting between the faculty member and the student in which the violation is discussed. If the faculty member is confident that the student understands and acknowledges that he/she did something wrong, and affirms that he/she has no prior violations, and if the student is willing to accept the penalty considered appropriate by the faculty member (failure on the assignment, failure on the test, or the completion of an alternative assignment), then the faculty member and the student can resolve the complaint between themselves. The faculty member then fills out the complaint resolution form that is signed by both the faculty member and the student and reviewed by the division dean. Copies of the form are given to the faculty member, the student, the division dean, and the Office of Student Affairs (where it will be kept for three years). If the Office of Student Affairs determines that the student has been responsible for prior violations, the matter may be referred for a formal hearing.

3. Administrative Resolution of Complaint

A student may choose to have an administrative hearing [when the student accepts responsibility for the violation, and affirms that he/she has no prior violations] and when the sanction applied would be no greater than course failure. In these cases, the division dean will normally serve as the hearing officer. The violation cited in the complaint will be reviewed and discussed with the student and the complainant. If the dean determines that the student is responsible for a violation, and if the student is willing to accept the penalty considered appropriate by the dean, the dean fills out the complaint resolution form that is signed by the dean, the faculty member, and the student. Copies of the form are given to the faculty member, the student, the dean, and the Office of Student Affairs (where it will be kept for three years). If the Office of Student Affairs determines that the student has been responsible for prior violations, the matter may be referred for a formal hearing.

Sanctions that may be imposed through an administrative hearing for violations involving course work are limited to failure on the assignment(s) or test(s) involved, completion of an alternative assignment, or failure in the course.

For violations associated with placement testing in the Testing Center, sanctions are limited to supervised placement testing, and/or registration limitations specifying into which courses the student may enroll.

³ When prompt oral notification is not possible, the faculty member will arrange to inform the student in writing, by the best means possible, of the opportunity to meet to discuss the matter.

⁴ In notifying the student, the faculty member may also include the information that the student's registration may be placed on temporary hold until the question of the irregularity has been settled. In this event, the student would be unable to withdraw from the course or to register for classes in a subsequent semester and, if the incident has occurred near the end of the semester, would receive an Incomplete (I) in place of a grade until the matter is resolved.

⁵ The faculty member or other College employee, by mutual agreement, may be represented throughout this procedure by his or her administrator or department chair.

D. Formal Resolution of Complaint

Any student may choose to participate in a Formal Hearing rather than a Learning Opportunity, Faculty Resolution, or Administrative Resolution, and any student who denies complicity in an act of academic dishonesty must be afforded the due process of a Formal Hearing.

1. Filing a Complaint

If after talking with the involved student, the faculty member determines that the situation involves an apparent Code violation for which the student denies responsibility, or for which a sanction greater than 1) failure in an assignment, 2) failure on a test, 3) completion of an alternative assignment, or 4) failure in the course may be warranted, the faculty member will confer with his or her dean. If it is determined that a formal hearing is appropriate, a complaint to initiate the formal process must be filed with the Office of Student Affairs that specifies

- a. the person filing the complaint,
- b. the student against whom the complaint is filed,
- c. a description of the alleged violation (including the date(s) of the incident(s) or discoveries, time(s), place(s), circumstances(s) of the assignment(s) and of events involved in the irregularity) and
- d. a description of the meeting with the student.

The Vice President for Student Affairs, or designee, will 1) review the student's file to determine if this is a first complaint; 2) notify the student by mail that the complaint has been filed (enclosing copies of the complaint and the Code of Academic Conduct) and invite the student to an initial meeting with the Vice President or a designated administrator to discuss the situation; 3) deny access to transcripts, and 4) place the student's registration on temporary hold, so that he or she can neither withdraw from the course in question nor register for future courses until the current question is settled. If the process cannot be completed before the end of the term, the instructor will be directed to assign the student an Incomplete (I) in place of a grade for the course, to be changed when the matter is resolved.

2. Initial Meeting

At the Initial Meeting with the student, the administrator will review both the complaint and the Code of Academic Conduct procedures with the student to be sure the student understands them clearly and is aware of the possible consequences. If the student now agrees that he or she was involved in a violation of the academic conduct code, the administrator may use the Informal Resolution process as an appropriate means of settling the matter. In the event the student has been found at fault in an earlier incident involving academic dishonesty, the administrator will determine whether an informal resolution is appropriate or whether a formal hearing must be scheduled. The student should understand that, in either case, a record of the procedures will be kept in his or her file for a period of three years.

If a student fails to respond to the Vice President's letter or to appear at a scheduled Initial Meeting, and makes no alternative arrangement, the administrator shall recommend to the Vice President that a formal hearing be scheduled.

3. Formal Hearing Procedures

The Vice President for Student Affairs will designate a three-member hearing panel and a non-voting chair, and will notify the student, by the best means possible, with a letter worded to the effect that "On (date) at (time) at (place) a Committee on Academic Conduct Hearing Panel will convene a hearing on the matter of the allegation forwarded by (faculty member). The date, time, and place of the hearing will accord with the student's class schedule as much as possible. The letter will also inform the student that he or she can invite witnesses to testify at the hearing and be accompanied by an advisor.

The student will have an opportunity at this hearing to present evidence and/or make statements in his or her behalf. Student attendance at the hearing is regarded as mandatory. If the student does not appear (or in the event of absence, does not submit a written statement), the hearing panel may reach a finding on the case solely on the basis of the evidence provided by the individual who made the allegation. The individual making the allegation or his or her designee must appear as well and present evidence about the allegation.

4. Findings

Findings will be based upon analysis of evidence and testimony and upon the exercise of reasonable judgment by hearing panel members.

If the hearing panel finds that the student has violated the Code of Academic Conduct, the chair will inform the panel if the student has been found to have committed other violations in the past.⁶ In that event, assessment of penalties will ordinarily include extended disciplinary suspension.

Subsequent to the hearing, all records of the hearing panel, will be forwarded to the Vice President for Student Affairs for retention in the "Violations of the Code of Academic Conduct" file. The Vice President or his or her designee will supervise implementation of sanctions and written notification to the parties involved—the student(s) and faculty member(s)—of the outcome of the hearing, by the best means possible.

continued

⁶ This will have been determined by the chair prior to the hearing.

5. Sanctions

If the hearing panel determines that a violation of the Code has occurred, the panel will direct that one or more of the following sanctions be administered, based upon its judgment concerning the nature of the violation.

a. Sanction Definitions

Disciplinary Probation: A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of the Code of Academic Conduct during the probationary period.

Disciplinary Loss of Privileges: Denial of access to privileges commonly available to applicants, students, and alumni of Oakton; these privileges may include, but are not limited to access to particular student employee positions on campus, access to libraries, access to computer facilities, access to counseling services, access to academic advising services, access to career and placement services, access to scholarships, access to academic honors, and so on; this denial may stand alone, it may accompany suspension, and it normally accompanies extended suspension.

Withdrawal from Class: Administrative withdrawal from a class or classes in which a student is enrolled for the current and/or subsequent semester. Administrative withdrawals do not provide for the refund of tuition and fees.

Disciplinary Suspension: Denial of permission to register for academic work at Oakton for a designated period of time, usually not more than one year. Conditions for readmission may be specified by the hearing panel.

Extended Disciplinary Suspension: Dismissal from Oakton for a designated period of up to five years; students under the sanction of extended disciplinary suspension must petition the Vice President for Student Affairs for readmission to Oakton.

b. For Course Violations

In the case of a violation occurring in a College course, in most cases, a student will be placed on disciplinary probation⁷ and may be assigned one or more of the following:

- 1) An "F" grade for the activity in which the violation occurred;
- 2) An "F" grade for the course in which the violation occurred and be immediately dismissed from the course;
- 3) A course grade of F that is not subject to the College's Forgiveness Policy (allowing for the removal of F's) and have attached to the transcript a letter indicating that the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for a minimum of one year and a maximum of three years, as determined by the hearing panel;
- 4) Placement on disciplinary suspension for at least one semester, either:
 - a) the semester in which the violation occurred, or
 - b) the semester following the violation;
- 5) Placement on extended disciplinary suspension from the College with a letter attached to the transcript indicating that the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for up to five years, as determined by the hearing panel; the student must petition the Vice President for Student Affairs in order to be re-admitted.
- 6) Disciplinary Loss of Privileges.
- 7) A project to help make reparation to the community and demonstrate that learning has occurred.

c. For Assessment Test Violations

In the case of a violation occurring during an assessment test, in most cases, the student or student applicant will be placed on disciplinary probation, will be required to take all future assessment tests under supervision in the Testing Center, and may:

- 1) Be limited in registering for the next term to only the course(s) indicated by the new placement score(s);
- 2) Be required to take the course(s) indicated by the new placement test score(s) in addition to any others in the next term's schedule;
- 3) Be restricted from registering for any Oakton courses for a semester or longer, as determined by the hearing panel;
- 4) Be immediately withdrawn from any courses in which he or she might be enrolled currently, without refund of tuition or fees;

⁷ Records of students on disciplinary probation will be kept for three years in confidential administrative files maintained by the Vice President for Student Affairs.

- 5) Be immediately withdrawn from any courses in which he or she might be enrolled currently, with a letter attached to the transcript indicating that the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for a minimum of one year and a maximum of three years, as determined by the hearing panel;
- 6) Be placed on extended disciplinary suspension with a letter attached to the transcript indicating that the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for up to five years, as determined by the hearing panel; the student must petition the Vice President for Student Affairs in order to be re-admitted.
- 7) If not a student at the time of the violation, be prevented from taking classes at Oakton for up to five years, and required to petition the Vice President for Student Affairs in order to be admitted or re-admitted;
- 8) In addition to or instead of any of the above, be subject to Disciplinary Loss of Privileges.

The hearing panel may elect to impose more than one of the sanctions listed above for any single violation.

d. Other Violations

Integrity violations which occur independent of a course or testing situation may have any of the preceding sanctions applied.

6. Discipline Records

Except as specified above, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the special file on "Violations of the Code of Academic Conduct" and the student's confidential record maintained by the Office of Student Affairs. Ordinarily, cases involving the imposition of sanctions will be expunged automatically from the student's confidential record three years after final disposition of the case, except when the hearing panel has stipulated otherwise or the student has been placed on extended disciplinary probation for up to five years.

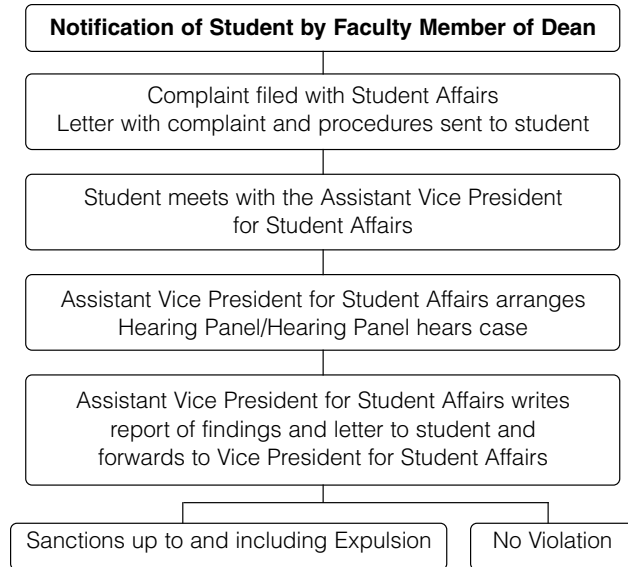
IV. APPEAL RIGHTS AND PROCESS

If through a hearing there is a finding that a student has violated the Code and sanctions imposed, that student has the right to appeal the finding or the sanctions, or both. A student who wishes to appeal the outcome of the hearing should do so within two weeks of the date of the notification letter that he or she will receive from the Vice President for Student Affairs or his or her designee. The appeal is to be addressed to the Vice President for Academic Affairs. It must be in writing, and it must state the grounds for appeal. If the student wishes to appear in person before the Vice President for Academic Affairs, he or she should say so in the written appeal, and the Vice President will arrange a meeting convenient to both parties.

In the event of appeal, the decision(s) of the Vice President for Academic Affairs will be final. In the event the student does not appeal within the required two week period, the decision(s) of the hearing for the Committee on Academic Conduct will be final.

Processing Academic Integrity Violations

Formal Process* Discovery of Alleged Violation

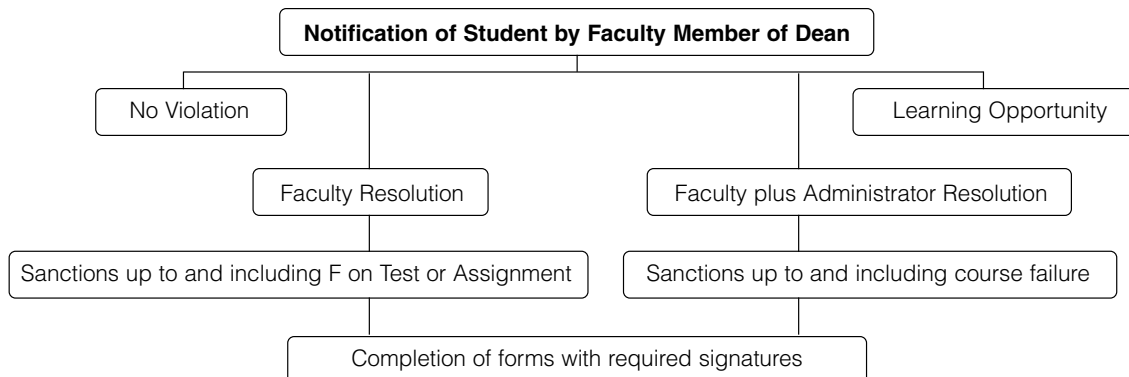


***Formal process used when:**

- Violation may require sanction greater than course failure, or
- Student denies responsibility, or
- Student has prior violation(s)

Processing Academic Integrity Violations

Informal Process* Discovery of Alleged Violation



***Informal process used when:**

- Violation would not require sanction greater than course failure, and
- Student accepts responsibility, and
- Student has no prior violation(s)

Code of Student Conduct⁸ (Student Code)

It is the responsibility of Oakton Community College to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment.

To that end, the Board of Trustees, recognizing both the rights and responsibilities of students that accrue to them as citizens or residents and guests of the United States, the State of Illinois, and Community College District 535, authorizes the President to develop a Code of Student Conduct and Procedures to implement it.

The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College. Sanctions imposed for violating the Code may range from warning through expulsion.

I. PROSCRIBED CONDUCT

A. Jurisdiction of the College

Generally, College jurisdiction and discipline will be limited to conduct which occurs on College premises and other sites at which instruction is being conducted or which adversely affects the College Community and/or the pursuit of its objectives.

B. Conduct - Rules and Regulations

Students at Oakton Community College are expected to demonstrate qualities of morality, honesty, civility, honor and respect. Behavior which violates this standard are represented by but not necessarily limited to the following list.⁹ Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any College official, faculty member or office.
 - b. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - c. Tampering with the election of any College recognized student organization.¹⁰
 - d. Academic dishonesty as defined in P5102.
 - e. Violation of copyright and/or failure to acknowledge the source of material submitted for evaluation or publication.
2. Speech and Related Behavior:¹¹
 - a. Any verbal or physical behavior, such as a disparaging comment, epithet, slur, insult, or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal or physical behavior is inherently likely to provoke a violent reaction whether or not it actually does so.¹²
 - b. Behavior by any student, in class or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.¹³
 - c. Participation in a campus demonstration which: (1) Disrupts the normal operations of the College and infringes on the rights of other members of the College community; (2) Leads or incites others to imminent lawless action or which is likely to incite such action; (3) Disrupts the scheduled and/or normal activities within any campus building or area.
 - d. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
 - e. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, sexual assault and/or other conduct which threatens or endangers the health or safety of any person.
 - f. Participating in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et.al.), whether in fact or as a hoax.

⁸ Oakton Community College is intellectually indebted to Edward N. Stoner II and Kathy L. Cerminara, "Harnessing the 'Spirit of Insubordination': A Model Student Disciplinary Code." *The Journal of College and University Law*, Volume 17, Fall 1990, No. 2, pp. 89-121, as well as Stanford University.

⁹ Statement derived from Stanford University Fundamental Standard, page 4, Student Conduct Policies.

¹⁰ Also see Policy 5155, Student Academic Integrity. Most instances of academic dishonesty will be handled through those procedures.

¹¹ Don Gehring, Professor and Director Doctoral Program in Higher Education Administration, Bowling Green State University, Bowling Green, Ohio, Etal.

¹² The above verbal behavior is typically known as "fighting words" and is considered to be of such slight social value that any benefit that may be derived from these words is clearly out-weighted by their costs to order and morality. "Fighting words" are included within that category of speech that is unprotected by the First Amendment. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. The speech must not merely breach decorum, but instead must likely lead the addressee to react in a violent manner. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability and other personal characteristics.

¹³ In enforcing the above rule, the College may subject a student's speech or conduct to reasonable and nondiscriminatory time, place, and manner restrictions which are narrowly tailored and which leave open ample alternative means of communication.

Student Conduct and *Health and Safety Procedures*

3. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
4. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
5. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
6. Violation of published College policies, rules or regulations.
7. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
8. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
9. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations. Public intoxication.
10. Possession of firearms, explosives, other weapons, or dangerous chemicals on College premises that are illegal or unauthorized by the College.
11. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
12. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
13. Theft or other abuse of computer time, (as defined in Policy 1106) including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official;
 - e. Use of computing facilities to send obscene, threatening or abusive messages;
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
 - g. Use of computing facilities to violate College policy and/or local, state, or national law.
14. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or College official;
 - b. Falsification, distortion, or misrepresentation of information before a judicial body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Institution of a judicial proceeding knowingly without cause;
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Student Code;
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

C. Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for or poses a threat to the College community. The Vice President for Student Affairs will review these cases to make a determination for appropriate action.
2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

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II. JUDICIAL AUTHORITY

- A. In matters involving these procedures, the Vice President for Student Affairs will determine the composition of judicial bodies and Appeal Boards and determine which Judicial Body, Judicial Advisor and Appeal Board will be authorized to hear each case.
- B. In matters involving these procedures, the Vice President for Student Affairs will develop procedures for the administration of the judicial program and rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.
- C. Decisions made by the Judicial Body and/or Judicial Advisor will be final, pending the normal appeal process.
- D. A judicial body may be designated as arbiter/mediator of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration/mediation, and to be bound by the decision with no right of appeal.

III. JUDICIAL PROCEDURES

A. Charges and Hearings

- 1. Any member of the College community may file charges against any student for misconduct. Charges will be prepared in writing and directed to the Vice President for Student Affairs who is responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within 30 days.
- 2. The Vice President for Student Affairs will appoint a Judicial Advisor who may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition will be final and there will be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.
- 3. All specific charges will be presented to the accused student in written form. A time will be set for a hearing, not less than five nor more than fifteen working days after the student has been notified. In cases where a student has been suspended pending the hearing, the hearing will normally take place within three working days. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor.
- 4. Hearings will be conducted by a judicial body according to the following guidelines:
 - a. Hearings normally will be conducted in private.
 - b. Admission of any person to the hearing will be at the discretion of the judicial body and/or its Judicial Advisor.
 - c. In hearings involving more than one accused student, the chair of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - e. The complainant, the accused and the judicial body will have the privilege of presenting witnesses, subject to the right of further questioning by the judicial body.
 - f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chair.
 - g. All procedural questions are subject to the final decision of the person designated by the Judicial Advisor as chair of the judicial body.
 - h. After the hearing, the judicial body will determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code which the student is charged with violating.
 - i. The judicial body's determination will be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- 5. There will be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record will be the property of the College.
- 6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges will be presented and considered.

B. Sanctions

- 1. The following sanctions may be imposed upon any student found to have violated the Student Code. All sanctions will be issued in writing and a copy placed in the student's file:
 - a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Probation** - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges** - Denial of specified privileges for a designated period of time.

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- d. **Fines** - Previously established and published fines may be imposed.
 - e. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. **Discretionary Sanctions** - Work assignments, service to the College or neighboring communities or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
 - g. **Withdrawal from Class** - Administrative withdrawal from a class or classes.
 - h. **College Suspension** - Separation of the student from the College for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
 - i. **College Expulsion** - Permanent separation of the student from the College. "Administrative Dismissal" will be placed on the student's transcript.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than College expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Office of Student Affairs. Upon separation from the College for a year or more and upon application to the Judicial Advisor, the student's confidential record may be expunged of disciplinary actions. Cases involving the imposition of sanctions other than College suspension or College expulsion will be automatically expunged from the student's confidential record three years after final disposition of the case.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B1, A through E.
 - b. Deactivation — Loss of all privileges, including College recognition, for a specified period of time.
 5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) will be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body will be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor will advise the accused in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a College suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
 - a. To ensure the safety and well-being of members of the College community or preservation of College property;
 - b. To ensure the student's own physical or emotional safety and well-being; or
 - c. If the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students will be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or the Judicial Advisor may determine to be appropriate.

D. Appeals

1. A decision reached by the judicial body or a sanction imposed by the Judicial Advisor may be appealed by accused students within ten (10) school days of the decision. Such appeals will be submitted in writing to the Vice President for Student Affairs or his or her designee, and will specify the basis for the appeal.

For example:

 - availability of due process to the accused
 - the sanction imposed
 - evidence or relevant facts not brought out in the original hearing
2. In the event of an appeal, the decision(s) of the Vice President for Student Affairs (or his or her designee) is final.

IV. DEFINITIONS

1. The term College means Oakton Community College.
2. The term "student," for the purposes of this Code, includes all persons applying for admission or taking courses provided by the College both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students".
3. The term "faculty member" means any person hired by the College to conduct classroom/laboratory/practicum activities.
4. The term "official" includes any person employed by the College performing assigned administrative or professional staff responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation will be determined by the Vice President for Student Affairs.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

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7. The term "organization" means any collective that has complied with the formal requirements for College recognition.
8. The term "judicial body" means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term "Judicial Advisor" means a College official authorized on a case-by-case basis by The Vice President for Student Affairs to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Affairs may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. Nothing will prevent the Vice President for Student Affairs from authorizing the same Judicial Advisor to impose sanctions in all cases.
10. The term "will" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Vice President for Student Affairs is that person designated by the College President to be responsible for the administration of the Student Code.
13. The term "cheating" and "plagiarism" are described in Policy 5102, Student Academic Integrity.
14. The term "sexual assault" is described in Policy 1102.

V. INTERPRETATION AND REVISION

- A. Any question of interpretation regarding the Student Code will be referred to the Vice President for Student Affairs or his or her designee for final determination.
- B. The Student Code will be reviewed periodically under the direction of the Vice President for Student Affairs.

Nondiscrimination Policy

The Oakton Community College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, veteran's status, sex or sexual orientation in admission to and participation in its educational programs, College activities and services, or in its employment practices.

Inquiries regarding compliance with nondiscrimination policies and regulations should be directed to the Assistant Vice President for Student Affairs/Office of Access, Equity and Diversity, 847-635-1745.

An appropriate statement comprised of the College's nondiscrimination policy and the name and address of the responsible officer will be included in publications and printed materials as required for compliance with governmental and College policy.

Sexual Harassment Policy

It is the intent of this policy to prevent any occurrence of sexual harassment at Oakton Community College and to inform all members of the College community of the procedures to follow if questions or problems arise. Sexual harassment is illegal under both state and federal law and objectionable under any circumstance. To provide an environment conducive to learning and professional performance and development, Oakton will not tolerate sexual harassment in any form by any student or employee.

It is Oakton's policy that no member of the College community may sexually harass any other member of the College community. The College will not condone sexual harassment of or by students, faculty members, staff members or administrators. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute harassment when:

1. Submission to such conduct is deemed to be either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is deemed to be used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. This includes any program or activity under the auspices of the College.

Any student or employee who believes she or he has been sexually harassed, should report such incidents to the Associate Vice President of Human Resources or to the Vice President for Student Affairs or designated administrator. All reports or complaints will be promptly investigated. Substantiated charges will result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of harassing behavior, rights of due process and confidentiality will be respected. Any person who, in good faith, brings forth a complaint of sexual harassment will not be subjected to retaliation.

Sexual Assault Policy

It is the intent of this policy to prevent any occurrence of sexual assault at the College and to inform all members of the College community of the procedures to follow if questions or problems arise. Sexual assault is illegal under both state and federal law; the College will not tolerate sexual assault in any form.

Sexual assault is constituted by:

- 1) Physical contact of a sexual nature that is against one's will or without one's consent;
- 2) Rape, including acquaintance rape, defined as sexual intercourse that is against one's will or without one's consent.

In addition to any criminal prosecution that is initiated, the College will pursue disciplinary action through its own channels when there is reason to believe that the College's regulations against sexual assault have been violated. Thus a member of the College community may be prosecuted by the state and disciplined by the College at the same time, and even if criminal authorities choose not to prosecute, the College may pursue disciplinary action.

Those wishing to file a sexual assault complaint against another member of the College community for violation of this policy should so inform the Vice President for Student Affairs, Associate Vice President of Human Resources or designated administrator as soon as possible after the incident has occurred. The Vice President for Student Affairs, Associate Vice President of Human Resources or designated administrator will proceed in accordance with the formal procedures of Policy 1101.

All reports or complaints shall be promptly investigated. Substantiated charges shall result in appropriate corrective action up to and including discharge or expulsion of the offending party. In responding to complaints of sexual assault, rights of due process shall be afforded. At all times, the parties' rights to confidentiality will be respected and protected. Any person who, in good faith, brings forth a complaint of sexual assault will not be subjected to retaliation.

We are intellectually indebted to: Rice University, University of Richmond, and the University of Florida for the development of this policy.

Sexual Harassment/Sexual Assault Complaint Procedure

Any student, employee, or other member of the College community who believes he or she has been sexually harassed or sexually assaulted, or any student, employee, or other member of the College community who believes that they have witnessed an incident of sexual harassment or sexual assault, should report the incident to the Vice President of Student Affairs, the Associate Vice President of Human Resources, or a designee (the "Administrator"). When possible, the report should be made in writing. Any College employee who receives a complaint of sexual harassment or sexual assault shall immediately forward such complaint to the Administrator. Complaints should be submitted no later than sixty days following the date of the alleged incident of harassment or assault. The Administrator may waive this deadline in appropriate circumstances.

The initiation of a complaint of sexual harassment or sexual assault will not result in retaliation, bias, or intimidation against the complainant or any witnesses involved in any investigation. An individual found to have engaged in retaliation, bias, or intimidation prohibited by this policy, shall be subject to discipline.

The Administrator shall investigate any information brought to the attention of the College indicating an occurrence of sexual harassment or sexual assault. Upon the completion of the investigation, the Administrator shall determine whether the charges are substantiated, and the appropriate disciplinary and corrective action up to and including the suspension or expulsion of the offending party. The Administrator should notify the alleged harasser of his or her decision and any disciplinary and corrective action in writing.

If either the complainant or alleged harasser disagrees with the decision of the Administrator, he or she may appeal the decision to the President or designee by submitting a written request to the Administrator within 14 days of receiving the Administrator's decision. The President will review the Administrator's decision, reports, and other pertinent information and will issue his or her decision within 14 days of the appeal. The decision of the President shall be final.

Substance Abuse Policy

As an educational institution, the College has an obligation to encourage those responsible behaviors which enable individuals to participate in learning opportunities. In recognition of the magnitude and seriousness of substance abuse in society, and of the harmful effects on individuals, families, and the community, this policy has as its purposes to influence attitudes through education, and to prohibit substance abuse. To condone abuse of alcohol and the use, possession, or distribution of controlled substances, and the consumption of alcohol on campus (except where specifically permitted by law) are prohibited because of concern for the health and welfare of members of the College community, and about behavior which may violate the rights of others. While it is not the intent of this policy to regulate the conduct of persons not under the College's control, it is the intent of this policy to regulate the conduct of all persons on campus or attending College-sponsored functions.

It is the College's policy to prohibit the unlawful use, possession or distribution of legally controlled substances, or the consumption of alcohol (except as provided by law), by persons on campus or at College-sponsored activities. It is also College policy to provide information to the College community about the detrimental effects of the use of drugs and the consumption of alcohol.

Unlawful use, possession, or distribution of any controlled substance is prohibited on campus or at any College-sponsored activity.

The consumption of any alcohol is prohibited on campus. Any exception to this policy must be authorized in advance in writing by the President. When authorized, the consumption of alcoholic beverages is restricted to active participants in an educational or cultural conference held on campus. Furthermore, the College representative in charge of any such activity on campus, or any College-sponsored activity held off campus, may deny the right of any or all persons to consume alcohol at such an activity when, in the discretion of such representative, the consumption of alcohol has become unreasonable. Violation of this policy is subject to disciplinary sanction. This policy does not regulate the use of medication taken under the direction of a physician.

The College hereby enacts this policy to conform with the Federal Drug-Free Schools and Communities Act of 1989 (20 U.S.C. §5145, Public Law 101-226). In conformance with the Act, the President will develop and implement a program and rules to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. See full brochure at www.oakton.edu/resource/hr/handout/drugfreebook.pdf.

Communicable Disease Procedure

I. IDENTIFICATION AND PRELIMINARY REVIEW

Upon being informed that a student has or is reasonably suspected of having a communicable disease as set forth in the Appendix, for which exclusion may be warranted, an employee of the College shall inform the Vice President for Student Affairs (the "Vice President") or his/her designee responsible for convening the multi-disciplinary team. The Vice President or his/her designee shall then conduct a preliminary review to determine if it is appropriate to convene the multi-disciplinary team. If the decision is made to convene the team, the team will apply the procedures contained in Sections III and IV of this policy to determine if it is safe for the student to continue in attendance at the College or participate in particular programs or activities.

II. TEMPORARY EXCLUSION

Pending determination of a student's continued attendance status by the multi-disciplinary team, a student with a communicable disease or a student who is reasonably suspected of having a communicable disease, may be temporarily excluded from the College.

III. EVALUATION

Each student with a communicable disease and every student reasonably suspected of having a communicable disease shall submit, at the College's request, to a physical examination provided at the College's expense. Students with a communicable disease and students reasonably suspected of having a communicable disease shall be evaluated by a multi-disciplinary team convened by the Vice President or his/her designee. The team will consult with the student, his or her physician, and other consultants designated by the student about the student's condition. Every effort will be made to complete the evaluation in a prompt, timely, and confidential manner.

IV. ATTENDANCE DECISION

Upon completion of an evaluation, one or more conferences will be convened for the purpose of determining whether the student may attend the College. The Vice President will appoint a multi-disciplinary team consisting of appropriate College personnel, a physician, public health personnel, the College's legal counsel, and other consultants as necessary. The College President will not be appointed to the multi-disciplinary team.

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Recommendations concerning the student's attendance will be made at these multi-disciplinary conferences by the Vice President or his/her designee and will be made on a case-by-case basis.

In conjunction with the guidelines set forth in the Communicable Disease Prevention Act, 410 ILCS 315, the Control of Communicable Diseases Code, 77 Ill. Adm. Code §§690.100-800, the Control of Tuberculosis Code, 77 Ill. Adm. Code, §§ 696.100-.210, and the Control of Sexually Transmissible Diseases Code, 77 Ill. Adm. Code, §§ 693.10-.140, the attendance decision will be based upon the following factors: (1) the risk of transmission of the disease to others; (2) the health risk to the particular student; (3) reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others; and (4) recommendations from any pertinent Centers for Disease Control and Prevention and Illinois Department of Public Health publications.

The Vice President's or his/her designee's attendance decision will be communicated in writing to the student, the parents or guardian if appropriate, and the College President.

V. SUBSEQUENT EVALUATIONS

The multi-disciplinary team will periodically re-evaluate the student to determine whether the attendance decision continues to be appropriate based upon the standards set forth in Section IV. The frequency of the re-evaluations will be determined by the team as the particular case requires. In the event a change in the student's medical condition occurs, the multi-disciplinary team will determine if a change in its attendance is appropriate. In the event that an emergency medical situation occurs, the Vice President or his/her designee will have the right to take appropriate action. Any such action that results in an emergency removal of a student will be reviewed by the multi-disciplinary team as soon as possible.

VI. APPEAL PROCESS

A decision regarding a student's placement may be appealed in writing to the College President within ten (10) days of the attendance decision. If such an appeal is not submitted within ten (10) days of the attendance decision, the right to appeal will be deemed waived. The College President will respond in writing to the student's appeal within five (5) days of receiving it.

VII. CONFIDENTIALITY

A. Student's Right to Privacy

The College will respect the right to privacy of individual students to the greatest extent possible.

B. Disclosure of Student's Medical Condition

The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Only those persons deemed to have "a direct need to know" will be provided with the appropriate information and apprised of the requirements of confidentiality.

VIII. REQUIRED REPORTING

Under Section 690.200 of the Illinois Communicable Diseases Code, college personnel having knowledge of a known or suspected case or carrier of any communicable disease listed in the Appendix are required to make a report to the local health authority within the appropriate time frame specified in the Appendix. The local health authority will, in turn, notify the Illinois Department of Public Health.

College reports may be made by mail, telephone, facsimile or electronically. The time frames within which college personnel must report to the local health authority vary according to the classification of the particular communicable disease as set forth in the Appendix.

IV. ADDITIONAL RULES AND REGULATIONS

The College President or his/her designee may establish additional rules and regulations designed to implement this policy.

References

Communicable Disease Prevention Act, 410 ILCS 315
Control of Communicable Diseases Code, 77 Ill. Adm. Code, §§ 696.100-.800
Control of Tuberculosis Code, 77 Ill. Adm. Code, §§ 696.100-.210
Control of Sexually Transmissible Diseases Code, 77 Ill. Adm. Code, §§ 693.10-.140
HIV/AIDS Confidentiality and Testing Code, 77 Ill. Adm. Code, §§ 697.10-.420
Communicable Disease Guide (2002), Illinois Department of Public Health

Student Conduct and *Health and Safety Procedures*

Appendix

1. Class I

a) The following diseases must be reported immediately **within three (3) hours** following initial clinical suspicion:

- | | | |
|------------------------|-----------------------------|---|
| 1. Anthrax | 5. Brucellosis | 9. Severe Acute Respiratory Syndrome (SARS) |
| 2. Botulism, foodborne | 6. Influenza A, novel virus | 10. Any suspected bio-terrorist threat or event |
| 3. Plague | 7. Smallpox | 11. Any unusual case or cluster of cases that may indicate a public health hazard |
| 4. Q-fever | 8. Tularemia | |

b) The following diseases must be reported **within twenty-four (24) hours** after initial clinical suspicion:

- | | | |
|--|--|--|
| 1. Any unusual case or cluster of cases that may indicate a public health hazard | 9. Hantavirus pulmonary syndrome | 18. Rubella |
| 2. Botulism, infant, wound or other | 10. Hemolytic uremic syndrome, post-diarrheal | 19. Smallpox, complication of vaccination |
| 3. Cholera | 11. Hepatitis A | 20. S. aureus, methicillin resistant (MRSA) |
| 4. Chicken Pox | 12. Measles | 21. S. aureus infections with intermediate or high level resistance to vancomycin |
| 5. Diphtheria | 13. Mumps | 22. Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections |
| 6. Enteric E. coli infections | 14. Neisseria meningitidis, invasive | 23. Typhoid fever |
| 7. Foodborne or waterborne illness | 15. Pertussis or whooping cough | 24. Typhus |
| 8. Haemophilus influenzae, invasive | 16. Poliomyelitis | |
| | 17. Rabies, human and potential human exposure | |

2. Class II

The following diseases must be reported **within seven (7) days** after initial clinical suspicion:

- | | | |
|---|--|---|
| 1. Acquired immune deficiency syndrome (AIDS) | 13. Histoplasmosis | 25. Reye syndrome |
| 2. Arboviruses (including WNV) | 14. Human immunodeficiency virus (HIV) infection | 26. Rocky Mountain spotted fever |
| 3. Brucellosis | 15. Influenza, deaths | 27. Salmonellosis, other than typhoid |
| 4. Chancroid | 16. Legionellosis | 28. Shigellosis |
| 5. Chlamydia | 17. Leprosy | 29. S. pneumonia, invasive |
| 6. Creutzfeldt-Jakob Disease | 18. Leptospirosis | 30. Syphilis |
| 7. Cryptosporidiosis | 19. Listeriosis | 31. Tetanus |
| 8. Cyclosporiasis | 20. Lyme Disease | 32. Toxic shock syndrome due to S. aureus |
| 9. Ehrlichiosis and Anaplasmosis | 21. Malaria | 33. Trichinosis |
| 10. Giardiasis | 22. Ophthalmia neonatorum (gonococcal) | 34. Tularemia |
| 11. Gonorrhea | 23. Psittacosis | 35. Vibriosis (non-cholera) |
| 12. Hepatitis B, C, D | 24. Q fever | 36. Yersiniosis |

3. Unknown Diseases and Conditions

The occurrence of any increase in incidence of any disease or condition or unknown of unusual origin should also be reported, along with major signs and symptoms.

Student Employee Employment Policies

Student Employee Program

Career Services acts as Human Resources for student employment and supports student employees and their supervisors.

Student employees are students of District 535 (Oakton Community College) employed in non-classified personnel positions. A student employee cannot concurrently work in any other capacity at Oakton Community College.

Eligibility for Student Employment

A student is eligible to work on campus as a student employee if:

- He or she meets the Enrollment Requirement.
- The student can show proof of eligibility to work in the United States.

Enrollment Requirement

You are eligible to work as a student employee in any given fall or spring semester if you are registered in an Oakton credit or Alliance for Lifelong Learning course for that semester. You are eligible to work in the summer if you were enrolled the preceding spring, during the current summer term, or for the following fall.

Find Out Which Student Employee Positions Are Currently Available

Current opportunities are displayed in binders at each campus. The binders are located in Career Services on the Des Plaines Campus and in the Enrollment Center on the Skokie Campus. Job opportunities also are posted at www.collegecentral.com/oakton. Simply follow the instructions on the Career Services' Job Listings page (www.oakton.edu/student-services/career_services/job_listings) to create an access ID and password. When you have logged in, click on "Search for Jobs/Opportunities Posted to My School." In the "Job Location" section, select "On Campus." Click on "Begin Search." Please keep in mind that the list of available positions changes often.

Applying for a Student Employee Position

Complete an application in Career Services, Room 1125 on the Des Plaines Campus or in the Enrollment Center, Room A100 on the Skokie Campus. For tips on applying for student employee positions visit www.oakton.edu/student-services/career_services/student_employee/student_emp_application.

Compensation

Wages range from \$8.25 to \$8.90 per hour. Compensation is reviewed by the Director of Human Resources and recommended by the President annually.

Position Levels

Student employee positions are categorized by level of skill required: Level 1 - the position requires basic skills, Level 2 - the position requires some specialized skills, and Level 3 - the position requires the most specialized skills and involves the most difficult duties. For information regarding the America Reads Tutoring Program visit www.ed.gov/america-reads.

The current rates are effective as of July 1, 2010.

Step	Level 1	Level 2	Level 3	America Reads Tutoring Program
1	\$8.25/hr	\$8.40/hr	\$8.60/hr	\$10.00/hr
2	\$8.40/hr	\$8.60/hr	\$8.90/hr	
3	\$8.60/hr	\$8.90/hr		
4	\$8.90/hr			

Salary Step Increments

Salary step increments will be awarded twice per year. Effective dates will be the first day of the pay period which begins subsequent to January 1 and July 1. A step increase will be awarded provided you have worked nine pay periods (you received nine paychecks) during the previous six months.

Salary Step for Additional Assignments

If you are already working as a student employee in another office, your **current step** carries over to additional assignments. This is in keeping with Oakton's other employment practices.

Other Rules and Restrictions Apply

A comprehensive list of the student employee program's policies and limitations can be found in the *Student Employee Handbook*. You can pick up a copy in Career Services or the Enrollment Center at the Skokie Campus. The *Student Employee Handbook* can also be located as a pdf on the Career Services Web site at www.oakton.edu/student-services/career_services/student_employee.

Public Safety: Traffic/Parking

The Public Safety Department is designed to provide a safe environment and to protect College property. Officers of the Department are certified police officers. The Department also provides a variety of public services, as well as the standard services of a police department.

Appointment of Public Safety Officers and Traffic/Parking Regulations

I. APPOINTMENT OF PUBLIC SAFETY OFFICERS

In accordance with the Illinois Revised Statutes (Chapter 110, Section, 805, Paragraphs 42.1 and 42.2) the Board of Trustees of Community College District 535 will hereby confer authority on and appoint members of the Public Safety Department to protect the properties and interest of the College, its students and personnel, as well as enforce the traffic parking regulations of the College as established below.

II. TRAFFIC CONTROL DEVICES AND SIGNS

- The drivers of all vehicles will obey the instruction of official traffic control devices and signs unless otherwise directed by a Public Safety Officer.
- No unauthorized vehicle is permitted on walkways or grass areas of the campus grounds.
- No parking in aisles or fire lanes.

III. SPEED REGULATION CODE

- Twenty-five (25) miles per hour on College roadways unless otherwise noted.
- Ten (10) miles per hour in parking lots; and
- Ten (10) miles per hour in fire lanes.
- The fact that the speed of a vehicle does not exceed the applicable maximum speed limit does not relieve the driver from the duty to decrease speed by reason of weather or road conditions or other safety considerations.

IV. PARKING REGULATION CODE

Registration

Vehicles operated by College personnel must be properly registered with valid College parking decal appropriately displayed (i.e., the lower right-hand corner of the front window).

Parking Regulations

- No vehicle is permitted to park or stand on the roadways or driveways of the parking areas at any time. In emergencies, vehicles will be moved to the nearest shoulder of the roadway.
- Parking in a visitor, handicapped, reserved, or restricted parking area or space without authorization will constitute a violation.
- Requests for special parking privileges based on physical or medical reasons must be authorized by the Health Services Personnel.
- No vehicle is permitted to be parked overnight on campus grounds without prior authorization from the Department of Public Safety. Illegally parked or abandoned vehicles may be towed away at the owner's expense in accordance with the ordinance of the City of Des Plaines or Village of Skokie.

Parking Areas

All vehicles will be parked in the appropriate parking areas. Parking areas will be designated by the College administration which will include the following classifications:

- Visitors
- Handicapped Parking
- Students
- Faculty/Staff/Administrators
- Reserved Parking
- Motorcycles
- Bicycles

V. PARKING AND TRAFFIC VIOLATIONS

The Chief of Public Safety may delegate the issuance of citations to trained cadets. Parking and traffic violators will be required to pay fines as established below:

- Parking in areas other than the appropriate (i.e., Faculty/staff/administrator) parking area will be subject to a \$10 fine(s) for each violation. A warning may be issued for first offense.
- Parking in fire lanes (\$50) and handicapped space (\$250) will be subject to a fine for each violation with no warning ticket. Parking in visitor, motorcycle, or reserved space, parking in restricted aisles/driveways/roadways will be subject to a \$10 fine(s) for each violation with no warning ticket.
- All traffic moving violations (i.e., Exceeding posted speed limit, driving in hazardous manner, failure to obey traffic signs) will be subject to a \$40 fine(s) with no warning ticket.

Student Conduct and *Health and Safety Procedures*

VI. PENALTIES

Violators will be required to pay the appropriate fine within thirty (30) days after the violation has been issued or adjudicated. The following penalties will be applicable after the aforementioned (30) calendar days have expired.

Student: Grade reports, transcripts, and registration will be withheld from the student.

College Personnel: Amount of unpaid parking/traffic citation fines will be deducted from the individual's payroll check.

VII. APPEALS PROCESS (DUE PROCESS)

Anyone who has received a citation for an alleged violation will have the right to appeal. Request for appeal must be in writing. Appeal forms may be obtained from and returned to either Public Safety Office for personnel or the Office of Student Life for students within twenty-one (21) calendar days following the receipt of the citation. The appeal must contain a statement of the specific grounds for appeal. Hearings will be held on the first Monday of each month. In the event that the designated Monday is a holiday, the hearings will be held as soon as possible. Failure to appear at the hearing will constitute withdrawal of request for appeal unless written request for a delay with sufficient reason(s) has been received by the Office of Student Life or Public Safety Office prior to the scheduled hearing date. The Chief of Public Safety or his designee will be present at the hearings to present evidence and/or to give oral statements.

Student: A student may appeal to the Student Judicial Board comprised of four students to be appointed by the President of the Student Government Association. The Director of the Office of Student Life, or designee will also be a member of the Student Judicial Board. Two students and the Director of the Office of Student Life or his/her designee will constitute a quorum. The decision made by a majority vote of those present will be considered as final.

College Personnel: College personnel may appeal to the Traffic Appeals Board comprised of a faculty member of his/her alternate, a staff member or his/her alternate, all to be appointed by the President. The Vice President for Business and Finance, or designee, will also be a member of the Appeals Board. The decision made by the majority of this body will be considered as final.

Beverage Consumption Policy

Consumption of beverages shall be limited to the cafeteria, offices, lounges, and areas adjacent to vending machines.

Smoking Policy

Effective January 1, 2008, smoking will only be allowed in designated smoking areas.

Our Vision, Mission and Values

WE ARE THE COMMUNITY'S COLLEGE.

- We are dedicated, first, to excellence in teaching and learning.
- We challenge our students to experience the hard work and satisfaction of learning that leads to intellectual growth and support them academically, emotionally and socially.
- We encourage them to entertain and question ideas, think critically, solve problems, and engage with other cultures, with one another, and with us.
- We expect our students to assume responsibility for their own learning, to exercise leadership and to apply ethical principles in their academic, work, and personal lives.
- We demand from ourselves and our students tolerance, fairness, responsibility, compassion and integrity.

WE ARE A COMMUNITY OF LEARNERS.

- We provide education and training for and throughout a lifetime.
- We seek to improve and expand the services we offer in support of the people in the communities we serve.
- We promote a caring community of staff and faculty members, students, administrators, and trustees who, in keeping with our values, work together to fulfill our mission.

WE ARE A CHANGING COMMUNITY.

- We recognize that change is inevitable and that education must be for the future.
- We respond to change informed by our values and our responsibility to our students and our communities.
- We challenge our students to be capable global citizens, guided by knowledge and ethical principles, who will shape the future.

Ratified by the Board of Trustees, October 20, 1998