

Student Handbook

2017-2018



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Academic Calendar

FALL SEMESTER 2017

April 5 - first class meeting	Registration for Fall 2017 Semester
August 14	Faculty return for Fall 2017 Semester
August 21	Fall 2017 Semester Classes begin
August 28	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements
September 4	Labor Day holiday, college closed
September 18	Last day to withdraw from 16-week courses and have course dropped from record*
September 18	Last day to change to Audit for 16-week courses*
September 22	Last day for filing Graduation Petitions
October 1	Incomplete (I) grades from Summer 2017 session for which faculty have not submitted final grades will become an "F" after this date.**
October 23	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 23.
November 10	Veterans Day holiday observance, college closed
November 11	Veterans Day holiday, college closed
November 15	Registration opens for Spring 2018 Semester
November 23, 24	Thanksgiving Recess, college closed
November 25, 26	Thanksgiving Recess, no classes, college open (most offices closed)
December 12, 13	Evaluation Days [†]
December 13	Last day of student attendance
December 18	Grading Day [‡]
December 18	Winterim Classes begin
December 19	Faculty Grades due
December 24 - January 1	College closed

SPRING SEMESTER 2018

November 15 - first class meeting	Registration for Spring 2018 Semester
January 1	New Year's Day holiday, college closed
January 8	Faculty return for Spring 2018 Semester
January 12	Winterim Classes end
January 15	Martin Luther King holiday, college closed
January 16	Spring 2018 Semester Classes begin
January 16	Winterim Faculty Grades due
January 22	Last day to submit proof of residency, business service agreements and chargebacks/joint agreements
February 12	Last day to withdraw from 16-week courses and have course dropped from record*
February 12	Last day to change to Audit for 16-week courses*
February 16	Last day for filing Graduation Petitions
February 19	Presidents Day holiday, college closed
February 25	Incomplete (I) grades from Fall 2017 semester for which faculty have not submitted final grades will become an "F" after this date.**
March 12-18	Spring Break
March 19	Classes resume after Spring Break
March 21	Registration opens for Summer 2018 Sessions
March 26	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 26.
April 11	Registration opens for Fall 2018 Semester
May 10, 11	Evaluation Days [†]
May 11	Last day of student attendance
May 14	Grading Day [‡]
May 14	First Summer 2018 Interim Classes begin*
May 15	Faculty Grades due
May 15	Commencement
May 28	Memorial Day holiday, college closed

SEVEN- AND EIGHT-WEEK SUMMER SESSIONS 2018

March 21 - first class meeting	Registration for Summer 2018 First Summer Interim, Seven-week, Eight-week, and Second Summer Interim classes
June 4	Summer 2018 Eight-week Session Classes begin Three-week First Summer Interim Faculty Grades due
June 11	Summer 2018 Seven-week Session Classes begin Four-week First Summer Interim Faculty 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 withdraw and have course dropped 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 2018 semester for which faculty have not submitted final grades will become an "F" after this date.**
July 26	Classes end
July 30	Faculty Grades due
July 30	Second Summer Interim Classes begin
August 17	Second Summer Interim Classes end
August 21	Second Summer Interim Faculty Grades due

The class schedule on Wednesdays will be adjusted to allow for the proper number of minutes for instruction, given the loss of time for the July 4 holiday.

College Closings

Oakton provides email, text messages, 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.

Campus closings also are available through:

Websites: 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)

Any student who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination, study or work requirement. Such student shall be provided with an opportunity to make up the examination, study or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance, and provided that the make-up examination, study or work does not create an unreasonable burden upon the college. No fees of any kind shall be charged by Oakton Community College for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this paragraph.

*Consult the Enrollment Center 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.

‡Faculty on campus and available to students at designated times.

Office of Student Life

Des Plaines Campus, Student Center, Room 1530, 847-635-1699

Skokie Campus, Room A160, 847-635-1443

www.oakton.edu/studentlife

The Office of Student Life (OSL) provides programs and services to enhance the college experience for all students. OSL offers the opportunity for students to develop interpersonal and leadership skills and 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 Oakton students.

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

Emerging Leader Program

Oakton's Emerging Leader Program helps students build skills to be successful in the classroom and in life.

Students who complete the free, one-semester program will discover opportunities for scholarships, leadership positions, and possibly on-campus employment. Learn more by contacting OSL or check out

www.oakton.edu/studentlife/student_activities/emerging_leaders.

Six Flags Great America

During the summer, Great America passes are available at discounted prices provided by student fees. Students must present a valid class schedule or Student ID for the current summer semester or the previous two semesters. Students may buy up to four discounted tickets.

Student Groups



**STUDENT GOVERNMENT
ASSOCIATION**

Student Government Association (SGA)

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

Elections for executive officers and senator positions occur in the spring. Vacancies are filled by appointment throughout the year. These leaders are required to attend regular weekly meetings and take on leadership responsibilities for SGA projects. Positions with limited duties and responsibilities are also available.

Interested students should stop by the SGA Office at Des Plaines (Room 1530), Skokie campus (Room A160); call 847-635-1696; or email sga@oakton.edu.

Student Judicial Board (SJB)

The SGA president appoints students who serve on the Student Judicial Board (SJB). Members act as the Appeals Board for student traffic and parking violations, monitor SGA elections, and enforce SGA policies.

Students interested in serving on the SJB should stop by the SGA Office at the Des Plaines campus (Room 1530); call 847-635-1699; or contact the advisor, Simi Khurana at skhurana@oakton.edu.

College Program Board (CPB)

The College Program Board (CPB) plans social activities, educational events, and entertainment for the Des Plaines campus. CPB student members learn to plan, promote, and manage events. No prior experience is necessary.

Students who are interested in creating and promoting student life on campus are encouraged to participate.

College Program Board, Room 1430, Des Plaines, 847-635-1699. Advisor, Krissie Harris, kharris@oakton.edu.



Skokie Events Team (SET)

Much like the College Program Board, the Skokie Events Team (SET) coordinates student activities at the Skokie campus. Members of SET plan, program, and implement campus events. They also identify student issues and needs, and bring them to the attention of the SGA.

Skokie Events Team, Room A160, Skokie, 847-635-1443. Advisor, Princess Escudero, princess@oakton.edu.



OCCurrence

Oakton's student newspaper employs full- and part-time students who participate in all aspects of newspaper production from writing to design layout. No experience is necessary. The newspaper is also online at www.issuu.com/oaktonoccurrence.

OCCurrence Office, Room 1222, Des Plaines, 847-635-1678, email occurrence@oakton.edu.

Clubs

Students participate in more than 40 diverse clubs and organizations. The Office of Student Life (OSL) advises students on how to join or start a new club. Get involved! Most memberships are free. Sign up for a club and let the fun begin!

Clubs available to students, at press time, are:

Academic/Pre-Professional

Art Club
DECA Club
Early Childhood Education Club
Graphic Design Club
IEEE (Institute of Electronic and Electrical Engineering)
Photo Club
Physical Therapist Assistant Club
Society of Women Engineers (SWE CIG)
STEM Club
Student Nurses Club

Cultural/Ethnic

African Student Club
Black Student Union
French Club
Hispanic Club
Japan Club
Muslim Student Association (MSA)

Polish Club
South Asian Club

Faith-Based

Hillel
Mission Bible Club

Honor Societies

Honors Student Organization
Phi Theta Kappa (PTK)

Literary/Performing/Recreational/Media

Card and Board Game Club
Cheer and Dance Team
Gaming Club
Hawaiian Music Club
Oakton Visual Organization
Personal Survival Techniques
Poetry Club
Pop-Tart Club

Social Action/Service-Oriented

Ceramics Cub
Dreamers Club
Ecology Club
Habitat for Humanity
MATH Club
NAMI on Campus
Oakton Helping Others (OHO)
Oakton Pride
ROTO (Reaching Out To Others)
Students for Global Health and Sustainability
Students for Social Justice
UNICEF Club

Student Life Programs

Emerging Leader Program
Speech and Debate

For more information, call or stop by the OSL office.

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 Athletics Office provides students with the opportunity to participate in intercollegiate athletics. Students with all levels of experience and skill are able to learn and participate in a variety of team and individual sports. Students may also participate in organized intramural and recreational athletic programming.

The Office of Student Life (OSL) staff at Skokie can also provide general information about how to get involved in athletics at Oakton.

Intercollegiate Athletics

Oakton Community College competes in the Illinois Skyway Collegiate Conference and is a member of the National Junior College Athletic Association (NJCAA). Other members 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 soccer, and women's tennis.

WINTER - Men's and women's basketball.

SPRING - Men's tennis, men's baseball, women's softball, and men's and women's outdoor track.

To participate in intercollegiate sports, students must be enrolled in a minimum of 12 credit hours and maintain good academic standing.

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

Scholarship Opportunities

Student athletes may receive funds to cover tuition and fees. For more information, call 847-635-1753.

Intramural Athletics

The intramural athletics program offers of league, tournament, and special event competitions for teams and individuals. Competitions are based upon student interest and space availability.

To participate in intramural sports, students must:

1. Sign up for a single day event (usually on the day of the event).
2. Register for a league. Teams must complete a roster form by the stated deadline and attend a mandatory participant meeting. Event/league forms are available at the Athletic Office, Room 1336.

Intramural sports offered include badminton, three on three basketball, table tennis, volleyball, three-point shooting contests, indoor soccer, flag football league, basketball league, dodgeball, Wii games, Baggio (bean bag toss), and frisbee golf.

Fitness Center

Located at the Des Plaines campus, Room 1156, the Fitness Center offers classes and memberships. Course selections include Physical Fitness I and II, Weight Training, and Fitness Center. These are credit courses that count toward student grade point averages.

Fitness Center memberships are available on an annual or semester basis. The center features the latest Cybex, Octane Lateral X, Free Motion Precor Equipment, 20 different machines to exercise all major muscle groups, 16 aerobic machines, including Arch Trainer, Stairmaster, treadmill, elliptical and recumbent bikes, a warm-up area, locker rooms, and more. For rates or questions, call 847-635-1839.

Performing Arts

Oakton's Performing Arts Department stages dozens of performances each year. Plays, concerts, and events encourage student involvement in every aspect of production—from performing on stage to creating the magic backstage—to working as a volunteer usher. The Performing Arts Center (PAC) comprises two performance spaces: the Footlik Theater and Studio One. Both spaces boast modern technology mirroring professional venues and providing a state-of-the-art experience to audiences and performers alike. Opportunities for student participation include:

Performance: Actors, musicians, and other live performers can audition for plays, staged readings, and musical ensembles. For more information, actors may contact Patti Interrante at pinterra@oakton.edu; musicians may contact Glenna Sprague at gsprague@oakton.edu.

Tech Crew: The tech crew offers students a hands-on, backstage experience. Students are paid to work behind the scenes on all PAC productions. Carpenters, painters, mechanical tinkerers, and artists are needed. Contact Tony Churchill at achurchi@oakton.edu.

Student Ushers: Instead of purchasing a ticket for a show, become a volunteer usher and watch the show for free. Ushers arrive early before the show and help patrons find their seats. Contact Dan Cunningham for details at dcunning@oakton.edu.

Workshops: Each semester, Speech and Performing Arts offers several workshops focused on performance. Contact John Frisco for details at jfrisco@oakton.edu.

Box Office Staff: Students learn the front-of-house business and are paid to sell tickets, coordinate auditions and rehearsals, and generate publicity. Contact Dan Cunningham for details at dcunning@oakton.edu.

Speak Easy: Students who need help with public speaking classes may take advantage of out-of-class tutoring through Speak Easy, a program for Oakton speech students. Contact Tom Rapp for details at trapp@oakton.edu.

Speech Team: Become a public speaking competitor as a member of this extracurricular team. Contact David Nadolski for information at david.nadolski@gmail.com.

Theater League: Do you like to act, sing, build sets or just want to learn about the theater? Join the Theater League where students explore the stage as actors, directors, stagehands, and more. Contact Veronda Carey at vcarey@oakton.edu.

Learn more about the current season, classes, and other activities at www.oakton.edu/showtime.

Ticket Box Office

Purchase tickets to Performing Arts events at www.oakton.edu/tickets, the Box Office (Room 1350, Des Plaines), or by calling 847-635-1900. Cash, checks, and credit cards (Visa, MasterCard or Discover) are accepted.

For more information about the Performing Arts at Oakton, contact:

John Frisco, Chair of Speech and Performing Arts, 847.635.1958, jfrisco@oakton.edu

Glenna Sprague, Coordinator of Music, 847.635.1905, gsprague@oakton.edu

Dan Cunningham, Production Coordinator, 847.635.1897, dcunning@oakton.edu

Tony Churchill, Technical Director, 847.635.1901, achurchi@oakton.edu

Enrollment Center

Des Plaines Campus, Room 1860, 847-635-1700
Skokie Campus, Room A100, 847-635-1400
www.oakton.edu/admission/enroll_ctr

The Enrollment Center is a one-stop location for the offices most visited by students, including academic advising, admission, registration, and financial assistance.

General Admission

Applying for admission to Oakton's credit programs or associate's degree programs may differ for first-time students, returning students, health careers students, and international students. Contact the Enrollment Center for more information about general admission procedures.

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

Admission for Limited Enrollment Programs

The requirements for a health career program are different and a special application is required. Check out Oakton's health career programs at www.oakton.edu/admission/applying/health_careers or contact the Enrollment Center to schedule an appointment with a health admission specialist about limited enrollment admission procedures.

Registration

Registration typically begins several months before the start of a semester and ends on the first day of classes, or until the class reaches maximum enrollment.

Online registration is available at my.oakton.edu or students can submit an Add/Drop form in person with a photo ID at the Enrollment Center. Refer to the "Web Services of myOakton" section of this handbook for instructions to register online.

In-District Residency

To receive in-district tuition, applicants must submit proof of residency with documentation showing they lived within District 535 for at least 30 days prior to the start of the semester for which they are registering. Refer to the "Residency Policy" of this handbook under "Selected Admission and Enrollment Policies and Procedures" for more information.



Financial Aid

Des Plaines Campus, Enrollment Center, Room 1860, 847-635-1700
Skokie Campus, Enrollment Center, Room A100, 847-635-1400
www.oakton.edu/fmaid

The Office of Student Financial Assistance provides federal, state, and institutional grants and scholarships to qualified students who, without such assistance, would be unable to attend Oakton. The office also 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, and 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 funds are limited.
- Get assistance filling out the FAFSA at 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 oakton.academicworks.com for a list of scholarships and the application.
- Apply before February 1 for greatest consideration. Applications received after February 1 are reviewed, but fewer scholarships are available.

Tip: Improve your chances by writing a scholarship essay without grammar and spelling mistakes.

How to apply for private scholarships:

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

Helpful information:

- Oakton offers academic merit scholarships for incoming in-district high school students who have a 3.0 GPA, composite ACT score of 26 or higher, and have completed a rigorous high school curriculum as noted on the scholarship application.
- Help may be available for students experiencing a financial crisis through the Enrollment Center.

Business Educational Service Agreement

In-district Tuition for Full-time 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 a student's responsibility unless otherwise agreed upon in writing by the employer. (Also see the Chargeback/Joint Agreement Policy found later in this handbook.)

To be eligible, these criteria must be met:

1. The company is located within District 535.
2. A Business Educational Service Contract is completed, signed, and submitted by the due date for each semester. Form is available at the Enrollment Center or www.oakton.edu/admission/forms.
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.
4. The student must be a full-time employee (working an average of 35 hours/week).
5. The student's address must be consistent with Oakton's records. If necessary, complete a change of address form at the Enrollment Center.

Auditing a Course

A student who wishes to audit a course is 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. Faculty members 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 at www.oakton.edu/admission/forms. Once a course is changed to audit status, it cannot be changed back to credit status later in the semester.

To receive credit for a class that 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 disbursement, standards of academic progress, or athletic eligibility; however, an audited course is included in the financial aid academic standards of academic progress.

Change of Address and Personal Information

Students must notify the Enrollment Center of changes in permanent address. Notify in writing, listing both the old and the new address, telephone number, student identification number, and signature. If a student does not inform the college of a change in address or if the college becomes aware that an incorrect address was given by a student, the student must again demonstrate proof of residency. Changes in tuition, resulting from changes in place of residence, primarily will be made at the beginning of the semester/term following the change of residence.

Students can maintain different types of addresses.

Permanent address: 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.) Students must submit changes in their permanent address in writing, listing the old and new address, telephone number, student identification number, and signature. The Change of Student Record Information form is available at www.oakton.edu/admission/forms.

Mailing address: Students may create a mailing address to designate where mail should be sent. (See Personal Information in the Web Services section of this handbook for details.)

Business address: Students may create a business address to indicate an employer address. (See Personal Information in the Web Services section of this handbook for details.)

Parent address: Students may create a parent address that may be used for correspondence directed to parents or guardians of the student. (See Personal Information in the Web Services section of this handbook for details.)

If the college becomes aware that a student's address is incorrect, the college will restrict registration and the student must re-prove residency. Changes in the tuition rates resulting from changes in the student's permanent address primarily will be made at the beginning of the semester/term following the change in residence.

Official Transcript Request

To have an official Oakton Community College transcript sent to another college, university, employer, or agency, a transcript request must be submitted online at www.oakton.edu/student-services/records/transcript_request or in person at the Enrollment Center. A request may also be mailed to the Enrollment Center with student name (including former name), date, student ID number, address, mailing address for transcript, and signature. 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 and a fee of \$10 per transcript (rush orders are \$20 per transcript).

Graduation Petitions and Ceremony

Students must complete an online petition prior to graduation. Petitions can be accessed by logging into *myOakton*. Submit the petition one semester prior to the semester the student expects to complete all academic requirements for his or her degree or certificate. Refer to the calendar published in the class schedule for deadlines. Students are not required to participate in the commencement ceremony to receive a degree or certificate. There is no charge to petition for graduation or to participate in the ceremony. Assistance with this process is available at the Enrollment Center.

Oakton hosts the commencement ceremony for awarding degrees and certificates once a year at the end of the spring semester. Students wishing to participate must order their cap and gown in mid-March through the Office of Student Life. Call 847-635-1699 for information.

Office of Advising, Transitions, and Student Success

Des Plaines Campus, Enrollment Center, Room 1860, 847-635-1700

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

www.oakton.edu/advising, www.oakton.edu/journey

Hours: Monday - Thursday, 8:30 a.m. - 7 p.m.; Friday, 8:30 a.m. - 5 p.m.

Note: Hours change between semesters and during the summer.

Think of the Office of Advising, Transitions, and Student Success (OATSS) as the first place to go for help. The team assists students with their transitional and educational needs as they pursue their academic goals. Advisors help students transition to college through new student orientation and welcome weeks programming. They also help students by recommending courses, discussing academic progress, and assisting students with degree and transfer planning. Contact OATSS for more information about services including:

New Student Orientation

Students learn about campus resources and involvement opportunities, meet with an academic advisor, and register for classes. To register for new student orientation, email orientation@oakton.edu.

Academic Planning

Create a semester-by-semester plan and select courses that work best for achieving academic success. Advisors also conduct workshops and class presentations to develop students' academic and professional interests.

Degree, Certificate, and Transfer Planning

Get help with Oakton degree or certificate requirements, or obtain assistance with the transfer process to a four-year college or university. Individual appointments, workshops, transfer fairs, and college/university visits are available each semester.

Personal Counseling

Des Plaines Campus, Room 2270, 847.635.1744

Skokie Campus, Enrollment Center, Room A100, 847.635.1744

Short-term personal counseling is available for students who struggle with a variety of personal issues and challenges, including adjustment and transition difficulties, unexpected losses or changes and mental health concerns. Personal counselors can also make referrals for students who need long-term counseling, support, or other services not available at Oakton.

Consultation, Response, and Referral

During regular operating hours, personal counselors are available to respond to crises and unexpected events that affect students. To find a counselor during a crisis, contact the Office of Student Affairs.

Office of Access, Equity and Diversity (OAED)

Des Plaines Campus, Room 2270, 847.635.1745

Oakton strives to create an inclusive and accepting campus climate, free of bias and hate, where students, employees, and other stakeholders are resilient as they work together to create positive change. *Connecting What Matters*, Oakton's 2013-2017 strategic plan, reflects this goal of overcoming racism and bias.

Committed to enriching its shared learning and working environment, Oakton educates students of all ages, from all walks of life—and boasts a diverse faculty, staff, and student body from more than 50 countries. The college values and celebrates all members of this community for their contributions.

The Office of Access, Equity, and Diversity (OAED) leads this important work with the help of several other departments and groups. Look for the "You&" logo to identify OAED programs and services, including:

- The Access and Disability Resource Center (see below).
- Codes of Student and Academic Conduct (found in this handbook). To speak with someone about your rights or responsibilities on campus, stop by the OAED.
- ¡ANDA!E!, the college's Latino/a student retention program.
- The Anti-Racism Team, Diversity Council, and employee committees provide additional leadership for access and equity.
- Students are encouraged to explore these services and groups.



Remember: it takes you and us to create an inclusive environment. By making everyday choices to be inclusive, challenging ignorant and hateful remarks, and doing the hard work of developing self-awareness, we can help create a climate in which everyone can succeed. Stop by the Office of Student Life to learn about joining related organizations and explore diversity in its many forms.

For questions about access, equity, and inclusion at Oakton, call 847.635.2629 or email Juleta Patrick, assistant vice president/dean of access, equity and diversity at jpatrick@oakton.edu.

Access and Disability Resource Center (ADRC)

The Access and Disability Resource Center (ADRC) provides accommodations and services to students with documented disabilities. To determine eligibility and request accommodations and services, complete an intake appointment and submit the appropriate documentation. Once these steps are completed, students may request accommodations. Students should submit requests at least four weeks prior to anticipated need. Students must apply for accommodations on a semester-by-semester basis. For more information, visit www.oakton.edu/student-services/disability_services.

Career Services

Des Plaines Campus, Room 1740, 847-635-1735

Skokie Campus, Room A100, 847-635-1400

www.oakton.edu/careers

Career Services provides the following services:

Career Counseling

Career development is a lifelong process. Career counselors work with students to facilitate career decision-making. Through various activities, students are guided to discover personal characteristics and motivators that influence career decisions and students better understand their occupational identity.

Career counselors are seen by appointment.

Job Search Coaching

The staff assists students in developing essential skills needed for a successful job search, writing effective resumes and cover letters, interviewing successfully, networking, and using the Internet to find employment opportunities.

Job Search Workshops

Workshops include: *Resume Writing for the 21st Century*; *How to Make Yourself Marketable in Your Major*; *Writing Effective Cover Letters*; *Using LinkedIn to Improve Your Job Search*; *What's That Career About Anyway?*; and *Salary Negotiation Strategies*.

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

Online Job Board

Look for a job and connect with local area employers online. Register, search job postings, upload a resume, and create an online portfolio at www.collegecentral.com/oakton.

On-Campus Recruiting

Some employers recruit on Student Street (near the cafeteria) at the Des Plaines campus and at the main entrance at the Skokie campus. Recruiting times are 10 a.m. to 1 p.m. A monthly calendar lists the recruiting schedule. For the current calendar, stop by Career Services or visit www.oakton.edu/careers.

Student Employment

Student Employee Program

Career Services handles student employment opportunities 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 another capacity at Oakton. To learn more visit www.oakton.edu/careers.

Available Student Employee Positions

A complete list of current openings is online at oaktonstudentemployee.applicantpro.com.

Student Employee Position Application

Students may access a student employee application at oaktonstudentemployee.applicantpro.com. For tips on applying for student employee positions, visit www.oakton.edu/careers.

Compensation

Wages range from \$8.25 to \$8.90 per hour. The executive director of Human Resources reviews compensation annually and makes recommendations to the president.

Position Levels

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

The current rates have been effective since 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

The college awards salary step increments twice per year. Effective dates will be the first day of the pay period that begins subsequent to January 1 and July 1. A step increase will be awarded provided the student worked nine pay periods (received nine paychecks) during the previous six months.

Salary Step for Additional Assignments

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

Other Rules and Restrictions

A comprehensive list of student employee program policies and limitations can be found in the *Student Employee Handbook* available in Career Services at the Des Plaines campus or the Enrollment Center at the Skokie campus, and online at www.oakton.edu/careers.

Learning Center

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

Skokie Campus, Room A135, 847-635-1434

www.oakton.edu/learn

Student Success Starts at the Learning Center.

Discover proven strategies for success in college and beyond. Most services are free for Oakton students. Find out more at www.oakton.edu/learn.

The Learning Center provides the following services:

Tutoring

Tutors support students in many subjects, including accounting, anatomy, and physiology, chemistry, physics, math, English, English as a Second Language, and various foreign languages. For details about free tutoring, visit the Learning Center or www.oakton.edu/learn.

Test Performance Analysis

Test Performance Analysis (TPA), a free service, addresses issues such as test anxiety, time management, and concentration. TPA coaches offer sessions to help students improve test performance by applying new study techniques and test-taking strategies.

College Success Seminars

Become a better student by taking the College Success Seminar, COL 108: The College Experience (three credit hours). Learn academic success strategies including goal setting, study skills, effective communication, and critical thinking.

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, U.S. Constitution tests, and tests for online courses. Arrangements for some tests, such as CLEP, NLN Pre-Admission, and MOS, must be made in advance. Students needing to take a test for another college or university can make arrangements at the Skokie Testing Center for a fee.

Placement Tests

All students (returning and new) must complete writing, reading, and math placement tests before registering for their 13th credit hour in a single semester. Placement tests are required as prerequisites for all English and mathematics courses. Students on academic probation, who have not taken the English placement test, are required to take the test before registering. Test results may limit course selection and all results are valid for two years. There is no charge for taking placement tests. See www.oakton.edu/assess for test schedules and preparation packets.

Oakton does not accept placement test results from other colleges or universities. See the college catalog for additional information on waivers for placement.

Testing Center

Des Plaines Campus, Room 2409, 847-635-1939

Skokie Campus, Room A135, 847-635-1446

www.oakton.edu/student-services/testing

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

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, calculators, and other supplies. In addition, the store sells Oakton gear, such as sweatshirts, t-shirts, and hats, as well as gift items and snacks. Students at the Skokie campus may also pay tuition at the Bookstore.

Textbooks

New and used books are available. Bring your class schedule to purchase textbooks at the campus where your classes meet. Bookstore shelves are organized alphabetically by class and section number (e.g. EGL 101 001).

Note: Different course sections may require different books. Shop early most textbooks are available one week before classes begin.

Rental Textbooks

The Bookstore offers specific titles as rental textbooks each semester. Stop by the store or contact the manager for details.

Online Bookstore

Buy your textbooks online. Go to www.oakton.edu/bookstore and look for "online bookstore." Follow the instructions.

Textbook Return Policy

1. A receipt is required for exchanges/refunds.
2. All sales are final after the first two weeks of a 16-week semester.
3. For classes less than 16 weeks in duration, the return period is one week from the date of purchase. All sales are final after the first day of class.
4. Books marked in any way are not returnable.
5. All shrink-wrapped books/items must be sealed and unopened to qualify for a refund.
6. If a check is used to purchase an item, students will receive a credit slip redeemable for cash in 14 days.

Book Buy Back

Book Buy Back occurs for a few days at the end of each semester (fall, spring, and summer), giving students the opportunity to return books and to check refund eligibility. Be sure to keep CDs or handbooks that were included with a textbook at time of purchase, as the textbook alone is of no value.

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.

Skokie Campus, Room A200, 847-635-1432

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 for both libraries change between semesters and during the summer.

www.oakton.edu/library

The Oakton library offers many services to students. Faculty librarians offer free workshops and are available to consult with students individually as well as in small groups.



Student ID/Library Card

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

Research

- Oakton library resources include special print and online 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 www.oakton.edu/library. The *myOakton* login and password are required to access online materials.
- Library faculty provide reference assistance to students. For reference assistance and research consultation appointments, call the Des Plaines campus library at 847-635-1644 or the Skokie campus library at 847-635-1474.

Workshops

- Both libraries offer walk-in "Got Research?" workshops throughout the year.
- Faculty may schedule classroom library workshops to assist students with assignments.

Inter-campus and Interlibrary Loan of Books and Periodicals

- Delivery of Oakton library materials between the Des Plaines and Skokie campuses is free and can be requested online through the Oakton library catalog.
- Request books from some 85 Illinois academic and research libraries' collections using the I-Share online catalog free inter-library loan service and your Oakton Student ID number.

Other Library Resources and Services

- Study carrels and study rooms
- Photocopy machines
- Local newspapers
- Popular reading collection
- Free popular movie collection
- Reserve material collection, including textbooks
- ESL collection
- Early childhood resource library
- Paralegal collection
- Career collection
- Government documents
- Ask a Librarian text, email or chat service



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 2622, 847-635-2627	

Computer lab hours, posted in each lab, vary by lab and from semester to semester. For information about lab hours, contact the appropriate lab or visit the "Current Oakton Students" web page.

Oakton has 1,200 computers and 42 computer labs available for students. Both campuses have open computer labs available on a first-come, first-served basis for general use, as well as dedicated computer classrooms for instructional purposes, and specialized computing labs dedicated to specific programs, such as Graphic Design or Manufacturing.

Lab Access

Oakton's computer labs are open to all registered credit students and employees.

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

Network accounts are linked to registration. A network account is immediately disabled for a student who is dropped from class for non-payment or other reasons. A student must re-register for the class to reactivate their account.

Lab Staff

Technology staff members assist with general computer issues in computer labs. They are responsible for ensuring a supportive working environment, as well as maintaining equipment. If help with specialized applications is needed, refer to the Learning Center's tutoring schedule, posted in all open labs, or contact the Learning Center for tutoring options.

Additional information about computing resources can be found on the college's website, including information about computer labs, network login IDs, email access, server space, and wireless networking.

User Responsibilities

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

Follow college policies – Users are responsible for knowing and adhering to policies. Read through all policies in this handbook and contact Information Technology with any questions.

Keep labs clean to protect equipment – Keep food or drinks outside the lab and remove any papers from area before leaving.

Keep the labs a productive work environment – The labs are quiet work places. Use a soft voice; turn off cell phones, and try not to disturb other lab users. Only IT employees may move, repair, reconfigure, or modify the computer systems.

Protect your work – Unplanned and occasional failures may occur. Save work frequently and make back-up copies as appropriate.

General Policies

1. Read the *Policy for Responsible Use of Information Technology* on page 37 of this handbook.
2. Each user receives a unique login ID and password that may not be used by any other user.
3. Academic computing facilities (including Internet access) are for academic purposes only. The use of these facilities for gambling or pornography is not allowed; gaming and chatting are only allowed in the cybercafés.
4. Users are expected to limit use of resources by printing only necessary documents and using copy machines for additional copies.
5. Users should be conscientious of others who need to use the computing facilities, limiting their time when 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 not allowed.
7. Material that is obscene, defamatory, or violates college non-discrimination and sexual harassment policies is not allowed.
8. Information Technology facilities and resources should not 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 software and other digital media violates 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;
- Receive and use unauthorized copies of software;
- Make copies of copyrighted digital media;
- Receive and use unauthorized copies of digital media;
- Create file sharing areas for distribution of unauthorized software or other digital media.

Technology Assistance

- First, contact the course instructor for any class-related software concerns.
For questions about Desire2Learn (D2L), contact Online Learning at 847.635.1971 or alt-ed@oakton.edu.
- When working in an open lab, contact the lab staff for general computer help, network issues, printing problems, or user account concerns.
- Learning Center tutors provide additional software help or instruction.
- Students may be referred to the IT Help Desk for assistance with login IDs, passwords, or email.

Lab and Help Desk staff members assist with Oakton's network services and general applications (not home computer problems).

Information Technology Services for Students

Network Resources

Students enrolled in credit classes or noncredit (Alliance for Lifelong Learning) computer classes, have access to on-campus networks and computer labs. Logins and passwords are created when students apply to Oakton and are used to register online. Employees in the computer labs can help students look up their logins and reset passwords. Oakton requires all users to know the *Policy for Responsible Use of Information Technology* on page 37 in this handbook.

Server Space, Web Pages, and Remote Access

Student network accounts have 1.5 GB of storage space. Network space is usually referred to as the “home directory,” and designated as the **H:** drive. Saving files to the home directory is as easy as saving them to a usb drive, with the added benefit that files in the home directory are accessible from any college computer, as well as any off-site computer with Internet access.

In addition to the **H:** drive, the **P:** drive allows students to store—or publish—their own public web pages. Any web pages or files saved to the **P:** drive, are instantly accessible to everyone on the web. The URL for student web pages is www.oakton.edu/~<login ID> or (i.e. www.oakton.edu/~jsmith1234).

Before saving files to the **P:** drive, visit www.oakton.edu/about/officesanddepartments/info_tech/policies to read the web standards and the *Policy for Responsible Use of Information Technology*. All files published here must follow these college policies and copyright policies.

Remote (off-campus) access to the **P:** drive is available via Fileway, a secure web-based file transfer program available at myfiles.oakton.edu. Fileway can also be accessed through the *myOakton* portal. After logging in, select the *myCourses* tab and look for the *myFiles* box on the left side of the page. Basic instructions for using Fileway/myFiles can be found in the *Quick Start Guide* link. More help is available by clicking on the help icon within Fileway. Standard FTP client software like WS_FTP or FTP Explorer, will not work with the **H:** or **P:** drives.

Course instructors may 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>. Many instructors have non-Oakton web accounts and email addresses, and may direct students to other locations to view files. Instructors may also save files to the “Courses” directories: The **L:** drive is for Course Resources; the **M:** drive is for Course Shares. Utilize **L:** for shared documents provided by faculty and **M:** for drop boxes and student-to-student collaboration and sharing. Students can read stored files on the **L:** drive, but many files can be accessed by only one person at a time. To avoid problems with editing, saving, and sharing sample files, (unless told to do otherwise), copy the file from the courses to the **H:** drive or to a flash drive, and work with that new copy. Off-campus access to the **L:** and **M:** drives is available through Fileway.

Email

Oakton credit students have the option to activate an Oakton email account or to use an off-campus email. Once activated, the Oakton email account remains active as long as the student is enrolled in credit courses. For students not currently enrolled in classes, the login/email account becomes “inactive.” (The college deletes inactive student email accounts after the start of each term). Noncredit students cannot activate an Oakton email account unless they are enrolled in a class that requires access to the Oakton network.

Credit students can activate an Oakton email account at my.oakton.edu. Log in; select "Email" (near the upper right-hand corner of the personal home page) and follow the instructions. Once the account is activated, students can access their email account on campus using Mozilla Thunderbird, or off campus with the web mail system at www.oakton.edu/webmail.

Additional options for email, such as forwarding email, and setting a preferred address, can be found in my.oakton.edu under the Register/Pay/Grades tab in the Personal Information menu. Students can choose to receive their Oakton email by forwarding it to a non-Oakton account; students who choose to forward email may continue to receive Oakton email even when the account becomes inactive. Students who set up the forwarding option cannot access their email account using web mail or Thunderbird. Students who plan on setting their preferred email account to receive Oakton email, must ensure the account is active. Simply selecting Oakton email as the preferred email will not activate it.

All students should check my.oakton.edu under the Register/Pay/Grades tab, in the Personal Information menu, to confirm that their preferred method of email communication is selected.

Preferred Email

Preferred email is either the non-Oakton email address provided on the online application (or set at a later date) or the Oakton email address. (Note: Students who want to use their Oakton email must set it as their preferred email account and activate it using the steps above.) All bills are sent to the preferred email address; be sure to verify email accuracy 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 personal laptops and cards. Wireless access is available in most public areas of the college, but is limited to Internet accessible resources. Users must adhere to the Technology Use Policy. Students must use computer labs to access licensed software applications. For more information on how to access the wireless network, visit the "Current Oakton Students" web page.

Online and Web-Enhanced Courses

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 an online or web-enhanced course does not use Desire2Learn or MyLabsPlus, the instructor will provide course access information to students.

Cyber Cafés

Des Plaines Campus (near the cafeteria and Fitness Center) Skokie Campus, near the main lobby

Oakton encourages students to use the cyber cafés for non-academic and group projects. The cyber cafés offer Internet access and limited software. Beverages and food are permitted in these areas. Students are expected to clean up after themselves, and be considerate of others in the vicinity by keeping 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/healthservices

Visit Health Services for health concerns including:

- Colds, upset stomach, or overall unwell feeling.
- Minor injuries that require first aid.
- Help with a health problem.
- Smoking cessation support.
- Information regarding medical requirements for students enrolled in an Oakton Health Career program.
- Physical exams required for athletes.

Health Services provides support for student health through medical care, health education, and health promotion programs:

Treatment of Minor Illnesses and Injuries

Throat lozenges, Band-Aids, antacids, pain medication for headaches, finger splints, eye drops, antibiotic cream, and health advice are available to Oakton students at no charge.

Health Maintenance and Prevention Services

Blood pressure screening, nutrition counseling, smoking cessation support, hepatitis B immunizations, and stress management tips.

Laboratory Screening Services

Urine testing, strep screening, pregnancy testing, and blood glucose screening.

Insurance Information

Health insurance is available to students enrolled in a minimum of six 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 STI Clinics
 Community Mental Health Agencies
 Low-Cost Physicians/Dentists (for those without health insurance)
 Temporary handicap parking permits

Requirements for Health Career Programs

Referral for blood titers, immunizations, and physical exam.
 Skin test screening for tuberculosis (\$7).
 Medical records review.

Health Education Programs

Health Services offers information on smoking cessation, family planning, treatment of sexually transmitted infections (STIs), wellness, stress management, and more. Check out the online student health magazine, *Student Health 101* at www.oakton.edu/healthservices.

Physical Examinations

Oakton Athletes (no cost)
 Health career students (\$25)
 Early Childhood students (\$25)

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

Language Labs

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

Skokie Campus, Room C132, 847-635-1493

www.oakton.edu/language_lab

Hours: Monday - Thursday, 8 a.m. - 9 p.m.; Friday, 8 a.m. - 4 p.m.; Saturday, 8:30 a.m. - 2:30 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 provide support to 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: multimedia PCs with Internet access, a library of ESL audio materials with books, modern language and ESL software, and DVDs. Modern language tutoring is available for enrolled language students. The labs also offer ESL and various modern language conversation groups each semester to the Oakton community. Lab personnel assist students with lab equipment and theselection appropriate materials.

Lab Usage

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

The labs operate according to the Oakton academic calendar. During breaks between semesters, lab hours may vary.

**24-HOUR
EMERGENCY
CALL:
911**

Police Department

Des Plaines Campus, Room 1170, 847-635-1880
Skokie Campus, Room C100, 847-635-1422

The Police Department officers promote community-oriented policing, which encourages the participation of the entire college community, to reduce the opportunities for crime and disorder.

Oakton's Police 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 uniforms. Staff members dressed in blue polo shirts are guards and have responsibility for providing general security. Cadets wearing yellow uniform shirts are student employees who provide assistance to the college community.

Oakton's Police duties include:

- Conducting interior and exterior patrols of the campuses.
- Seeking to deter and prevent criminal activity.
- Responding to medical emergencies.
- Assisting individuals with disabilities.
- Providing parking lot escorts.
- Opening and securing buildings and rooms.
- Attending to emergency preparedness.
- Operating lost and found.
- Responding to hazardous conditions.
- Parking and traffic enforcement, traffic control, accident investigation, and motorist assistance.
- Detecting and investigating crime and enforcing the college's alcohol and substance abuse policies as well as criminal laws.
- Responsible for mandates under the Clery Act.

Any person who is the victim of a crime, observes suspicious activity on campus, has safety concerns, or information related to a police matter, should immediately contact the Oakton's Police Department.

Cafeteria

Des Plaines Campus hours*: Monday - Thursday, 7:30 a.m. - 7 p.m.; Friday, 7:30 a.m. - 2 p.m.
Closed on Saturday and Sunday.

Skokie Campus hours*: Monday - Thursday, 7:30 a.m. - 2:30 p.m., when regular classes are in session.
Closed on Friday, Saturday, and Sunday.

**Hours are subject to change.*

Food service at both campuses offers hot entrees, grilled items, salads, soups, sandwiches, beverages, ice cream, and more. Credit cards accepted.

Student Lounges and Lockers

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

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

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

Movie Lounge at Skokie

Free movie screenings, selected by a student programming board, are offered at the Skokie campus, Room A190. Find a current listing of movies in the lounge or visit the Office of Student Life, Room A160.

Lockers

Students may register for lockers for the semester at the Des Plaines campus. The student lockers are located only in the following student lounges, Rooms 2115 and 2521. Contact the Office of Student Life, Room 1430, for locker assignments.

Center for Promoting STEM

To encourage students to complete a degree and pursue a career in Science, Technology, Engineering, and Mathematics (STEM), Oakton offers a comprehensive program recognized by the National Science Foundation.

STEM mentoring supports students in STEM courses through one-on-one relationships and extracurricular activities.

STEM 200 courses offer students the opportunity to work on a various of STEM research projects.

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 the advantages of a traditional liberal arts college education: small classes, distinguished faculty, and challenging courses at a more affordable cost. With challenging first- and second-year courses, the Honors Program allows students to develop close relationships with faculty members and each other. This encourages the pursuit of individual academic goals while meeting all graduation and transfer requirements.

Learning activities move beyond the classroom. Honors at Oakton sponsors special activities each semester, including theatrical productions, an Honors Speaker Series, and a banquet. Honors Program students participate in national and regional honors organizations as well as campus government, the college newspaper, and athletics.

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

To be admitted to the Honors Program at Oakton, you need one of the following depending on your circumstances:

- For current Oakton students: a 3.5 GPA after at least 12 credit-hours, or a 3.25 GPA with at least one instructor recommendation. (Students with slightly lower GPAs, but still above 3.0, may request an interview to determine eligibility.)
- For students coming from other colleges: a 3.5 GPA or better;
- For recent high school graduates: an ACT score of 25 or better or an SAT of 1200 or better;
- GED of 300 or better.

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 Student Support Services

The mission of TRIO Student Support Services is to provide comprehensive support empowering eligible students to overcome barriers to college success—academic, economic, and social. By fostering close, supportive student/advisor relationships, TRIO assists with educational goals at Oakton.

TRIO services include:

- Course selection advising
- Tutoring assistance
- Transfer assistance
- Multicultural activities
- Financial aid assistance

To participate, students must be U.S. citizens or have permanent residency and meet 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.

TRIO Student Support Services is funded by a grant from the U.S. Department of Education. For more information, visit Room 1740 in Des Plaines or Room A135 in Skokie, call 847-635-1420, email trio@oakton.edu, or visit www.oakton.edu/trio.

myOakton

myOakton web portal can be accessed through Oakton home page or my.oakton.edu. *myOakton* offers services and information that support students in their college activities. The portal includes announcements, registration, records, cashiering, Desire2Learn for online and web-enhanced courses, and email.

Modifying *myOakton* information: Change the content and layout of *myOakton* by choosing the "Content Layout" link in the top left-hand corner of the Home tab. On the "Manage Content/Layout" page, tabs indicate the type of channel available. Add or delete channels, and move feeds using directional arrows.

Note: Transactions through *myOakton*, such as registering, paying bills, and checking grades, cannot be made from outside the United States. In addition, some online classes will not be accessible.

Home

Announcements

Campus announcements provide information of interest to everyone at Oakton, such as college closure because of inclement weather.

Personal announcements target specific groups at Oakton, such as the Student Government Association.

Alert!Oakton

Receive notification about weather-related and emergency closings at Oakton. Sign up for email, text message, or voicemail alerts.

u.achieve®

Students may find out how close they are to a degree or certificate with an unofficial u.achieve® audit. This online tool enables students (with an advisor) to select courses needed to complete the course of study.

Register/Pay/Grades

Personal Information

Students can view and update contact information.

Address Information

Students may update mailing, business, and parent addresses and phone numbers. Permanent address and telephone information must be updated at the Enrollment Center since this information determines in-district residency. Contact the Enrollment Center at 847.635.1700 (Des Plaines) or 847.635.1400 (Skokie) or enrollmentcenter@oakton.edu.

Email Address Information

Each student is assigned an email account designated as the preferred email address. Students may add other email addresses and designate them as the preferred. All emails generated by the college are sent to the preferred email address.

Student Services

Registration

- **Add or Drop Classes** - Find detailed information about each class including meeting time, location, and instructor.
- **Registration Status/Placement Test** - View academic standing, registration permits, and current program of study.
- **Tuition Bill and Payment** - View term charges, make tuition payments, set-up payment plan, approve e-refunds, and authorize other people to have access to billing statements.
- **Student Schedule and Refund Deadlines** - A concise schedule provides course registration at a glance, including detailed course information, class room number, refund and withdrawal deadlines, and instructor email address.

Student Records

- **Final Grades** - Grades are reported at end of term. Short course grades are posted throughout the term. The college calculates GPA and academic standing at end of the semester.
- **Academic Transcript** - View academic record including credit and noncredit courses.
- **Holds** - Students may see detailed information about Holds and Restrictions.
- **Graduation Application** - Petition to graduate and receive a degree or certificate.
- **Tax Notification** - Provides Form 1098-T detail required for determining federal higher education tax credits.

Residency Policy

Proof of Residency

The following will govern the determination of residency of a student, for tuition, and also to validate residency for the purpose of state funding and/or grants:

The college requires students to show evidence, as reasonably as may be required, to demonstrate where they live and intend to maintain a true and permanent home. The Enrollment Center needs such evidence by the **date designated for each semester or term**. Proof is demonstrated by a valid Illinois driver's license, an Illinois state ID, 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, are charged out-of-district tuition for that term. Students who submit proof of residency after the semester/term deadline are charged a late submission fee.

In-District Students

Students 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 in-district students and will be so identified for the purpose of state funding. Attending classes for 30 days is not sufficient to meet the residency requirement. Students who move into the district or state, for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate, through documentation, a verifiable interest in establishing permanent residency.

Out-of-District Students

Students whose legal residence is outside of the boundaries of Community College District 535, but within the state of Illinois, will be classified as out-of-district. 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 Students

Students whose legal residence is outside the boundaries of the state of Illinois will be classified as out-of-state. 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 has been determined, a student may appeal this decision. To appeal the decision of the director of Enrollment Services, the student must write to 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 their permanent address. Students must make such notification in writing, listing 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 primarily will be made at the beginning of the semester/term following the change of residence.

Student Classification Policy

Full-time Students

Students taking 12 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 may contact the Enrollment Center regarding 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 fewer than 12 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.

NOTE:

The following Oakton Community College policies and procedures* contain 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.

**Policies and procedures are subject to change. For up-to-date information, visit www.oakton.edu.*

Selected Admission and Enrollment *Policies and Procedures*

Payment Policy

Due Dates

Payment deadlines appear in the *Schedule of Classes* and at www.oakton.edu/admission/costs_financial_aid/payment.

Payments not received by the due date **may** result in a student being **dropped from all courses**. If full payment is not received and a 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 re-registration fee.

Credit Cards

Oakton Community College accepts debit cards, Visa, MasterCard, and Discover for payment of tuition, fees, and other purchases. Credit card payments may be assessed a convenience fee.

Questions may be directed to the Cashier's Office.

EZ Pay Tuition Payment Plan

To help students meet their educational expenses, Oakton offers a tuition payment plan. This is not a loan; there is no credit check, no interest or finance charges, and no debt is accrued. 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 a checking or savings account
- Credit card/debit cards (Visa, MasterCard, and Discover accepted).

For details and to enroll, visit my.oakton.edu.

All financial aid recipients must enroll in the Financial Aid EZ Pay payment plan. The Financial Aid EZ Pay payment plan appears as a payment option in the student's *myOakton* account, once an Oakton financial aid advisor has determined the student's eligibility for a grant, scholarship, veteran's benefit or student loan; and presented the student with a Financial Assistance Decision and notification letter at least one week prior to the tuition payment due date. Financial aid recipients have the responsibility to meet payment obligations and maintain awareness of deadline dates, including completing their financial aid application on time.

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. Students are responsible for one of the following three types of tuition:

In-District Tuition

In-district 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

Out-of-district tuition is for students who are legal residents of Illinois but who live outside of Oakton Community College District 535. These students pay higher tuition rates than in-district residents.

Out-of-State Tuition

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

Online Courses

All online courses are charged the in-district tuition rate. However, hybrid courses are charged based on residency status.

Exemptions

Business Service Agreement (see page 9)

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 who are 60 years of age or over, prior to the date classes begin for the term for which they are registering, are exempt from paying 50 percent of the tuition rate established for in-district residents. Adult residents 65 years of age or over, who demonstrate financial need can have all in-district tuition waived.

Selected Admission and Enrollment *Policies and Procedures*

Agreements

Chargebacks/Joint Agreement for Oakton District Residents Attending Other Community Colleges

Residents of Oakton Community College District 535 who are seeking a degree or certificate 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.

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 must be made to the Enrollment Center at least 30 days prior to the beginning of the semester, session or quarter of the college the student desires to attend.

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

The president establishes fees in consultation with the Board of Trustees. Fees are subject to change without prior notice, and 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

New students must pay a one-time non-refundable fee to cover the cost of processing student applications. Students who apply for limited enrollment or who enroll in a health care program, do not pay the fee.

Audit Fee

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

Construction Fee

Oakton's construction fee helps fund capital projects approved in the college's Master Plan such as the Lee Center for Science and Health Careers; remodeling Des Plaines classrooms; building the new Student Center, and the Enrollment Center; installing WiFi throughout the campuses; and resurfacing parking lots. Student input played a major role in developing and supporting the five-year Master Plan for these projects.

Course Fees

Certain courses require additional fees noted in class schedules. These vary for each course.

Late Proof of Residency

District residency must be proven before the deadline published in the class schedule, or a late fee is charged.

Registration Fee

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

Re-registration Fee

Any student dropped for nonpayment who then requests to be re-registered for the same semester, must pay this fee.

Returned Check

A service fee is assessed for any check returned by the bank.

Student Activities Fee

All registered students pay 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 60 years of age or over.

Transcript Fee

Students pay a transcript fee to offset processing costs.

Selected Admission and Enrollment *Policies and Procedures*

Refunds Policy

The refund rate is dependent on when a student drops a class. Students are responsible for dropping courses through one of these options:

- *myOakton*;
- In person;
- Written notification to the Enrollment Center;
- Online registration system.

The class schedule, published for each term, and Oakton's website provide information based on the number of weeks in a course. Students may view their concise student schedule in *myOakton* for personalized refund deadlines. Visit www.oakton.edu/admission/costs_financial_aid/tuition_fees/refunds or contact the Enrollment Center for more information.

Enrollment Restrictions

To help students benefit from instruction and achieve success at Oakton, the college will place the following restrictions on enrollment:

1. Students may be required to complete placement tests in reading, writing, and mathematics and/or complete new student orientation prior to registering for classes. Orientation information is available at www.oakton.edu/admission/orientation. Testing information is 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 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.

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 United States armed services, the student may be awarded full academic credit for each course they are still registered in, provided 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 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.

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

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 ensures 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.

Selected Admission and Enrollment *Policies and Procedures*

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 are 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" or "FERPA").

The Act established the right of students to inspect and review their education records; provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants students the right to file complaints with the U.S. Department of Education's Family Policy Compliance Office concerning alleged failures of the college to comply with FERPA; and makes provisions for notice to the students concerning their rights.

FERPA also provides that personally identifiable information ("PII") from students' education records will not be disclosed without the student's written permission, with certain exceptions. One of these exceptions permits a post-secondary institution to disclose PII from education records to designated authorized representatives, including local education agencies, in connection with the audit or evaluation of, State or federally supported education programs. As allowed by this provision of FERPA, Oakton will, on occasion, disclose personally identifiable information from student education records to local education agencies or other authorized entities, for the purpose of evaluating high school educational programs to assess and improve their effectiveness in preparing high school students for courses at Oakton. Agencies or entities, which receive such PII, may not redisclose or make it public. The college is required to keep records of such disclosures, and students have a right to review the record of disclosures of PII from their education records.

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

Students who wish to review their education records must complete the appropriate form and submit it to the director of Registrar Services at the Enrollment Center. Students will be notified in writing of a date and time they 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; participation in officially recognized activities/sports; telephone number; height/weight (for athletic team members); email address; most recent educational institution attended; dates of attendance; course of study; degrees/awards received; and photographs.

To have all of the "Directory Information" withheld, the student must give written notice, in person or if by mail, 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 any time; however, notification must be made 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 U.S. Department of Education FERPA regulations, Oakton Community College policies and procedures, the Oakton Community College Student Handbook, and forms for use in requesting to exercise rights under The Act, are available in the Enrollment Center at the Des Plaines and 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.

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, but are not 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 these events occur, we reserve the right (although we are not required) to notify the students' parent(s), related individual or to provide information to authorities on a "need-to-know" basis.

Selected Admission and Enrollment *Policies and Procedures*

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 18 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 a student would like to grant permission for the Office of Student Affairs to release information about their student records to a third party, please complete the Student Information Release Authorization Form, available at the Enrollment Center and online.

B. Procedure for Inspection

1. Current or former students, who desire to inspect their records, must submit the appropriate form to the Enrollment Center. 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. A student who believes that any material contained in the record is inaccurate, misleading or violates the student's rights, 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 the appropriate form.
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. Stenographic transcripts of the proceedings are available at an additional cost.
5. After 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 a written request filed within 15 days after receiving 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 receiving 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

Oakton does not set college-wide requirements on class attendance. Individual instructors; however, may stipulate 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.

The grade reporting system 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 - discontinued 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 midterm to the end of the 10th week of the regular term); discontinued after August 1996
- W - Withdrawal
- FZ - Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)
- X - Course Still in Progress (discontinued after August 1984)
- R - Repeat (discontinued after August 1984)
- Z - Forgiveness (an "F" grade forgiven for satisfactory performance – no penalty internal only (discontinued 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 grade point average (GPA) at the end of each term and cumulatively.

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

The Standards of Academic Progress will apply after a student has attempted 9 credit hours (including developmental courses).

Categories of Standards:

Good Standing

Students who attain a minimum GPA of 2.0 at the end of each term and cumulatively are in good standing.

Selected Academic Policies

Academic Probation

Students who attain an end of term or cumulative GPA below a 2.0 will be placed on academic probation.

Students in this category will be limited in one or more of the following ways: the number of hours for which they may enroll; specific courses for which they may enroll; and/or enrollment only after meeting with an academic advisor.

Academic Suspension

A student who has two consecutive terms* with an end of term **and** cumulative GPA below a 2.0 will be placed on academic suspension. These students will be suspended from the college for one full term (fall, spring, or summer).

Readmission after this period requires students to complete the *Authorization Request for Student Re-Enrollment* form which must be submitted to an academic advisor at least four weeks before the start of the re-enrollment term.

Note: Students requesting to re-enroll before their suspension period has been served may appeal. Instructions for making an appeal are contained in the *Authorization Request for Student Re-Enrollment* form.

A student wishing to re-enroll after a suspension has been served (or upon successful appeal) will be limited in one or more of the following ways: the number of hours for which they may enroll; specific courses for which they may enroll; and/or enrollment allowed only after meeting with an academic advisor.

**Consecutive terms are those in which a student is enrolled, whether or not there were intervening terms in which the student was not enrolled.*

Academic Dismissal

Students who have returned to the college after one term of academic suspension and who attain an end of term **and** cumulative GPA below a 2.0 will be placed on academic dismissal. These students will be dismissed from the college for one year (12 consecutive months).

To be readmitted after a one-year dismissal, individuals must complete the *Authorization Request for Student Re-Enrollment* form and submit it to the Office of the Vice-President for Student Affairs at least four weeks before the re-enrollment term.

Note: Students requesting to re-enroll before completing a one-year dismissal may appeal. Instructions for appeals are contained in the *Authorization Request for Student Re-Enrollment* form.

A student wishing to re-enroll after one year is served (or upon successful appeal) will be limited in one or more of the following ways: the number of hours for which they may enroll; specific courses for which they may enroll; and/or enrollment allowed only after meeting with an academic advisor.

For more information about Standards of Academic Progress, visit www.oakton.edu/advising/soap.

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.

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 six 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 one - five 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. (Refer to the college catalog for courses that have a restriction on the number of times 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 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 assigned, 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 will normally 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. By contacting the Enrollment Center and requesting an application of the 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 an "F" grade. When an "F" grade is assigned as a result of academic dishonesty, the Forgiveness Policy will not apply.

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

The student is responsible for notifying the college when dropping or withdrawing from a class or classes. 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 or classes, through the official drop date will not have the class or classes, listed on their official transcript. Students who withdraw from a class after the drop period ends, up to the withdrawal deadline, will have the class or classes, listed on their official transcript with a grade of "W." See the *Class Schedule* and student's concise student schedule in *myOakton* for specific refund, drop, and withdrawal dates. The "W" indicator will appear on the official transcript, but 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 a class or classes, 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 any time as a result of disciplinary action. In addition, the vice president or administrative designee may permit a student to withdraw at any time during the 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 have 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, and staff 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 academic integrity, Oakton's faculty members are primarily responsible for maintaining 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. Learning also 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 lifelong 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.

Student and Academic Conduct

Student and Academic Conduct Mission Statement

To provide a safe and civil environment based on Oakton's Academic and Student Codes of Conduct that exemplifies Oakton's values of equity, active learning, personal responsibility, and respect for others.

Students at Oakton are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. It is the college's expectation that students behave responsibly in regards to academic integrity and to respect the rights, privileges, and property of all members of the Oakton Community.

Goals of the Student and Academic Conduct Processes:

1. To reinforce academic and student conduct that promotes Oakton's values to be a positive and inclusive learning environment.
2. To educate students and Oakton employees of students' rights and responsibilities as they relate to these processes.
3. To identify skills, strategies, and educational resources that support student development and help them avoid future violations.

The Code of Academic Conduct

Faculty, staff, and students have a mutual responsibility for establishing a 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.

Violations and Penalties

The Code of Academic Conduct prohibits violations of academic integrity (observed or reported) such 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.

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; and William Rainey Harper College.

Violations of the Code are reported and determined in accordance with the processes described in the procedures relating to academic integrity (P6102, P5102). Penalties for violations of the Code are based on the nature of the violation, and may include any of the sanctions described in the procedures relating to academic integrity (P6102, P5102).

Procedures

DEFINITIONS

All college employees, including full- and part-time faculty members, administrators, and employees in the Library, Learning Center, Instructional Media Services, and Information Technology 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: Abuse of Academic Materials: Destroying, stealing or making inaccessible library, laboratory or other academic resource materials 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; conspiring 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.

Falsification and Fabrication: Altering, counterfeiting or inventing information or material, presented in an academic evaluation activity; “padding” a bibliography with fabricated 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 a 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 the correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information, are common knowledge.

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 assistant director of Student Success 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.

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

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 to provide a timely opportunity to meet and 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 the determination.

C. Faculty Resolution

1. Learning Opportunity

If it is determined 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, rather than invoking the Code of Academic Conduct) the faculty member may consider it appropriate to use this opportunity to advance the student's learning by requiring a redo of 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. Students have the right to refuse the Learning Opportunity Procedure, in which case they must be informed that, in consequence, the instructor may choose to file a complaint alleging academic dishonesty with the vice president for Student Affairs.

2. Documentation

In instances where a Code violation has occurred that would result in a sanction no greater than failure in the assignment or test, and for which the student accepts responsibility, the faculty member may choose to resolve the complaint by documentation (Faculty Resolution of an Academic Integrity Violation). The procedure for doing so requires a meeting between the faculty member and the student to discuss the violation. If the faculty member is confident that the student understands and acknowledges the wrongdoing, and affirms that there are no prior violations, and if the student is willing to accept the penalty considered appropriate by the faculty member (for e.g. 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 themselves by signing the resolution document. This document is then reviewed by the division dean and then kept on file in the Office of Student Affairs for three years. (where it will be kept on file for three years). If the Office of Student Affairs determines that the student has been responsible for prior violations, the matter may be referred to an administrative meeting.

D. Administrative Resolution of Complaint/Administrative Meeting

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

1. Filing a Complaint

If, after talking with the involved student, the faculty member determines that the situation involves an apparent Code violation:

- a. for which the student denies responsibility; or
- b. that may merit a sanction greater than failure in an assignment or failure on a test or completion of an alternative assignment is merited; or
- c. that may warrant failure in the course (in which case the faculty member will confer with the appropriate dean); and if it is determined that an administrative meeting or a panel hearing, is necessary, a detailed complaint must be filed with the Office of Student Affairs.

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 via email that a complaint has been filed and instruct the student to set up an initial meeting with a conduct officer, ordinarily the coordinator for Access, Equity, and Student Rights, to discuss the situation; 3) deny access to transcripts; and 4) place the student's registration on temporary hold, thereby prohibiting a withdrawal from the course in question or registering for future courses until the current complaint is resolved. 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.

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 their administrator or department chair.

2. Administrative Meeting

At the Administrative Meeting, the conduct officer will review both the complaint and the Code of Student and Academic Conduct procedures with the student to be sure the student understands them clearly and is aware of the possible consequences. If it is determined that this is the student's first academic violation, the conduct officer may use the Faculty 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 conduct officer will determine whether: a faculty resolution is appropriate or may find the student responsible with applicable sanctions or schedule a hearing with a hearing panel (Committee on Student and Academic Conduct). The student should understand that, in any case, a record of the procedures will be kept on file for three years.

If a student fails to respond to the notification letter or appear at a scheduled meeting, and makes no alternative arrangement, the conduct officer may make a decision without the benefit of input from the student.

3. Hearing Panel Procedures

A five-member hearing panel will convene from the Committee on Student and Academic Conduct. The Office of Student Affairs will work with the student's schedule as much as possible when setting a date, time, and place for the hearing. The student will also be informed that witnesses may be invited to testify at the hearing and an advisor/support person may be present.

At this hearing, the student will have an opportunity to present evidence and/or make personal statements. Student attendance at this 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 complainant and the information presented by the conduct officer. The complainant must appear as well and present their evidence. An advisor/support person may accompany the student to the panel hearing for support, but will not directly participate in the process.

4. Findings

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

If the hearing panel finds that the student has violated the Code of Student and/or Academic Conduct, the assistant vice president will inform the panel whether the student has been found to have committed other violations in the past.⁶ In that event, assessment of penalties may 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 Student or Academic Conduct" file. The conduct officer 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.

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 Student or 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.

Educational sanctions: Developmental activities related to specific acts of misconduct. The goal is to reduce the probability of repeat behavior, to give students the opportunity to demonstrate personal growth, and to appropriately challenge students (Mackin, M. B., 1993, ASJA Presentation).

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 vice president for Student Affairs (or designee or 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.

Expulsion: Permanent separation of the student from the college. "Administrative Dismissal" will be placed on the student's transcript.

⁶ To be determined by the chair prior to the hearing.

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 immediate dismissal from the course;
- 3) A course grade of F that is not subject to the College's Forgiveness Policy (allowing for the removal of Fs) and, 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) Possible expulsion from the college;
- 7) Disciplinary Loss of Privileges;
- 8) A project to help make reparations 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 the student might be enrolled currently, without refund of tuition or fees.
- 5) Be immediately withdrawn from any courses in which the student 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.

APPEAL RIGHTS AND PROCESS

If the hearing reveals that a student has violated the Code and has 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 received from the vice president for Student Affairs or designee. Addressed to the vice president for Student Affairs or designee, the appeal must be in writing, and must state the grounds for appeal. A student wishing to appear in person before the appellate officer, should say so in the written appeal and a meeting may be arranged that is convenient to both parties.

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.

In the event of appeal, the decision(s) of the vice president for Student Affairs or designee, will be final. In the event the student does not appeal within the required two-week period, the decision(s) of the administrative meeting or the panel hearing, will be final.

Policy for Responsible Use of Information Technology at Oakton Community College

(Adopted by the Board of Trustees of Community College District 535 in March, 1994 as Policy 8330.2; renumbered as Policy 1106 on 7/1/01)

In pursuit of its mission of offering exceptional teaching, educational excellence, and public service, the Board of Trustees of Oakton Community College ("Oakton" or the "College") provides access to information technology facilities and resources for students, faculty members, staff members, and other authorized users within institutional priorities and financial capabilities.

Access to the college's information technology facilities and resources is a privilege granted to college students, faculty members, and staff members and other authorized users. Access to college information technology facilities and resources may be granted by the data owners of that information based on the data owner's judgment of the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss, by the college.

The college reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources. Data owners—whether departments, units, students, faculty members or staff members—may allow individuals, other than college students, faculty members, and staff members, access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement; college policy; or any federal, state, county or local law or ordinance.

College information technology facilities and resources are to be used for the college-related activities for which they are intended and authorized. College information technology facilities and resources are not to be used for commercial purposes or non-college related activities without written authorization from the college. In these cases, the college will require payment of appropriate fees. This policy applies equally to all college-owned or college-leased computers and peripherals.

Information technology provides important means of communication, both public and private. Authorized users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and television). For faculty members, the principle of academic freedom will apply to public communications in all these forms. In accordance with guidelines in procedure, the college may monitor individual usage of any information technology facilities and resources. The college reserves the right to monitor and record the usage of all information technology facilities and resources if threatening or abusive behavior has been reported.

All members of the college community who use Oakton's information technology facilities and resources must act responsibly in their use of the resources. Every user is responsible for the integrity of the resources. All users of college-owned or college-leased information technology facilities and resources must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. Oakton's policy requires that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the college and those on networks to which the college's systems are connected. Access to information technology facilities and resources without proper authorization from the data owner(s), unauthorized use of college computing facilities, and intentional or negligent corruption or misuse of information technology facilities and resources are direct violations of the college's standards of conduct as outlined in Oakton Community College Policies and Procedures, college collective bargaining agreements, and the *Student Handbook*, and may also be considered civil or criminal offenses.

Implementation

The president is responsible for supervising adoption of guidelines to implement this policy. System administrators may adopt additional guidelines for use of their own systems.

Enforcement

Alleged violations of this policy will be processed according to the judicial processes outlined in the Oakton Community College Policies and Procedures Manual, college collective bargaining agreements, the Student Code of Conduct, and the Code of Academic Conduct. Oakton treats access and use violations of information technology facilities and resources seriously. Oakton will pursue criminal and civil prosecution of violators as it deems necessary.

Student Conduct and *Health and Safety Procedures*

Code of Student Conduct⁸ (Student Code)

Oakton Community College is responsible for providing equal access to its educational opportunities and preventing 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 implementation procedures.

The Code of Student Conduct provides 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 that occurs on college premises and other instructional sites or conduct that 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 that violates this standard includes, but is not limited to, the list below.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:
 - 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, written, electronic or physical behavior, such as a disparaging comment, epithet, slur, insult or other expressive outburst, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal, written, electronic 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 that 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, et al.

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 outweighed 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 leave open ample alternative means of communication.

Student Conduct and *Health and Safety Procedures*

- g. Acts of hazing include participation in any act or activity, by an organization or group or by a member of the organization or group, in which a member(s) or prospective member(s) is subjected to an activity that might cause or create, a substantial risk to one's physical or mental health. Hazing includes any act or activity, that might cause, but is not limited to, the following: fear or intimidation; embarrassment or ridicule, physical exhaustion, endangerment, harm, mutilation or alteration of any part(s) of the body; mental fatigue, harassment or duress; and defacement, damage or destruction of property. The intent of the act or the consent or the cooperation of the hazing recipient, shall not constitute a defense of hazing. The college or the hazing recipient, may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either on or off campus.¹⁴
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 on college premises of firearms, explosives, other weapons or dangerous chemicals 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. Use or operation of personal transport devices within campus buildings such as hoverboards, skateboards, bicycles, self-balancing scooters, battery-operated scooters, hands-free segways, etc., with the exception of prior authorization or written consent from the president or the Access and Disability Resource Center.
 14. 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 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.
 15. 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 Rights and Responsibilities

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 that 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 that is also a violation of this Student Code, viz., 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.

¹⁴ Statement derived from Northern Illinois University, page 15, Student Code of Conduct.

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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 status as a student. If the alleged offense is also the subject of a proceeding by a conduct officer or hearing panel under the Student Code; however, the college may advise off-campus authorities about the Student Code and 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.

II. CONDUCT AUTHORITY

- A. In matters involving these procedures, the vice president for Student Affairs will designate a conduct officer or a hearing panel to hear each case.
- B. In matters involving these procedures, the vice president for Student Affairs will develop procedures for the administration of the conduct program and rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
- C. Decisions made by the conduct officer or hearing panel will be final, pending the normal appeal process.
- D. A mediator may be designated as an arbiter/mediator of disputes within the student community in cases that 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. CONDUCT PROCEDURES

A. Charges, Administrative Meetings and the Committee on Student and Academic Misconduct (Hearing Panel)

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 student conduct process. 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 designee 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 conduct officer. Such disposition can be appealed in writing (ordinarily with the assistant vice president of Student Affairs or designee). Appeal decisions will be final and there will be no subsequent meetings or hearings.

A student who wishes to appeal the outcome of the hearing should do so within the deadline on the outcome letter received (ordinarily, (10) ten school days/two weeks from the date of the letter). Addressed to the vice president or designee, the appeal must be in writing, and must state the grounds for appeal: procedural error, new evidence not offered for consideration, excessive/inappropriate sanctions, or involuntary withdrawal. A student wishing to appear in person should say so in the written appeal; a meeting may be arranged that is convenient to both parties. In the event of an appeal, decision(s) will be final. If a student does not appeal by the deadline specified in the outcome letter, the decision(s) of the conduct officer or the hearing panel will be final.

3. All specific charges will be presented to the responding student via email. The student must contact the Office of Student Affairs within the date specified in the notification email to schedule an administrative meeting or panel hearing. In cases where a student has been suspended pending a meeting/hearing, the meeting/hearing should normally take place within three working days. Maximum time limits for scheduling meetings/hearings may be extended at the discretion of the conduct officer or hearing panel.
4. Meetings will be conducted by a conduct officer and hearings will be conducted by the hearing panel according to the following guidelines:
 - a. Meetings/Hearings will normally be conducted in private.
 - b. Admission of any person to the meeting/hearing will be at the discretion of the conduct officer or hearing panel.
 - c. In cases involving more than one responding student, the conduct officer or the chair of the hearing panel may, with discretion, permit the meetings/hearings concerning each student to be conducted separately.
 - d. The complainant and the responding student have the right to be assisted by any advisor/support person they choose, at their own expense. The advisor/support person may be an attorney, for which the student will bear the costs or expenses associated with hiring an attorney. The complainant and/or the responding student is responsible for presenting their own case and; therefore, advisors/support persons are not permitted to speak or participate directly, in any conduct meeting/hearing.
 - e. The complainant, the responding student, and the conduct officer or hearing panel will have the privilege of presenting witnesses, subject to the right of further questioning by the conduct officer or hearing panel.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the conduct officer or at the discretion of the chair of the hearing panel.
 - g. All procedural questions are subject to the final decision of the conduct officer or the chair of the hearing panel.

Student Conduct and *Health and Safety Procedures*

- h. After the meeting/hearing, the conduct officer or hearing panel will determine (by majority vote in the case of a hearing panel) whether the responding student has violated each section of the alleged violations of the Student Code.
 - i. The conduct officer or hearing panel's determination will be made on the basis of whether it is more likely than not that the responding student violated the Student Code.
5. A single verbatim record, such as a tape recording, will be kept of all panel hearings. The record will then become property of the college.
6. Except in the case of a student charged with failing to obey the summons of a conduct officer, hearing panel, or other college official, no student may be found to have violated the Student Code solely because the student failed to appear for the meeting/hearing. In all cases, the evidence in support of the charges will be presented and considered. In the event a student fails to appear for their meeting/hearing, a decision may be made in the absence of the student's input.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code. All sanctions will be issued via email and a copy will be 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 in violation of any institutional regulation(s) during their probationary period.
 - c. **Loss of privileges** - denial of specified privileges for a designated period of time.
 - 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 conduct officer or hearing panel.)
 - g. **Educational sanctions** - developmental activities related to specific acts of misconduct. The goal is to reduce the probability of repeat behavior, to give students the opportunity to demonstrate personal growth, and to appropriately challenge students (Mackin, M. B., 1993, ASJA Presentation).
 - h. **Withdrawal from class** - administrative withdrawal from a class or classes.
 - i. **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 will be specified in the student's conduct outcome letter.
 - j. **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 a part of the student's confidential disciplinary record maintained by the Office of Student Affairs. Upon separation from the college for a year or more, and upon application to the vice president of Student Affairs, 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 seven 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 conduct officer or hearing panel determines that a student has violated the Student Code, the sanction(s) will be determined and imposed by the vice president for Student Affairs or designee. The vice president is not limited to sanctions recommended by the conduct officer or the hearing panel. Following the administrative meeting or panel hearing, the responding student will be advised via an email outcome letter of the case decision, any applicable sanction(s) imposed, if any, as well as the options to appeal the decision.

C. Interim Suspension

In certain circumstances, the vice president for Student Affairs or a designee, may impose a college suspension prior to the administrative meeting or panel hearing.

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.
 - c. If the student poses a definite threat of disruption 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 designee, may determine to be appropriate.

Student Conduct and *Health and Safety Procedures*

D. Appeals

1. A decision reached by the conduct officer or hearing panel or a sanction imposed, may be appealed by the responding student within ten (10) school days/two weeks from the date of the outcome letter. Such appeals will be submitted in writing to the vice president for Student Affairs or 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 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 also considered "students."
3. The term "hearing panel" refers to the Committee on Student and Academic Misconduct.
4. The term "faculty member" means any person hired by the college to conduct classroom/laboratory/practicum activities.
5. The term "official" includes any person employed by the college performing assigned administrative or professional staff responsibilities.
6. 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 or designee.
7. 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).
8. The term "organization" means any collective that has complied with the formal requirements for college recognition.
9. The term "judicial body" means any person or persons, (such as a conduct officer or hearing panel) authorized by the vice president for Student Affairs to determine whether a student has violated the Student and/or Academic Code and to recommend imposition of any applicable sanctions.
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 and Academic Codes of Conduct.
13. The terms "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 designee, for final determination.
- B.** The Student Code will be reviewed periodically under the direction of the vice president for Student Affairs.

VI. INVOLUNTARY WITHDRAWAL PROCEDURE

Oakton Community College prioritizes student welfare and community safety before anything else.

When a student demonstrates conduct that violates Oakton's Code of Student Conduct or other published policies, that behavior will be addressed through the student conduct process. The procedures listed below are not intended to be disciplinary in nature but rather outline criteria for when and how a student may be involuntarily withdrawn from the campus.

A student should not be subject to involuntary withdrawal under these procedures when disciplinary, academic, or other administrative responses are available. There may be situations in which both, this procedure, and the Code of Student Conduct and/or other Oakton published policies are applicable.

A. Criteria for Involuntary Withdrawal

Students may be involuntarily withdrawn from Oakton if the college determines, in accordance with the procedures listed below, that students:

1. Pose a significant danger or threat of causing harm to self or others;
2. Substantially impede the lawful activities of other members of the college community; or
3. Are unreasonably disruptive to the normal teaching and learning environment.

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B. Determination for Involuntary Withdrawal

The involuntary withdrawal process begins when the vice president for Student Affairs and/or the RADAR (Risk Assessment to Determine Appropriate Response) team receives a referral or other information regarding a student who appears to be demonstrating behavior consistent with one or more of the criteria listed above. After reviewing the information received based on:

1. The nature, duration, and severity of the risk of harm or impediment;
2. The probability that impediment or harm will actually occur; and
3. Whether accommodations requested by the student, if any, are reasonable and can be provided by the college to sufficiently mitigate the risk of harm or impediment.
4. The RADAR team determines that the student has demonstrated behavior consistent with one or more of the criteria for involuntary withdrawal from the college as stated above.

Before making a final recommendation to the vice president for Student Affairs, the RADAR team will provide the student with written notice of its consideration of involuntary withdrawal, and of the student's right to request an administrative meeting with a designated Student Affairs officer.

C. Administrative Meeting with Student

If the student requests an administrative meeting the student will be provided with the opportunity, during this meeting, to:

1. Present relevant information for consideration by the RADAR team;
2. Ask questions regarding requirements or recommendations; and
3. Be assisted by an advisor/support person for help throughout the process. Advisors/support persons are not permitted to speak or participate directly in the meeting.

Following this meeting, a member of the RADAR team will inform the student of the team's determination and provide information regarding rights to appeal this decision to the vice president for Student Affairs. The student will also be provided with a description of the conditions which must be met for returning to Oakton.

Prior to proceeding with the involuntary withdrawal process, the RADAR team will encourage the student to voluntarily withdraw under individualized conditions for readmission. Any conditions for readmission following a voluntary or involuntary withdrawal shall be issued to the student in writing by the RADAR team.

D. Interim Involuntary Withdrawal

The RADAR team reserves the right to impose an immediate and interim involuntary withdrawal if it determines that the student poses an immediate danger or threat of causing harm to themselves, others, any part of the college property, or the community.

The RADAR team will provide the student with written notice of an interim involuntary withdrawal, and of the student's right to request an administrative meeting with a designated Student Affairs administrator. Following this meeting, the RADAR team may either continue or cancel the interim involuntary withdrawal. If the interim involuntary withdrawal is continued, the procedures regarding involuntary withdrawal will proceed as described in the above section.

E. Appeal Process

In the event a student disagrees with the decision of the RADAR team for a withdrawal, they may appeal this decision in writing to the vice president for Student Affairs or designee, within 48 hours (2 school days) after receiving the team's written decision. The vice president for Student Affairs or designee will consider the written findings and the decision of the RADAR team, the summary of the meeting with the student (if a meeting was requested), and any written documentation considered by members of the RADAR team in rendering its decision.

Appeals must be made on the basis of one or more of the following grounds:

1. Facts contained in the RADAR team's decision include inaccurate information;
2. New and relevant information have come to light that was not previously available to the RADAR team for consideration. In such cases, the new information may be offered to the vice president for Student Affairs or designee, for consideration on appeal;
3. Due process was violated and was not afforded to the student in question under the "Involuntary Withdrawal Procedures" outlined by Oakton.

The vice president for Student Affairs or designee shall issue a written decision within five (5) business days after receiving the appeal. This decision shall be final.

F. Interim Suspension Pending Appeal

An interim suspension will remain in effect pending appeal.

Student Conduct and *Health and Safety Procedures*

G. Conditions of Involuntary Withdrawal

Students who have been involuntarily withdrawn from Oakton are generally not permitted to be on campus or campus property or participate in college-sponsored activities or events. However, a student who has been involuntarily withdrawn or suspended on an interim basis pending an appeal may be on campus, with the permission of the vice president for Student Affairs or designee for the purposes of participating in the processes detailed in the above sections or as otherwise required and appropriate in the discretion of the vice president for Student Affairs or designee. Students are responsible for contacting appropriate Oakton offices and departments in order to ensure that their academic and financial affairs (including financial aid) are in order. All determinations as to the effect of an involuntary withdrawal in these areas will be made by the applicable college areas in accordance with existing Oakton policies and procedures.

H. Applying for Readmission

Students who are involuntarily withdrawn from the college will have a hold placed on their records that will prevent them from being readmitted or re-enrolled in the college, except as stated in this paragraph. Students may request readmission or re-enrollment, to the college by providing to the vice president for Student Affairs, appropriate documentation from a licensed healthcare provider, of their choice, who has conducted a comprehensive evaluation and assessment of the student and concluded that the student does not pose a serious threat of harm to self or others. In cases where the RADAR team has imposed conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions. The decision to readmit a student who has been involuntarily withdrawn remains the sole discretion of the vice president for Student Affairs.

The Codes of Conduct

COMMITTEE ON STUDENT AND ACADEMIC CONDUCT

The Committee on Student and Academic Conduct consists of 20 members: eight full-time faculty members—including two from each academic division—selected by the Faculty Senate; four administrators, including the assistant director of Student Success; at least two academic deans, selected by the vice president for Student Affairs; five full-time staff selected by the OCCSA; and three students selected by the Student Government Association (SGA). In addition, the assistant vice president for Student Affairs serves in a continuing capacity as an ex-officio member. Faculty, staff, and administrators serve two-year, staggered terms. Students serve for one year, although terms may be renewed for an additional year at the discretion of the SGA.

The vice president for Student Affairs (or designee) is responsible for supervising the activities and records of the committee, including its meetings as a committee of the whole; its meetings as a hearing panel; and all forms, files, and administrative activities related to routine business.

Each allegation forwarded to the vice president for Student Affairs is adjudicated either through an administrative meeting conducted by a designated conduct officer—ordinarily the coordinator for Access, Equity, and Student Rights—or through a formal hearing conducted by a five-member hearing panel (at least one administrator, one faculty member, one staff person, and one student) selected from the committee by the vice president or designee. In addition, the assistant vice president for Access, Equity, and Diversity (nonvoting member) chairs the panel and moderates the hearing.

In addition to resolving student and academic conduct allegations via hearing panels, the committee: (a) conducts periodic reviews of the Codes of Student and Academic Conduct and their associated procedures, and makes recommendations to the vice president for Student Affairs regarding modifications, updates, and changes; (b) develops an outreach and informational plan to assist faculty in promoting academic integrity and preventing cheating, inappropriate or unacceptable behavior among students; (c) participates in periodic professional development training on current disciplinary practices, as well as equity/anti-bias practices and other training sessions; (d) recommends creative sanctioning options for use by hearing panels; (e) recommends and/or undertakes research projects related to student and academic conduct issues; and (f) participates in the preparation and dissemination of an annual report of its activities including a synopsis of academic integrity and student behavioral complaints, cases, outcomes, emerging trends and issues (in aggregate form).

Nondiscrimination Policy

Oakton Community College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, military status, socioeconomic status, sex or gender, gender identity 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 chief diversity officer/assistant vice president for Student Affairs or the chief human resources officer, Oakton Community College, 1600 East Golf Road, Des Plaines, Illinois 60016, 847-635-1600.

Sexual Misconduct Policy

It is the intent of this policy to prevent any occurrence of sexual misconduct at the college and to inform all members of the college community of the procedures to follow if questions or problems arise. To provide an environment conducive to learning and to professional performance and development, the college shall not tolerate sexual misconduct in any form by any employee, student or third person.

Oakton Community College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other prohibited acts (whether sexual in nature or not) that are forms of sex-based discrimination include dating violence, domestic violence, and stalking.

The college issues this statement of policy to inform the community of our comprehensive plan that addresses sexual misconduct and our educational programs and procedures that attend to matters of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and after it is reported to a college official. In this context, the college reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the community.

To oversee the implementation of this policy, Oakton Community College has established a team of staff members and administrators that includes the Title IX Coordinator and representatives from Student Affairs, Human Resources, Oakton Police, and Student Conduct. The team will meet at least once annually to develop, review, and revise protocols, policies, and procedures for addressing domestic and sexual violence on campus.

For a full copy of the policy and procedures, visit www.oakton.edu/about/title_ix_sexual_misconduct or call the Office of Access, Equity, and Diversity at 847-635-1745, or TitleIX@oakton.edu.

Sexual Misconduct Complaint Procedure

Any student, employee or third party who believes he or she has been subject to any form of sexual misconduct or any student, employee or third party who believes that they have witnessed an incident of sexual misconduct, should report the incident to the vice president for Student Affairs, the chief human resources officer, the Title IX Coordinator or a designee (the "Administrator"). When possible, the report should be made in writing or completed online. The procedures and to fill out a report online can be found at www.oakton.edu/about/title_ix_sexual_misconduct/procedures.php. Any college employee who receives a complaint of sexual misconduct 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 misconduct. The Administrator may waive this deadline in appropriate circumstances.

The initiation of a complaint of sexual misconduct 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 misconduct. 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 reported harasser of their decision and any disciplinary and corrective action in writing.

If either the complainant or reported harasser disagrees with the decision of the Administrator, they 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 their decision within 14 days of the appeal. The decision of the president shall be final.

The college has procedures in place that serve to be sensitive to those who report sexual misconduct, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as academic, transportation, and working accommodations, if reasonably available. Students and employees should contact the Office of Student Affairs at 847-635-1739 or the Department of Human Resources at 847-635-1675 to discuss these resources and accommodations.

Sex Offender Registration at Oakton Required

Effective January 1, 2012, the Sex Offender Registration Act requires that any sex offender or sexual predator, who will be employed at or enrolled in, classes at Oakton for five or more days or an aggregate of more than 30 days in a calendar year must also *register within three days of attendance or employment at Oakton by reporting in person to the Oakton Police Department*. Students/employees who fail to register their status as a sex offender are in violation of the registration act and face arrest and dismissal from the college.

Sex Crimes Prevention Reporting

The Campus Sex Crimes Prevention Act, which became effective on October 28, 2002, is a federal law that provides for tracking convicted sex offenders enrolled at or employed by, institutions of higher education. This Act requires colleges to issue a statement advising the campus community where information concerning registered sex offenders may be obtained, and makes the college responsible for providing the name, address, birth date, place of employment, school attended, and offense, to any individual on campus requesting information concerning sex offenders attending or employed by the college.

The Illinois State Police maintains a list of all sex offenders required to register in the State of Illinois. Working with the Illinois State Police, the Oakton Community College Police Department also maintains a sex offender list that contains the names and information for all known sex offenders enrolled at or employed by, the college. This database is updated daily and can be found at www.isp.state.il.us/sor. Using a specific student or employee name and county of residence, a search of the database to identify the individual's status can be completed.

Substance Abuse Policy

As an educational institution, the college has an obligation to encourage those responsible behaviors that 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 purpose, to influence attitudes through education, and to prohibit substance abuse. 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 that 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 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. Download the full brochure from the Admission web page (www.oakton.edu/admiss). Go to "Register for Class" on the left and then "Student Right to Know."

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 designee responsible for convening the multi-disciplinary team. The vice president or 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 to 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 designee. The team will consult with the student, the 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

After completing 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 serve on the multi-disciplinary team.

Recommendations concerning the student's attendance will be made at these multi-disciplinary conferences by the vice president or 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 that 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 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 attendance is appropriate. In the event that an emergency medical situation occurs, the vice president or 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.

Student Conduct and *Health and Safety Procedures*

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, fax or online. 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.

IX. ADDITIONAL RULES AND REGULATIONS

The college president or 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

Appendix

1. Class I

a) The following diseases must be reported immediately within three 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 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 | |

Student Conduct and *Health and Safety Procedures*

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 also should be reported, along with major signs and symptoms.

Police Department: Traffic/Parking

The Police Department provides a safe, learning environment and protects college property. Officers of the department are certified police officers. The Police Department also provides a variety of public services, as well as the standard services of a police department.

Appointment of Oakton's Police Officers and Traffic/Parking Regulations

I. APPOINTMENT OF POLICE 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 Police Department to protect the properties and interest of the college, its students and personnel, as well as enforce the traffic and parking regulations of the college as established below.

II. TRAFFIC CONTROL DEVICES AND SIGNS

- The drivers of all vehicles must obey traffic control devices and signs on all college roads and parking lots.
- No unauthorized vehicle is permitted on walkways or grass areas, of the campus grounds.
- Parking in aisles or fire lanes is prohibited.

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, road conditions or other safety considerations.

IV. PARKING REGULATION CODE

Registration

Vehicles operated by college personnel must be properly registered through the Police Department with a 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 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 and are valid for a two-week period only, with one renewal permit allowed.
- No vehicle is permitted to be parked overnight on campus grounds without prior authorization from the Police Department.
- 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.

Student Conduct and *Health and Safety Procedures*

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
- Students
- Faculty/Staff/Administrators
- Reserved
- Motorcycles
- Bicycles

V. PARKING AND TRAFFIC VIOLATIONS

The chief of police 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 with no warning ticket.
- 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 or 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 a hazardous manner; failing to obey traffic signs) will be subject to a \$40 fine(s) with no warning ticket.
- All moving and equipment violations will be subject to a \$40 fine(s); a warning may be issued.

VI. PENALTIES

Violators will be required to pay the appropriate fine within 30 days after the violation has been occurred 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.

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 the Police Department or the Office of Student Life (for students) within 21 calendar days following the receipt of the citation. The appeal must contain a statement of the specific grounds for appeal. Hearings will take place on the first Monday of each month. In the event that the designated Monday is a holiday, the hearings will take place as soon as possible. Failure to appear at the hearing will constitute withdrawal of the request for appeal unless a written request for a delay with sufficient reason(s) has been received by the Office of Student Life or Police Department prior to the scheduled hearing date. The chief of police or designee, will be at the hearings to present evidence and/or 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 Student Life or designee, will also be a member of the Student Judicial Board. Two students and the director of Student Life or 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 or alternate, a staff member or his/her alternate, all appointed by the president. The vice president for Business and Finance or designee, also will 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.

Smoke-Free Campus Policy

Effective July 1, 2015, the college will comply with the Smoke Free Campus Act (110 ILCS 64) that prohibits smoking on college property, including in all indoor and outdoor space and in all college-owned vehicles.

Definition: "Smoking" means the lighting or burning of any type of cigar, cigarette, electronic cigarette, pipe or any other smoking equipment, whether filled with tobacco or any other type of material.

Littering of any smoking product or any other waste product on college property is prohibited.

This policy applies to any individual on college property, including but not limited to students, faculty, staff, other employees, subcontractors, volunteers, visitors, and members of the public.

Violation may result in monetary fines issued by Oakton Police and/or disciplinary actions by the appropriate administrative office.

Smoking Violations

The chief of CRN may delegate the issuance of citations to trained cadets. Violators of the smoke-free campus policy will be required to pay fines as established below:

- Smoking on campus property will be subject to a \$50 fine for each violation. A warning may be issued for the first offense.
- Noncompliant students may be referred for disciplinary actions by the appropriate administrative office.
- Noncompliant college employees may be referred to their respective supervisor.

Penalties

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

Students: Grade reports, transcripts, and registration will be withheld.

College employees: The amount of the unpaid smoking citation fines will be deducted from the individual's payroll check.

Appeals Process (Due Process)

Anyone who has received a citation for an alleged violation will have the right to appeal. The request for an appeal must be in writing. Appeal forms may be obtained from and returned to either the Office of Student Life (for students) or CRN (for employees) within 30 calendar days following the receipt of the citation. The appeal must contain a statement of the specific grounds for appeal. Hearings will be on the first Monday of each month. In the event that the designated Monday is a holiday, the hearings will be scheduled as soon as possible. Failure to appear at the hearing will constitute withdrawal of the request for appeal unless a written request for a delay, with sufficient reason(s) given, has been received by the Office of Student Life or by CRN prior to the scheduled hearing date. The chief of CRN or designee will be at the hearings to present evidence and/or to give oral statements.

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

College employees: An employee may appeal to the Appeals Board, which will be comprised of a faculty member (or alternate) and a staff member (or alternate), all appointed by the president of Oakton Community College. The vice president for Business and Finance or designee also will be a member of the Appeals Board. The decision made by the majority of this body will be considered as final.

Our Mission, Vision, and Values

Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving equity in student outcomes.

Values

A focus on Oakton students is at the core of each of these values.

- We exercise **responsibility** through accountability to each other, our community, and the environment.
- We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.
- We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.
- We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.
- We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.
- We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

Adopted by the Board of Trustees, March 21, 2017



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