

STUDENT LIFE POLICIES

POLICIES GOVERNING STUDENT LIFE

In order to ensure that all students are treated fairly, the College of Lake County has developed policies governing student life.

Student Rights and Responsibilities Policy Preamble

It is the responsibility of the college to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment. When students choose to attend CLC, they accept the Student Rights and Responsibilities Policy as members in the college's academic and social community. Each person has the right and ability to make personal decisions about his or her own conduct. Just as importantly, each person has the responsibility to live with the consequence(s) of his or her decision making.

The Student Rights and Responsibilities Policy

The CLC Guide to Student Rights and Responsibilities Policy (SRRP) is designed to implement this policy and can be found at: www.clcillinois.edu/SRRP. (To request a printed copy, contact the Student Development Office in Room A213, (847) 543-2048). The procedures describes student rights and responsibilities, as well as examples of misconduct inconsistent with the academic environment at CLC. Types of misconduct can range from acts of dishonesty (cheating, plagiarism, forgery, etc.) to speech and related behavior that is disruptive or likely to be substantially disruptive to others or to the college environment (conduct that is likely to provoke a violent reaction, constitutes harassment/abuse, is aggressive, disorderly, lewd or indecent, attempted or actual theft, etc.). Included are responses to such behaviors and possible sanctions that are intended to educate and safeguard members of the college. The table of contents of the CLC Guide to Student Rights and Responsibilities Policy is as follows:

- I. Student Rights
- II. Standards of Conduct
- III. Academic Concerns Process and Procedures
- IV. Student Conduct Process and Procedures
- V. Sexual Misconduct and Title IX Process and Procedures
- VI. Student Discrimination and Harassment Complaint Process and Procedures



- VII. Involuntary Withdrawal Process and Procedures
- VIII. Definitions
- IX. Disciplinary Records
- X. Interpretation and Revision

Student Rights

Students are entitled to enjoy the rights protected by the United States and Illinois Constitutions and laws, subject to legally recognized restraints that may be imposed because of the college's role and function. Students should exercise these rights reasonably and avoid violating the rights of others. See the CLC Guide to Student Rights and Responsibilities Policy (SRRP) for more information.

Standards of Conduct

The college considers the behaviors described in the following sub-sections as inappropriate for the college community. Any student found to have committed or to have attempted to commit the following actions is subject to the sanctions outlined in Sections III through VII. See the CLC Guide to Student Rights and Responsibilities Policy (SRRP) for a list of examples of unacceptable behavior and conduct.

Student Conduct Process and Procedures

Alleged acts of misconduct that are not sex- or gender-based discrimination or harassment will be investigated pursuant to the Standards of Conduct and any sanction rendered as a result of that process can be found in the CLC Guide to Student Rights and Responsibilities Policy.

Sexual Misconduct and Title IX Process and Procedures

CLC complies with the requirements of Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance, and the IL Preventing Sexual Violence in Higher Education Act of 2015.

Alleged acts of misconduct related to sex-based or gender-based discrimination, including sex and gender-based harassment and sexual violence, will be investigated and be subject to the requirements of the disciplinary procedures pursuant to CLC's Sexual Misconduct and Title IX Policy and Procedures, and any sanction rendered as a result of that process is described in the CLC Guide to Student Rights and Responsibilities Policy.

Under Title IX, designated Responsible Employees are obligated to directly report to the Title IX Coordinator or appropriate Deputy Title IX Coordinator any reports of sexual misconduct made to or observed by them. CLC requires everyone in the campus community to report the suspected abuse of children (those under the age of 18).

For more information visit www.clcillinois.edu/titleixservices.

The table of contents of the CLC Sexual Misconduct and Title IX Procedures is as follows:

- I. Introduction
- II. Notice of Coordination with Non-Discrimination Policy and Notice of Non-Discrimination
- III. Definitions
- IV. Title IX Coordinator and Deputy Title IX Coordinators
- V. Reporting Sexual Misconduct
- VI. Jurisdiction and Reporting Timeframes
- VII. Confidentiality
- VIII. What To Do if You are Sexually Assaulted
- IX. Hospitals for Survivors of Sexual or Domestic Assault
- X. Protection Orders and No Contact Orders
- XI. Interim Measures and Protective Measures
- XII. Investigation and Resolution of Sexual Misconduct Complaints
- XIII. Prohibition on Retaliation
- XIV. Risk Reduction
- XV. Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking
- XVI. How to Contact the Department of Education, Office of Civil Rights

To ensure compliance with Title IX, CLC has a designated Title IX Coordinator and Deputy Coordinators who are responsible for developing, adopting and making this policy and procedures available to the college community.

Individuals of the CLC community who believe they have been discriminated against or harassed because of their gender, who have been subjected to sexual harassment, sexual assault, sexual misconduct, or relationship violence in violation of college policy, or who have witnessed such activity against another, may file a complaint or obtain information and assistance from the college's Title IX Coordinators and their respective offices.

Any individual with questions regarding the application of Title IX may also contact the office for Civil Rights, U.S. Department of Education, 500 W. Madison St., Chicago, IL, 60661-4544, (312) 730-1560 or (800) 421-3481, or email OCR.Chicago@ed.gov.

Any inquiries concerning the application of Title IX at the College of Lake County may be referred to the Title IX Coordinator:

Teresa G. Aguinaldo, Dean, Student Life
College of Lake County
19351 W. Washington Street
Grayslake, IL, 60030
Room B106, (847) 543-2288
com401@clcillinois.edu

Student Discrimination and Harassment Complaint Process and Procedures

It is the policy of CLC to prohibit discrimination on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status.

Alleged acts of misconduct related to discrimination and harassment that is not sex-based or gender-based will be investigated and be subject to the requirements of the disciplinary proceedings pursuant to the Student Discrimination and Harassment Complaint Procedures and any sanction rendered as a result of that process is described in the CLC Guide to Student Rights and Responsibilities Policy.

Academic Complaint Process and Procedures

Students have a procedure by which they can address their academic concerns such as class policies, quality of instruction and faculty issues. Any student with an academic concern can complete an online form available on the CLC website. Student concerns will be addressed in a timely fashion by the appropriate academic division. The CLC Guide to Student Rights and Responsibilities Policy has additional details regarding appropriate steps in the process.

Notification of Rights under FERPA For Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. They are:

1. The right to inspect and review one's educational records within 45 days of the day the College of Lake County receives a request for access. Students should submit to the Registrar, a written request that identifies the record(s) they wish to inspect
2. The right to request the amendment of one's educational records that one believes are inaccurate or misleading. Students must write to the Registrar, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College of Lake County decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in one's educational records, except to the extent that FERPA authorizes disclosure without consent. Examples in which disclosure without consent is permitted include that of disclosure to school officials with legitimate educational interests and to appropriate parties in order to protect the health and safety of students or other individuals. A school official is a person employed by the College of Lake County in an administrative, supervisory, academic, research or support staff capacity (including law enforcement personnel and health staff), a person or company with whom the College of Lake County has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. CLC is responsible for taking appropriate measures to permit only those school officials with

legitimate educational interests to access individual records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College of Lake County discloses education records without consent to officials of another school at which a student applies or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College of Lake County to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave., SW
Washington, DC 20202-4605

At the College of Lake County, directory information consists of a student's name, address, email, student username, telephone number, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards achieved and most previous education agency or institution attended by the student. As directory information, the college may use this data internally, as well as release it at the college's discretion without prior consent.

The release of directory information without consent shall be limited to legitimate educational purposes or in accordance with the Solomon Amendment.

Any student objecting to the release of all or any portion of such information must notify the Records Office in writing. The restriction will remain in effect until revoked by the student in writing.

Student Right-to-Know

In compliance with student right-to-know legislation signed into law on November 8, 1990 and amended by PL 102-26 in 1991, information on completion rates for students at the College of Lake County is available by contacting the Office of Institutional Effectiveness, Planning and Research, Room L112, Grayslake Campus, (847) 543-2096. To learn more, visit: www.clcillinois.edu/consumerinfo.

STUDENT USE OF INFORMATION TECHNOLOGY

In pursuit of its teaching and learning mission, the college provides access to Information Technology (IT) facilities and resources for students, faculty, staff and other authorized users according to institutional priorities and financial capabilities.

This access is a privilege granted by the college and is governed by such factors as relevant laws and contractual obligations, the nature and need of the information sought by the user and the risk of damage or loss to the college.

The myLogin account is the student's electronic identity at the College of Lake County. These credentials allow online access to services including myStudentCenter, email and Blackboard. Usernames are based on first and last name. If another user has a similar name, alternates are provided when the account is created. Once a username is created it cannot be changed unless documented evidence of a legal name change is provided.

The college reserves the right to limit, restrict, extend or deny computing privileges and access to its IT resources. The college may allow individuals other than college students, faculty or staff members access to information 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.

Information Technology Services 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 (email, SMS, web and Social Media). The college reserves the right to monitor and record the usage of all college-owned Information Technology facilities and resources.

All members of the college community who use IT facilities and resources must act responsibly in their use of the resources. All users of the college's IT facilities and resources must respect the rights of other users, respect the integrity of the physical facilities, comply with all pertinent licenses, contractual agreements and operating procedures and uphold the highest standard of ethics. Information Technology shall only be used for the purposes of teaching and learning, administration, economic development or research.

Unacceptable Use of Information Technology

1. It is not acceptable to use the college's equipment or facilities for any purposes that violate federal or state laws.
2. It is not acceptable to use the college's facilities in such a way as to interfere with or disrupt network users, services or equipment. Such interference or disruption includes, but is not limited to, the following: conducting profit-making activities or distributing unsolicited advertising unrelated to the College of Lake County; transmitting threatening, obscene or harassing materials or otherwise unwelcome email; propagating computer viruses; playing computer games; doing intentional damage or otherwise interfering with other individuals' use of the internet, computer files or programs; copying college-owned software for personal use or using the network to make unauthorized entry to other computing, information or communications devices or resources.

Enforcement

Intentional or negligent corruption or misuse of IT facilities and resources is a direct violation of the college's standards for conduct. Alleged violations of this policy will be processed in accordance with the processes outlined in the college's Policy Manual, collective bargaining agreements and the statement of Student Rights and Responsibilities. Access and use violations of Information Technology facilities and resources will be treated seriously. The college will pursue criminal and civil prosecution of violators as it deems necessary.

Recording Guidelines

The use of recording devices by a College of Lake County student is dependent upon the particular course, program and the permission of the instructor. CLC students acknowledge that their classroom discussions and participation may be recorded. CLC students further acknowledge that any authorized recording of a class or program is for their use only and may not be accessed or utilized by any other individual. Use of any course or program recordings shall be used for educational purposes only and no replication or reproduction of the recording shall be made without the express written consent of the instructor and College of Lake County. Any student determined to have violated this procedure/rule shall be subject to discipline under the college's Student Rights and Responsibilities Policy.

Students requesting to record a class pursuant to the Americans with Disabilities Act shall contact the Office for Students with Disabilities at (847) 543-2055.

ATTENDANCE

The responsibility for attendance at all scheduled class and laboratory meetings rests with each individual student. When students are absent for reasons of illness or emergency, they are responsible for course work missed and should consult with the instructor before or at the next meeting of the class. Students who find it necessary to be absent from a class should inform the instructor in advance, if possible.

RELIGIOUS OBSERVANCE

The college accommodates individual students' religious observances in regard to admissions, class attendance, scheduling of examinations and work. To request accommodation, students who expect to miss classes, examinations or other assignments as a consequence of their religious observance shall provide instructors with advance notice of the date or dates they will be absent. Absence from classes or examinations for religious observance does not relieve students from responsibility of any part of the course work required during the period of absence. Students who believe that they may not have been reasonably accommodated should contact the instructor of the class or the academic division dean.

If the issue is not resolved at the department level, students may seek redress through the Academic Concerns Procedure for Students and the Student Rights and Responsibilities Policy.

CLEAN AIR SMOKE-FREE POLICY

To promote a healthy atmosphere for the College of Lake County, support environmental sustainability efforts, decrease maintenance costs and to comply with the Smoke-Free Campus Act and the Smoke-Free Illinois Act, the college prohibits smoking and the use of any tobacco products on campus. The prohibitions on smoking do not apply to instances in which an individual, in a vehicle not owned by the college, travels through or parks on campus.

CONCEALED CARRY

Persons entering upon College of Lake County property must comply with the Illinois Firearm Concealed Carry Act (430 ILCS 66/1 et. seq.).

ABANDONED NEWBORN INFANT PROTECTION ACT – SAFE HAVEN

The College of Lake County shall comply with the Abandoned Newborn Infant Protection Act and extended definitions of Acts ILCS 325/2.1-2.70 & ILCS 325 2/10). The act is intended to enable the parent(s) of a newborn to relinquish the infant to a safe environment, remain anonymous and avoid civil or criminal liability for relinquishing the infant.