

Employees who fail to register with Human Resources within 3 days of employment or conviction will be subject to dismissal.

Note that this IECC registration process is in addition to their responsibility to register with their agency of jurisdiction in which they reside as well as the agency of jurisdiction where they attend school/work.

Due to the presence of minors, IECC has the right to limit access by sex offenders to courses, programs, and areas on campus.

### **Illinois State Police Sex Offender Registry**

To access the statewide registry, or for additional information regarding registered sex offenders in Illinois, visit <https://isp.illinois.gov/Sor/Disclaimer>.

### **CHRONIC COMMUNICABLE DISEASES (100.10)**

Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and college personnel on the basis of qualified medical advice. Contractors to IECC District 529 will be expected to cooperate in implementing this policy.

### **HAZING POLICY (500.28)**

Illinois Eastern Community Colleges (IECC) policy promotes healthy, safe, and balanced lifestyles within the college community. Individual students, student organizations, and athletic teams play a vital role in this process, and provide transformative opportunities for friendship, leadership, and personal growth and discovery. Hazing of any kind is contrary to this policy and illegal in Illinois; therefore, IECC expressly prohibits hazing activities, whether by an individual or an organization. Hazing may also lead to the probation, suspension, or termination of a student organization or athletic team. Disciplinary actions and the appeal process follow the protocol outlined in IECC's Student Code of Conduct which can be found at [www.iecc.edu/studentconduct](http://www.iecc.edu/studentconduct).

#### **Consent**

Because of the socially coercive nature of hazing, implied or expressed consent by anyone to hazing is not a defense under this policy.

#### **Definition**

For the purposes of this policy, hazing is defined as any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with any IECC college; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also

includes soliciting, directing, aiding, or otherwise **participating actively or passively** in the above acts.

### **IDENTITY THEFT**

Identity theft is a widespread and growing national problem. Identity theft occurs when someone wrongly obtains your personal information, such as your Social Security number or driver's license number, and uses that information to obtain credit cards, loans or merchandise and services in your name. In order to control reasonably foreseeable risks to students from identity theft, Illinois Eastern Community Colleges has an Identity Theft Prevention Program and Policy. For more information, visit [www.iecc.edu/idtheft](http://www.iecc.edu/idtheft).

### **STUDENT CONDUCT POLICY (500.8)**

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health, and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy establishes the Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the college catalog, program and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling. It can be viewed at [www.iecc.edu/studentconduct](http://www.iecc.edu/studentconduct), and is available upon request in the Student Services Office at each campus.

### **POLICY TO ADDRESS A COMPLAINT (100.16)**

IECC is committed to providing students with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of student complaints. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policies and procedures.

Students are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not resolved informally, a formal written complaint may be filed in the following manner.

### **Filing a Complaint with IECC**

Students shall follow the steps defined below for complaints not governed by other IECC policy and procedure (e.g. sexual harassment, grade appeals, ADA, Student Code of Conduct, and readmission petitions).

**Step 1:** Within ten days of the incident causing the complaint, the student shall attempt to resolve the matter informally. The student should meet with his/her instructor or service provider. If the matter is not resolved within ten days from the date of the meeting, the student may file a formal written complaint.

**Step 2:** Within five days from the expiration of days under Step 1, the student (complainant) may file a formal written complaint with the College, which will be reviewed by the appropriate personnel. The written complaint should include, at a minimum, the student's name, details of the complaint, supporting data, and a desired outcome. If the complaint is against the administrative officer defined in any Step, the complainant shall advance to the next Step. A written response shall be provided to the complainant within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.

**Step 3:** Within five days of receipt of the response under Step 2, the complainant may file a formal written appeal with the President. The President shall appoint an Appeal Committee composed of two students, two faculty members, and one administrator. The Committee's recommendation will be forwarded to the President within ten days. The President will render a written decision concerning the appeal within five days from receiving the Committee's recommendation. If the matter is not resolved, then Step 4 shall apply.

**Step 4:** Within five days of receipt of the response under Step 3, the complainant may file a formal written appeal with the Chancellor. Upon review, the Chancellor may dismiss the complaint with or without meeting with the complainant. Alternately, the Chancellor may arrange a meeting with the complainant. All decisions of the Chancellor are final.

### Legal Counsel

Students are entitled to due process and have the right to their own legal counsel at any time.

### Retaliation

Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

### Time Limits

Days are defined as days in which the district office and the colleges are normally open to conduct business. The time limits prescribed for each step shall be adhered to unless there has been mutual agreement between the complainant and the administrator to extend the time limits. Failure by the administration at any step of the

process to communicate the decision on a complaint within the specified time limit shall permit the complainant to proceed to the next step. Failure on the part of the complainant to appeal the decision to the next step within the specified time limits shall be deemed to be an abandonment of the complaint.

### Withdrawal

The student may withdraw his/her complaint at any time.

### Records

A log of formal complaints and the resulting records will be retained for a minimum of five (5) years.

### Administrative Review

Student complaints are reviewed annually to determine trends and to ensure complaints are addressed in a timely manner and in accordance with this procedure.

### **Filing a Complaint with ICCB**

Students who are not satisfied with the results of an appeal may file a complaint with the Illinois Community College Board by following the information provided on the IECC website at

<https://www.iecc.edu/studentcomplaint>.

### **Filing a Complaint with HLC**

The Higher Learning Commission will receive complaints for matters related to potential substantive noncompliance with the Criteria for Accreditation or other HLC requirements. HLC contact information is available at

<https://www.iecc.edu/studentcomplaint>.

### **Students in Distance Delivery Education**

Students attending IECC via distance delivery are governed by the same policies and procedures outlined in Policy 100.16 and this procedure. Additional complaint resources for distance education students are available at

<https://www.iecc.edu/studentcomplaint>.