

# STUDENT RIGHTS & RESPONSIBILITIES

## AMERICANS WITH DISABILITIES ACT (100.12)

Illinois Eastern Community Colleges is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended. IECC provides opportunities to qualified persons with disabilities in employment and in access to education, programs, services, and activities, when doing so will not pose an undue hardship or fundamentally alter the operations of the institution. Individuals with a qualifying disability who might require modifications to policies, practices, or procedures in order to participate in college directed and supported functions or employment opportunities, must self-identify in order to request reasonable accommodations. IECC has a documented interactive course of action for processing accommodation requests. A synopsis of the process for students (current or prospective) is as follows:

1. Student meets with the Deputy ADA Coordinator at their college at the earliest date possible prior to the beginning of a semester for which accommodations are requested. (ADA Coordinators are easily accessible and identified across the District via bulletin board postings.)
2. Student submits a Student Request for Accommodations form, along with appropriate documentation, to Deputy ADA Coordinator.
3. Deputy ADA Coordinator determines if the request for a reasonable accommodation can be granted and provides a written response to the student within 7 days of receiving the request/required documentation.
  - If the request is approved, a comprehensive plan will be developed resulting in an Accommodation Letter which describes the approved accommodations. The student is responsible for circulating this letter to the appropriate college personnel and should follow up with the ADA Coordinator if accommodations are not implemented in an effective and timely manner.
  - If the request is denied, the student may appeal the decision by contacting the District ADA Coordinator within 10 business days upon receipt of the written denial. The District ADA Coordinator will review the appeal, in consultation with the Chancellor (or designee), to determine if the original decision is upheld or repealed.
4. Students must, each semester, make an appointment with the Deputy ADA Coordinator to make arrangements for the next term as a plan does not automatically carry over.

For more detailed information, the list of ADA Coordinators, and additional guidance, visit [www.iecc.edu/ada](http://www.iecc.edu/ada).

## NONDISCRIMINATION POLICY (100.8)

- I. Policy Statement  
Illinois Eastern Community College District No. 529 is committed to the most fundamental principles of human dignity, equality of opportunity, and academic freedom. Decisions involving students and employees are based on individual merit and free from discrimination or harassment in any form. To this end, IECC operates pursuant to all applicable state and federal laws relating to equal educational opportunity and affirmative action, including but not limited to Executive Orders 11246 and 11375 as amended, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Human Rights Act of 1977, Section 503/504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Illinois Human Rights Act.
- II. Policy Scope  
This policy is applicable to educational programs and offerings, activities, and services provided or operated by IECC. Additionally, this policy applies to all conditions of employment, including but not limited to hiring, placement, promotion, transfer, demotion, selection, recruitment, employment, advertising, layoff and termination, and compensation.
- III. Compliance  
Various measures ensure compliance with this policy and allow for continuous notification to students, employees, and others:
  - A. widespread dissemination of IECC's Nondiscrimination Statement on IECC's website and in the academic catalog and in all formal student and employee recruitment publications. The statement will read: Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category;
  - B. designating capable personnel to coordinate compliance: The Program Director of Grants and Compliance will serve in this capacity as it relates to students and issues not pertaining to employees and employment. The Director of Human Resources will serve in this capacity as it relates to employees and employment; and

- C. implementing procedures for receiving and responding to nondiscrimination complaints.
- IV. Retaliation Prohibited  
Retaliation against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful discriminatory practice is prohibited.
- V. Related Policies and Procedures  
Consult the following policies which are specific to the form of discrimination or harassment for which they address:
  - 100.12 Americans with Disabilities Act: Provides for an inclusive and accessible environment in compliance with ADA and defines the process for requesting a reasonable accommodation.
  - 100.31 Preventing Sexual Misconduct: Provides for an environment free from discrimination, harassment, and other misconduct on the basis of sex and defines the process for assistance and reporting alleged sex-based misconduct.

For additional information, visit [www.iecc.edu/nondiscrimination](http://www.iecc.edu/nondiscrimination).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY (500.11)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

To review the complete policy, see Appendix G or go to [www.iecc.edu/ferpa](http://www.iecc.edu/ferpa). For questions or requests related to a student's education record, visit Student Services at the college of attendance.

## **STUDENT RELIGIOUS OBSERVANCES POLICY (500.34)**

In compliance with the University Religious Observances Act (110 ILCS 110), IECC does not discriminate against students based on religious observances. IECC will reasonably accommodate the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Additional information regarding student responsibilities and expectations is available at [www.iecc.edu](http://www.iecc.edu).

The following is being provided per Section 1.5 of the Act which states: *"A copy of this section shall be published by each institution of higher learning in the catalog of the institution containing the list of available courses."*

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, 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 and 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 institution. No fees of any kind shall be charged by the institution 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 Section.

## **APPROPRIATE USE OF INFORMATION**

### **TECHNOLOGY RESOURCES POLICY (200.2)**

Students are supplied access to information technology resources with the expectation that all authorized users will act responsibly in the use of these resources. IECC's Appropriate Use of Information Technology Resources Policy outlines these responsibilities. Following is an excerpt from this policy. See Appendix H for the complete policy.

### **STUDENT EMAIL AND ELECTRONIC COMMUNICATIONS**

IECC provides email accounts to students as a tool for sharing important and official information regarding registration, financial aid, deadlines, student life, and more. Email allows IECC to communicate quickly and efficiently and provides standardized, consistent communication with IECC students. The student email accounts are cost-effective and environmentally friendly. The IECC email account is IECC's official communication and notification method to students.

IECC expects that every student will receive email at his or her IECC email address and will read email on a frequent and consistent basis. A student's failure to receive and read IECC communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

### **CAMPUS SAFETY AND SECURITY POLICY (500.17)**

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime