

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.

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/safety.

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, and is available upon request in the Student Services Office at each campus.

POLICY TO ADDRESS A COMPLAINT (100.16)

Illinois Eastern Community College District 529 is committed to providing the IECC community with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of complaints and applies to all employees, faculty, and students of the District. It is not applicable to, nor does it supplant, complaints that are governed by other IECC policy, procedure, or the faculty collective bargaining contract.

Employees, faculty, and students are entitled to due process and have the right to their own legal counsel at any time they are being questioned by the administration or Board of Trustees. They shall have the right to appeal a decision made by a supervisor or administrative officer to the next higher authority and through appropriate successive steps to the Chair of the Board of Trustees or his/her designee. Participants in this process shall not be subjected to reprisals or retaliation because of participation in the complaint process.

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.

Students shall follow the steps defined below for complaints other than those that are governed by other IECC policy and procedure (e.g. sexual harassment complaints, grade appeals, and readmission petitions).

- Step 1: Within ten days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally. The complainant 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 complainant may file a formal written complaint.
- Step 2: Within five days from the expiration of days under Step 1, the complainant shall file a formal written complaint. The complainant shall file his/her complaint with the Dean of the College/ Instruction. If the complaint is against the