



FRONTIER  
COMMUNITY  
COLLEGE

# Student Handbook

2023-2024

[iecc.edu/fcc](http://iecc.edu/fcc)  
618-842-3711

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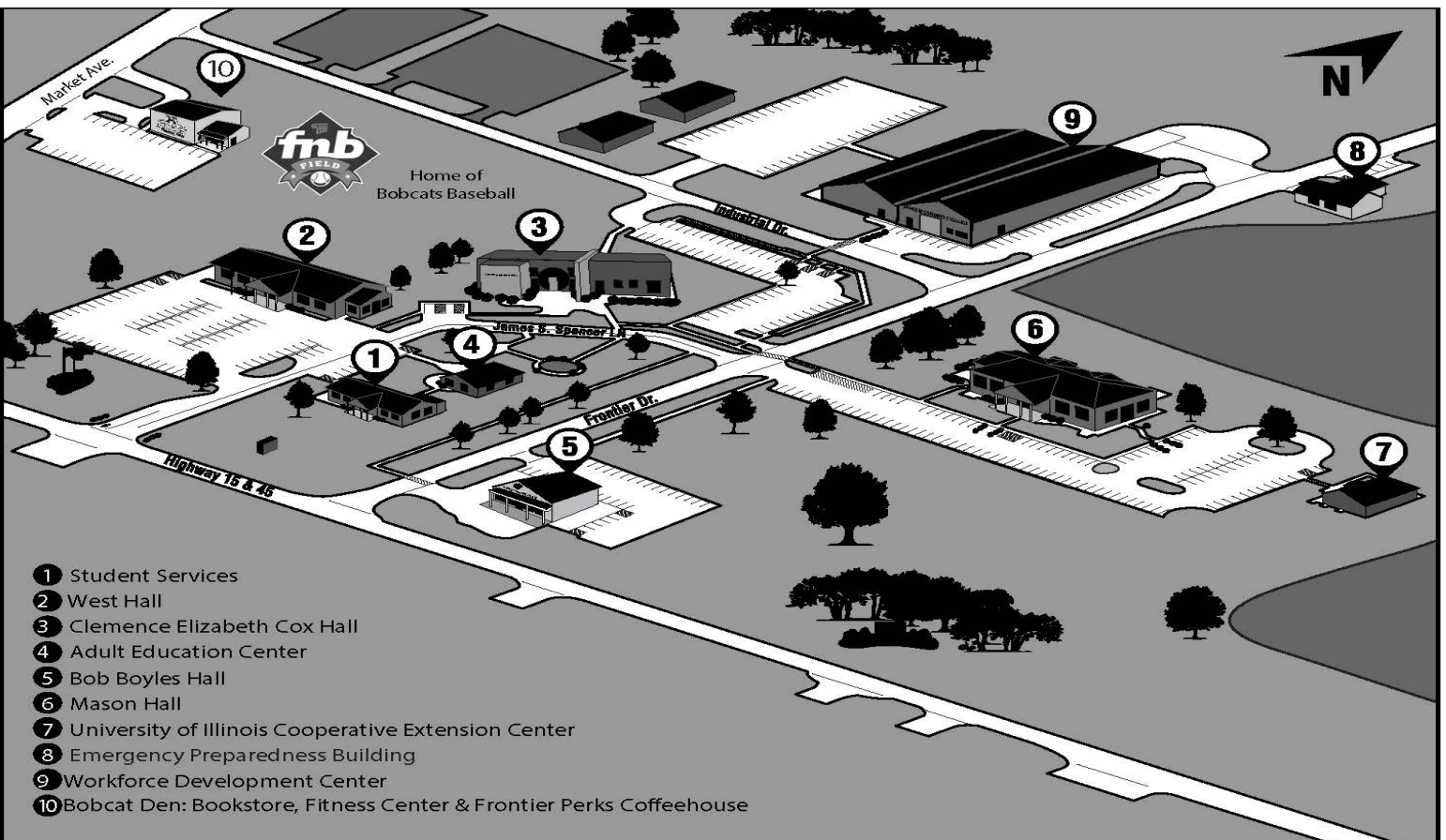
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Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

*IECC is accredited by [The Higher Learning Commission](#), an institutional accreditation agency recognized by the U.S. Department of Education. Many of our programs are also accredited and approved or licensed by various governing bodies.*

<b>CAMPUS HOURS</b>	
<b>Fall &amp; Spring</b>	<b>Summer</b>
Bookstore ..... 7:30 a.m. - 4:30 p.m..	Bookstore ..... 7:30 a.m. - 4:00 p.m.
Academic Success Center..... 7:30 a.m. - 4:30 p.m.	Academic Success Center..... 8:00 a.m. - 4:00 p.m.
Library ..... MWF 7:30 a.m. - 4:30 p.m. & TR 7:30 a.m. - 6:30 p.m.	Library ..... 7:30 a.m. - 4:00 p.m.
Student Services..... 7:30 a.m. - 4:30 p.m.	Student Services ..... 7:30 a.m. - 4:00 p.m.



## CAMPUS MAP

1. Student Services
2. West Hall
3. Clemence Elizabeth Cox Hall
4. Adult Education Center
5. Bob Boyles Hall
6. Mason Hall
7. University of Illinois Cooperative Extension Center
8. Emergency Preparedness Building
9. Workforce Development Center
10. Bobcat Den: Bookstore, Fitness Center & Frontier Perks Coffeehouse

# WHO TO SEE ABOUT WHAT

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## PRESIDENT OF THE COLLEGE

Administrative Service

## DEAN OF INSTRUCTION

Academic Service  
College Activities  
Intercollegiate Athletic Insurance  
Posting Notices and Bulletins  
Petitions for Elections  
Organizing a Club  
Calendar of College Events  
Special Needs  
Student Grievances, Ideas or Suggestions

## ADMISSIONS & RECORDS

Registration  
Transcripts  
Validation of Good Student Auto Insurance  
Adding/Dropping Courses  
Change of Degree/Certificate  
Change of Address

## FINANCIAL AID

Financial Aid  
Veterans Assistance  
Work Study  
Scholarships  
Loans

## ACADEMIC ADVISEMENT & RECRUITMENT

Academic or Career Technical Selection  
Academic Advising  
Perkins Information  
Evaluation of Credits  
Transferring to Another College  
Catalogs of Other Colleges  
Career Information  
Campus Visit

## BOOKSTORE

Course Textbooks  
School Supplies  
LTC Clothing  
Drinks and snacks  
Lost and Found Items

## BUSINESS OFFICE

Payment of Fees  
Receipt of Student Loans  
Work Study Checks  
Refunds  
Submission of Graduation Applications  
Discounted cafeteria meals

## ACADEMIC SUCCESS CENTER

Improvement of Study Skills  
Free Tutoring  
Placement Testing  
Developmental Courses  
Adult Basic Education  
General Education Development (GED)

## COMPUTER TECHNICIAN

Hardware/Software Technology

## MARKETING

Public Relations  
Advertising  
Publications

## OTHER STUDENT RESOURCES

### LEARNING RESOURCE CENTER

Library/Leisure  
Books  
Computer Lab  
Reference Material  
Videos to Use in the Library  
Periodicals/Newspapers  
Personal Photocopying  
Webpage with Online Databases and Catalog

### TRIO STUDENT SUPPORT SERVICES

Academic Advising  
Transfer Information  
Tutoring/Mentoring  
Career Advising  
Financial Aid counseling

### BOBCAT DEN

Bookstore  
Gym  
Exercise Classroom  
Coffee Shop  
Lounge

## OTHER STUDENT RESOURCES CONT.

### MAINTENANCE

Building Maintenance  
Custodial Services

### EMERGENCY PREPAREDNESS BUILDING

Fire Science Program  
EMS Certification  
CPR Courses  
First Aid  
Basic Life Support



# ACADEMIC RESOURCES & SUPPORT

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## ACADEMIC CALENDAR & IMPORTANT DATES

Frontier Community College (FCC) operates within the framework of the official college semester system. Classes meeting on campus and in facilities other than public schools follow the IECC academic calendar. All classes on FCC's campus and in non-high school facilities, will meet as scheduled unless the president makes a cancellation decision. Classes scheduled by Frontier Community College in high school facilities follow the high school's calendar as it relates to closing due to holidays, teacher institutes, and any weather-related or unexpected circumstance.

Additional semester dates and deadlines can be found here: <https://www.iecc.edu/semesterdates>.

## COLLEGE CATALOG

The current catalog, along with addenda, is available online at <https://www.iecc.edu/catalog>

## ACADEMIC ADVISORS

At FCC, the complete development of a student's abilities is the primary objective. After the application process is complete, each student is assigned an advisor who has specialized knowledge in the student's chosen field. The advisor assists the student in developing an academic plan to meet his or her career goals.

It is the student's responsibility to schedule an appointment each semester with the assigned advisor to select appropriate courses. It is the student's responsibility to be aware of FCC graduation requirements and transfer institution requirements. To ensure continuity, students retain the same advisor throughout their FCC career unless a request for change is made.

## COURSE PLACEMENT

Frontier Community College recognizes that student success in college coursework is directly related to appropriate course placement. Therefore, FCC uses multiple measures to determine student placement in college-level courses and admission to a degree or certificate program. [Click here](#) for more information.

## RETENTION COORDINATOR

The Retention Coordinator is on campus to assist you in overcoming barriers that may interfere with or prevent you from completing your field of study. You'll be connected with resources in the college and community to help you succeed.

## WEST HALL PANTRY

The Fairfield First Baptist Church provides students with an opportunity to fulfill basic food and personal care needs with no questions asked. Students have access to non-perishable items as well as refrigerated and some frozen items in West Hall.

## FACULTY OFFICES AND HOURS

Offices in other buildings are easily located. You should find the instructor's schedule of office hours posted outside the office. Each instructor schedules five office hours per week, in order to be available to students.

## ACADEMIC SUCCESS CENTER

The Academic Success Center is located in Clemence Elizabeth Cox Hall and is the "hub" for student success at FCC. Assistance is provided in the following areas:

Accuplacer testing - Mondays 1-4:30 and Wednesdays 8-4:30.  
Pearson VUE testing  
Proctor tests at faculty request  
ENTRATA help  
Computer lab  
Study skills  
Time management  
Study tables  
Quiet study area

Tutoring – Free tutoring for all subjects. Tutoring is also available to those students taking online courses and is assigned on a case-by-case basis.

Disability Support Services – Accommodations are available for students with documented disabilities. Frontier Community College's ADA Coordinator is Lori Noe.

Email: [noel@iecc.edu](mailto:noel@iecc.edu)

Mail: Frontier Community College, Academic Success Center, 2 Frontier Drive, Fairfield, IL 62837

Guidelines for requesting reasonable accommodations: <https://www.iecc.edu/ada>

ESL Classes – offered to local residents for whom English is a second language. The course helps students improve written and spoken English.

## ADULT EDUCATION

ABE/GED Classes – Free classes (including books and supplies) are available for students who want to earn their GED. Both 8-week day, evening and online classes are offered throughout the year. Classes in Adult Education are provided in English, Math, Science, Social Studies, Reading and the Constitution.

No matter what your area of study, the ASC can provide you with the tools to improve your grades and gain success. Most successful people have had some sort of mentoring or coaching on their way to success. The ASC is where you can find the people and resources to increase your learning potential. To increase your learning potential, stop by the ASC or call 618-842-3711.



## LEARNING RESOURCE CENTER

The FCC Library maintains a variety of resource materials, in print and online, for student research needs. Wireless Internet access is provided. Color printer and copier are available for student use.

- Library info: <https://iecc.libguides.com/IECCLibrary>
- Free library cards provide access to over 35 million items
- Locate books through the [online catalog](#)
- Request books from 76 Illinois academic libraries with free delivery to FCC
- Locate journal articles, e-books, & primary sources
- Databases are available 24 hours/day through Entrata login
- Appointments for individual reference assistance are available

## BOOKSTORE

Textbooks and supplies may be purchased at the [FCC bookstore](#), in the Bobcat Den. Additional items available include: gift items, college-monogrammed clothing and personal items. Special orders for books and materials may be placed through the bookstore. Regular hours are posted on the door. Call 618-842-3711, ext. 4244. Books for online classes must be purchased through the bookstore of the campus offering the class

## TEXTBOOK RENTAL AND SUPPLEMENTAL PURCHASE

Many textbooks are rented and should be returned by the student at the end of each semester. A \$5 late fee will be assessed for rented textbooks not returned by the last day of the term. Textbooks that have not been returned within one week of the original due date will have the replacement cost of the book added to the student's account. Overdue textbooks will not be accepted beyond this date. Basic supplemental items such as workbooks, study books and programmed materials will be sold to the student. The Bookstore will determine the actual cost. Listed prices are subject to change without notification. Supplemental book charges may apply to online courses.



## PERKINS GRANT/TRANSITION CENTER

Students enrolled in an AAS or Certificate program at IECC may be eligible for assistance if they qualify as a Perkins special population student. See more at <https://www.iecc.edu/perkins>.

## TRIO STUDENT SUPPORT SERVICES

This federally funded program offers tutoring, academic and career advisement, study skills enhancement, special enrichment programs, and opportunity for community involvement. The program's goals are to provide the tools necessary to empower its participants to achieve life-long success. The program helps students to persist in college, to graduate, and to transfer to a four-year institution. Students may be eligible by meeting one of the following criteria:

- 1) neither parent received a four-year college degree;
- 2) financially limited resources (according to federal guidelines); or
- 3) be an individual with a documented disability.

Students must apply for acceptance and meet program requirements. Contact Annie Lankford for more information.

## ORIENTATION

All entering freshmen are encouraged to attend fall orientation. During orientation, the services available to students, college philosophy, regulations, requirements, and facilities are explained. For information, call 618-842-3711.

## STUDENT ID CARDS

All students are required to obtain a Student ID Card. The ID cards are issued during orientation. Students unable to attend orientation may get an ID card from the Student Services Office. Replacement cards can be issued for a \$5 charge.

You are required to show your ID card when you get your schedule, meet with your advisor, and talk with Financial Aid. Your ID card can also be used for meal plans at the Cafeteria.

## COMMENCEMENT

Graduation exercises are conducted at the close of the spring semester. All students on the graduation list will be encouraged to participate in the exercises, at which time, recipients of certificates and associate degrees will be introduced.

The names of high honor and honor graduates will appear in the graduation program and these graduates will wear gold honor cords on their gowns during commencement exercises. An honor seal will also be affixed on their diploma. (Students participating in commencement exercises will receive only a diploma cover that evening. Degrees and certificates will be mailed directly to the graduate during the summer.)

## TRANSCRIPTS

Current and former IECC students may obtain both unofficial and official transcripts of their education records.

Unofficial Transcripts. There's no charge for unofficial transcripts obtained via a link in a student's Entrata account. Standard charges apply for unofficial transcripts obtained through the Student Records Office. These transcripts will be identified as "Unofficial Transcript". Be advised that most colleges and universities accept only official transcripts submitted to the receiving institution by the college issuing the transcript.

Official Transcripts. There are 2 options for requesting official transcripts:

1. Online at the National Student Clearinghouse. IECC has partnered with the National Student Clearinghouse to process transcripts online. A link from a student's Entrata account provides access to the site where there are easy-to-follow directions to aid in placing the order. A major credit or debit card is necessary.
2. In person in the Student Records Office at the college. A completed transcript request form, photo ID and payment of the fee are required prior to release of the transcript.

For more information or to request a transcript, visit <https://www.iecc.edu/transcript>.



# FINANCIAL RESOURCES AND SUPPORT

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## TUITION AND FEES

Residency (see [Residency Policy](#)) is the basis for assessing tuition rates. Tuition and Fees may be added or altered only by action of the Board of Trustees. The Board of Trustees reserves the right to change at any time without prior notice. See [current tuition and fees](#). Information regarding tuition waivers is [available here](#).

## FINANCIAL AID

Determining how to pay for college may feel like a daunting task. The Financial Aid Office can guide you through the process of applying for and receiving financial assistance which includes grants, scholarships, student employment, and direct student loans. The Free Application for Federal Student Aid (FAFSA) typically becomes available on October 1. All students planning to enroll in an eligible degree or certificate program should apply. Visit [www.iecc.edu/financial](http://www.iecc.edu/financial) for the most up-to-date information on Frontier Community College's financial aid processes; however, any new federal, state, and/or local legislation will always supersede our information.

Scholarships for Frontier Community College are available at <https://iecc.edu/fcc/admissions-aid/scholarships>. You can also visit our office located in Student Services. Here you can find Justin Young, Coordinator of Financial Aid.

## BUSINESS OFFICE

The Business Office handles the financial aspects of your student account. Contact Justin Young in Student Services to inquire and resolve any questions pertaining to your financial obligations at Frontier Community College.

## PAYMENTS

Tuition and fees may be paid online through Entrata via [Nelnet](#), by mail, phone, or in person at the FCC Business Office. Credit cards accepted include MasterCard, Visa, and Discover. Contact the FCC Business Office at 618-842-3711.

## FINANCIAL HOLDS

A hold will be placed on a student account when an outstanding balance remains unpaid.

## REFUNDS

Students may be entitled to a full refund of tuition if deadlines are met. See [Tuition Refunds](#). For information regarding Textbook refunds, [click here](#).

# GENERAL RESOURCES AND SUPPORT

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## EMERGENCY PREPAREDNESS

Frontier Community College has a comprehensive emergency preparedness program for emergency situations.

### Emergency Procedures

In case of emergency, several scenarios are outlined here: <https://www.iecc.edu/emergencyplans>

### Emergency Alerts

When you create an Entrata account you will be automatically registered for alerts to your IECC email account. You may additionally opt in for text messages or include another email account. To do so, go to Entrata, select the Alerts tab, and follow the instructions. Your parents and others may sign-up at <https://www.iecc.edu/alerts>. Activation for alerts will take approximately 24 hours.

While there is no direct cost for signing up for this text message service, you may be charged a text message fee by your cell phone provider. Please check your cell phone plan to understand the costs you may incur using this service.

### Emergency Closings

When the safety of students is threatened due to inclement weather or other emergencies, Frontier Community College will be closed or classes canceled/delayed.

Local elementary and high school closings do not dictate Frontier Community College closures. If no announcement is made from Frontier Community, classes will meet as usual. Cancellation of day classes does not necessarily affect evening classes. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible.

Notifications of emergencies and unexpected closings are broadcast via the IECC Alert System, posted on [www.iecc.edu/fcc](http://www.iecc.edu/fcc), Facebook, and Twitter. Administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing/interruption.

## BULLETIN BOARD POSTINGS

Materials posted on bulletin boards at Frontier Community College need to be approved by Marketing prior to being posted. Usage of any logos for Frontier Community College need prior approval of the Marketing Department.

## CLASS VISITORS

Due to liability issues, visitors in class(es) and in buildings are not permitted. Visitors wishing to speak with faculty or students must report to the Administrative offices and request such permission. Only in case of emergency will personal phone calls be relayed to students during instructional time.

## PARKING

All "No Parking" zones apply to day and evening students. There is absolutely no parking in fire lanes or on the grass at any time day or evening. Restricted areas include driveways, walkways, roadways, and handicapped spots (unless displaying a legal placard).

Violators will be towed at their own expense. All parking regulations that apply to faculty, staff and students will be strictly enforced. The maximum speed limit on campus is 15 mph. The IECC Board of Trustees determines motor vehicle regulations. Implementation of these regulations is under the direction of the Director of Business.

## **BOBCAT DEN**

The Bobcat Den is located on the west side of campus. The Den offers students the opportunity to relax, visit with friends, play ping pong, exercise, buy a cup of coffee, and purchase textbooks and FCC apparel.

## **TUTORME**

TutorMe is an online tutoring service available to students at no cost and can be found in Canvas. It provides 24/7 access to tutors in over 300 subjects. TutorMe also includes a writing lab.

## **TIMELYCARE**

TimelyCare is a virtual health and well-being platform for students. It is available in MyIECC, through a mobile app, or through their website. It provides 24/7 care from anywhere in the United States at no cost. Students can register with their iecc.edu email address.



## HOUSING

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While many students commute to FCC, there are others who prefer to find housing in Fairfield. The local newspapers and area Realtors are your best source for housing information. Students are encouraged to make housing arrangements early. FCC has no control over private housing. It is recommended that students securing housing take steps to ensure a full understanding of the housing agreement as to price and length of tenure. Some type of contract, wherein all conditions are stipulated, is desirable.

## IT HELP DESK

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Hours: Monday through Friday 8:00 a.m. to 4:30 p.m. (Summer hours 7:30 a.m. to 4:00 p.m.) If you need assistance, completing an [Online Help Desk Ticket](#) is the preferred method of contact, however, help is also available during regular work hours by calling:

- On Campus Phone - 4357
- Off Campus 618/395-5299 ext 4357 or 855-519-4357 (Toll Free)

You may leave a voice message when calling, doing so will create a help desk ticket. Note: there is also a Help Desk/Support option from the Entrata homepage.

## MYIECC

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MyIECC appears as a link at the top of the Frontier Community College website and is the point of entry to online resources at Frontier Community College. To gain access to MyIECC, student accounts are generated during the application acceptance process and credentials are sent to a student by encrypted email to setup their MyIECC account. Once activated, students may use this portal to gain access to Entrata, Canvas, Office 365, and their IECC email account.

### ENTRATA

Entrata, an online information system, contains many options for student use including: course listings; registration, holds, grades and transcripts, billing and payment information, degree evaluation, and more.

Students can access Entrata from any computer with Internet access by visiting <https://my.iecc.edu/my/>.

Use your Student Identification number and pin/password to log on to Entrata the first time only. Future logins will use the User ID Entrata generates for you and the password you specify during your initial log-in.

### EMAIL

Connects students to their @iecc.edu Outlook account where all official communications are sent. Students are encouraged to check their IECC e-mail daily to ensure receipt of course changes, progress reports, meetings, etc.

## SPORTS

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FCC maintains an annual membership in the National Junior College Athletic Association for both men and women. Competitive intercollegiate athletics are an integral part of student life. The men participate in intercollegiate baseball. The women participate in intercollegiate softball and volleyball.

## STUDENT ORGANIZATIONS

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Students may form organizations according to student needs and interests. The number and types of organizations may vary from year to year.

New organizations are to be formed through the office of the Dean of Instruction, and they are to be compatible with the philosophy and mission of FCC. All organizations should annually inform the Dean's office of the name of the organization, the purpose, names of officers, and the method of handling monies. Organizations properly chartered may have one member representing each of the organizations on the FCC Student Senate.

## VOTER REGISTRATION

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Students who are currently not registered to vote and have residency status in Illinois, may pick up a voter registration form at the Wayne County Clerk's Office or visit [Illinois Online Voter Registration](#).





# IECC STUDENT POLICIES AND PROCEDURES

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The following district-wide policies and procedures are being provided as a quick-reference and with the objective that students will become familiar with their rights and responsibilities and IECC expectations. While comprehensive, it is not all-inclusive. Click on the topic link for additional details.

## ACADEMIC POLICIES:

- [Academic Freedom](#)
- [Academic Integrity](#)
- [Academic Standing/Progress](#)
- [Catalog Term](#)
- [Class Attendance](#)
- [Course Auditing](#)
- [Course Repeat](#)
- [Credit/Credit Hours/Overload](#)
- [Credit for Prior Learning](#)
- [Educational Guarantees](#)
- [Grading System](#) (Includes Grades, GPA, Incompletes, Pass/Fail, Final Grades, Grade Appeals, Grade Forgiveness)
- [Graduation Requirements](#)
- [Term Honors](#)
- [Time to Completion for Withdrawn CTE Programs](#)
- [Transfer Credit](#)
- [Withdrawal Policy](#)

## ADA AND REASONABLE ACCOMMODATIONS

IECC complies with the Americans with Disabilities Act and maintains an inclusive and accessible environment. ADA Coordinators have been named at each campus to assist students in navigating the process.

## ALCOHOL-FREE/DRUG-FREE CAMPUS POLICY

This Policy was established to address unlawful possession, use, or distribution of alcohol and illicit drugs and the prevention of drug and alcohol abuse.

## ANNUAL SECURITY REPORT

Mandated as part of the Jeanne Clery Act, this document is an annual publication that disseminates IECC's campus security policies and crime statistics.

## APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

This policy outlines expectations as it relates to the use of college information technology resources, which includes both equipment and services as defined within the policy.

## CAMPUS SAFETY AND SECURITY

IECC takes multiple measures to promote a crime-free campus environment.

## CHRONIC COMMUNICABLE DISEASES

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.

## **COMPLAINTS**

Describes a general complaint process when more specific guidelines are not addressed in other policy. The complaint process for students in distance education is also provided.

## **CONCEALED FIREARMS POLICY**

IECC complies with the provisions of the Firearm Concealed Carry Act.

## **CONSUMER INFORMATION DISCLOSURES**

These disclosures are a requirement of the federal government, through the Higher Education Opportunity Act of 2008. Includes the Student Right to Know Athletic Program Data and Student Outcomes.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a federal law that protects the privacy of student education records. It's important you know your rights and understand Directory Information is very general information that may be released without your permission, whereas personally identifiable information is not typically disclosed without permission.

## **FREEDOM OF INFORMATION ACT**

IECC complies with the Illinois Freedom of Information Act without compromising the privacy of students.

## **HAZING**

IECC (and Illinois law) prohibits hazing of any kind. This pertains to individual students, student organizations, and athletic teams.

## **IDENTITY THEFT**

Due to this widespread and ever-growing threat, prevention plans and tips are provided.

## **NONDISCRIMINATION**

IECC does not discriminate in any of its educational programs and offerings, activities, and services provided or operated. An informal and formal complaint process is described.

## **OPEN ADMISSION POLICY**

Students are admitted through an open admission process. This does not guarantee admission to all courses or programs of study, nor is it a guarantee of financial aid eligibility.

## **OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION**

Under Illinois Public Act 099-0278, students have an option to designate another individual as a contact in the event of a mental health emergency.

## **PREVENTING SEXUAL MISCONDUCT**

Extensive information is available on prevention, awareness, rights, and reporting alleged sexual misconduct or retaliation.

## **READMISSION BY PETITION**

The process is described for readmission following dismissal due to academic deficiency or misconduct.

## **SEX OFFENDER REGISTRATION**

Federal and Illinois laws require sex offenders/sexual predators to register with their college of attendance/employment. A link to the statewide registry of sex offenders is available on the IECC website as mandated by law.

## **STUDENT CODE OF CONDUCT**

This document defines prohibited conduct, describes the processing of alleged conduct violations, and outlines the disciplinary actions that may be taken against violators.

## **STUDENT RELIGIOUS OBSERVANCES**

IECC reasonably accommodates the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

## **TOBACCO-FREE/SMOKE-FREE CAMPUS**

In compliance with the Illinois Smoke Free Campus Act and to promote a healthy environment, IECC prohibits smoking and tobacco products on district property.

## **VIOLENCE PREVENTION**

Students may report concerning behaviors of others using the Behavioral Incident Report Form.

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*Illinois Eastern Community Colleges reserves the right to change, without notice, any of the material, information, requirements, or regulations published in this handbook. 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. Illinois Eastern Community Colleges adheres to the Federal Regulations of the American Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request. Illinois Eastern Community Colleges' Board of Trustees has adopted the Alcohol-free/Drug-free Campus Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.*



# FRONTIER COMMUNITY COLLEGE

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