



LINCOLN TRAIL COLLEGE

STUDENT HANDBOOK



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CAMPUS HOURS

Fall & Spring

Summer

Bookstore.....	7:30 a.m. - 4:30 p.m.	Bookstore.....	7:30 a.m. - 4:00 p.m.
Cafeteria.....	7:30 a.m. - 1:30 p.m.	Cafeteria.....	Closed for summer
Learning Skills Center.....	7:30 a.m. - varies	Learning Skills Center.....	8:00 a.m. - 3:00 p.m.
Library.....	7:30 a.m. - 4:30 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.

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

Illinois Eastern Community Colleges does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category.

TERMS YOU MAY NEED TO KNOW

Admission: the process of filling out forms, filing documents and taking any required tests, prior to registration.

ASA: Associate in Science and Arts. This is the general degree used for students planning to transfer their credits to a four-year university. It covers your core courses.

Career Agreements: IECC is part of a statewide CTE CAREER Community College Educational Agreement. CAREER is acronymic for Comprehensive Agreement Regarding the Expansion of Educational Resources. This agreement includes most Illinois community colleges. Additional information is available in the Financial Information section and online at: <http://www.iecc.edu/academics>

Chargeback: a charge made to the college district or high school district to cover per capita costs of attending LTC, when a student comes from outside of the IECC boundaries. When applicable, it allows the student to attend at the same cost as an in-district student.

Course load: the number of credit hours the student schedules in a given term.

Course prerequisite: a requirement which must be met, before a certain course can be taken.

Credit/credit hours: the academic value of a course. A class meeting one hour a week carries one hour of credit; a class meeting four hours a week carries four hours of credit. Activity and lab courses require some additional time.

Curriculum: the body of courses required for a certificate or degree or constituting a field of study.

Degree audit: an analysis of your academic progress toward a degree or certificate program; checks to ensure all requirements are met for graduation.

Developmental studies courses: courses or studies designed to give the student a good foundation for college work. Developmental courses begin with an ABE, PRE or REM prefix and do not count toward degree or certificate requirements and are not calculated in the grade point average.

Electives: courses not specifically required for a degree. Electives may be chosen by the student, or may come from a specific group of courses, in which credit must be earned.

Entrata: is the online information system at Illinois Eastern Community Colleges which is accessible by students, faculty and employees. Entrata provides a portal to information, course listings, email, rosters, grades, transcripts and more. To access Entrata, you will need to obtain a PIN from Student Services. Once you have done this, you can login by going to the Entrata link on the

IECC homepage at www.iecc.edu.

Full-time student: a person enrolled in at least 12 credit hours.

Freshman: completed less than 32 semester hours of college credit at the time of registration.

General studies: a vague term, usually referring to a program of study in which the student has not chosen a career, but is pursuing a general course of study. It is sometimes called Liberal Arts.

IAI: a group of general education courses which meet general education requirements at most Illinois colleges and universities. See an advisor in LTC Student Services for more information.

LSC: stands for Learning Skills Center, a study center located in Williams Hall. Here, students can pursue developmental studies, receive tutoring in a course and learn study skills.

Part-time student: a person enrolled in fewer than 12 credit hours.

Program outline: a specified or chosen group of courses selected for a chosen field of study. LTC advisors will assist in preparing this outline.

Registration: the actual process of meeting with an advisor, selecting courses, completing a registration form, and submitting the form to Student Services or online through Entrata.

Semester/term: a semester is a 16-week term. A term is a period of time over which a course or courses is typically taught.

Sophomore: completed 32 or more semester hours of college credit at the time of registration.

TBA: to be arranged. This is information that will be announced at a later date.

Tuition: charges for courses and for use of college facilities and laboratories.

Unclassified: students not counted in any other category who may not have fulfilled the requirements for matriculation or who have enrolled in college-level courses for which they have received no credit.





A PROFILE OF LINCOLN TRAIL COLLEGE

Welcome to Lincoln Trail College. We want your stay here to be rewarding. It's our goal to offer you the highest quality education possible. This handbook is intended to increase your awareness of available opportunities at LTC.

HISTORY

Lincoln Trail College, an institution of Illinois Eastern Community Colleges District 529, was approved by public referendum in October 1969 and is recognized as an Illinois Class I Community College. Three other community-oriented institutions (Olney Central College, Wabash Valley College and Frontier Community College) complete the higher education structure of District 529. IECC is the only downstate multi-college district.

Initial operation of LTC began in fall 1969 with college-level instruction offered under the auspices of the Evening Division of IECC District 529. Classes were conducted in facilities provided by the community, with approximately 300 students taking advantage of higher education in the immediate Lincoln Trail area. In fall 1970, there were 682 students and the first classes were taught on the campus.

BUILDINGS

Campus includes four classroom and laboratory buildings, a physical education complex, and a large structure which includes the Eagleton Learning Resource Center, a large group instruction theater (the Zwermann Arts Center), the Lincoln Room and the Student Center. Off-campus locations include the Harry L. Crisp Educational Center and the McCoy Welding Center.

LOCATION



Located on Highway 1, (one mile north of Route 33), the 280-acre campus site was purchased in January 1970. LTC is one hour from Terre Haute, Ind.; two hours from Champaign/Urbana; two hours from Evansville, Ind.; and four hours from Chicago. It's also one hour from Amtrak train service in Effingham, Ill.

The permanent campus was first occupied in fall 1973. The Harry L. Crisp Educational Center, where the Broadband Telecom Program is located, is one-half mile south of the junction of Illinois Routes 1 and 33.

ADMISSION & ADVISEMENT

ADMISSION

Students can enroll in single courses or a specific program leading to a degree or certificate. These degree or certificate programs include:

- Associate in Applied Science
- Associate in Arts
- Associate in General Studies
- Associate in Science
- Associate in Science and Arts
- Certificate programs in a variety of career and technical fields

The Associate in Arts, Associate in Science, and Associate in Science and Arts programs generally lead to transfer to a four-year university. Students can begin most major career fields at IECC before transferring. The Associate in General Studies program is designed for students who wish to explore their individual interests and abilities within an academic structure.

The Associate in Applied Science programs at IECC cover a wide range of Career and Technical Education areas and are designed to lead to employment.

Admission to the college does not automatically ensure admittance into all courses or programs of study or ensure eligibility for federal and/or state financial aid.

COURSE PLACEMENT

Lincoln Trail College recognizes that student success in college course work is directly related to appropriate course placement. Therefore, LTC uses multiple measures to determine student placement in college-level courses and admission to a degree or certificate program.

Multiple measures for placement are used to determine students' readiness for college level courses and programs. The results of these measures will improve the quality of education and enhance student success through academic advisement, assessment of students' academic skills and provision of needed support services. Multiple measures for placement includes analysis of:

1. Nationally standardized test scores such as ACT, SAT, ACCUPLACER, GED, etc.
2. Analysis of high school or college transcripts including course work completed and grade point average; and remedial and/or previous college course work completed.
3. If 1 and 2 are not available or do not meet the course placement requirements, additional placement testing may be required.

The colleges administer ACCUPLACER for course placement and admission into select degree and certificate programs. ACCUPLACER is a placement test used to determine students' skill levels in Reading, English, and Math and assists in placing students in the appropriate courses.

ACADEMIC ADVISEMENT

Academic advisement is facilitated by Lincoln Trail College Advisors. It is highly-advisable that currently enrolled students register as early as possible.

However, the student is responsible for contacting the advisor to arrange a registration appointment. Part-time students may register with personnel in Student Services. Students electing to change their majors should see the Student Services personnel for reassignment to the appropriate advisor.

Students can request an advisement appointment by calling 618-544-8657.

FACULTY OFFICES

Most faculty offices are located in the Faculty Office in Williams Hall.

Offices in other buildings are easily located. Each instructor schedules five office hours per week, in order to be available to students. You can find faculty office hours by speaking with the administrative assistant located in the Faculty Office in Williams Hall.



STUDENT INFORMATION

FINANCIAL AID

Financial aid may take the form of grants, loans, student employment or scholarships. To be eligible for financial aid, a student must be seeking an eligible degree or certificate. Grants and scholarships are not generally paid back and are, therefore, gift aid. Student employment involves earning money while enrolled and is called Federal Work Study. Loans must be paid back with interest after a student completes college or ceases to be enrolled in at least six hours. Apply for financial aid at www.fafsa.gov or contact the Financial Aid Office at 618-544-8657, ext. 1150 with any questions. Continued eligibility to receive financial aid is contingent upon remaining in good academic standing.

Available financial aid programs fall into one of the following three categories: federal, state, or local. The Financial Aid Office can help assist you in finding the right programs for your needs.

FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Conviction for any offense regarding the possession or sale of illegal drugs, while a student is enrolled, will result in the loss of eligibility for any federal aid under Title IV, HEA grant, loan, or work-study assistance.

FINANCIAL AID APPLICATION PROCEDURES

LTC accepts the Free Application for Federal Student Aid (FAFSA) as the primary need analysis document. The FAFSA should be submitted to the federal government as soon as possible after October 1 in order to begin the process for establishing need for financial aid. After filing the FAFSA, the student will receive a Student Aid Report (SAR).

- Apply for admission to LTC
- Submit application for Federal Student Aid online at www.fafsa.gov
- Print and keep copies of all forms
- Complete additional paperwork requested by Financial Aid Office
- Inquire about private scholarships
- Apply for private scholarships
- Reapply for aid each year you continue in school

VETERANS' ASSISTANCE

The Veterans Administration offers a program of educational benefits for eligible veterans and their dependents. Typically, benefits are payable in the form of a monthly stipend. Continued eligibility is contingent upon meeting the college's Standards of Progress. The Illinois Student Assistance Commission administers a grant for veterans who were residents of Illinois prior to enlistment and returned to Illinois within six months of discharge from the military and also current enlisted members of the Illinois National Guard and Naval Militia.

Dependents of veterans who are missing in action or killed-in-action may also be eligible for tuition benefits. Applications and more info are available by calling 618-544-8657, ext. 1150.

TUITION & FEES

Most students will find their tuition and fees to be about \$3,750 per year. This does not include textbooks. For a complete listing of tuition and fees, see the [IECC Catalog](#). The Business Office can also assist you in determining your tuition and fees.

REFUND POLICY

A refund of 100% of the tuition and fees will be made to a student who withdraws during the first 10 days of a 16-week class period. No refunds will be given after the 10th day of the semester for regular 16-week courses.

For courses which are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period.

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 Learning Resources Center. 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.

STUDENT SERVICES

The Student Services Office in Williams Hall offers resources that enable students to meet the challenges of college living. LTC offers counseling for career awareness, academic planning, personal concerns, financial aid, and veterans' affairs. For more information, call 618-544-8657. Your advisor can refer you to the proper agency for additional counseling.

ACADEMIC ADVISORS

At LTC, 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 LTC graduation requirements and transfer institution requirements. To ensure continuity, students retain the same advisor throughout their LTC career unless a request for change is made.

RETENTION COORDINATOR

The Retention Coordinator is on campus to assist you in overcoming barriers that may prevent you from completing your certificate or degree. The Retention Coordinator is here to help you find resources in the college and community to help you succeed. The Retention Coordinator is available in the Student Services office in Williams Hall and can be reached by calling 618-544-8657, ext. 1122.

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 618-544-8657.

LOST & FOUND

The Lost and Found is located in the bookstore. After hours, found items may be turned in to a custodian to be taken to the bookstore.

PARKING & VEHICLE REGULATIONS

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.

SPECIAL PARKING PRIVILEGES

Handicapped spots are available to those with the appropriate state permit. The college may grant privileges to utilize the visitor or faculty/staff spots for those who may qualify for special reasons. Such vehicles will display a special pass.

Reserved parking is prohibited to anyone who does not display a special permit given by the college. All violators will be towed at their own expense.

ENTRATA

Entrata, an online information system, is the primary means of communication between students and instructors. There are many options available on Entrata for student use including: course listings; registration, holds, grades and transcripts, online class access, and e-mail. Students can also make a payment on their account.

Entrata e-mail is the official means of communication between students and administrative offices. Students are encouraged to check their IECC e-mail daily to ensure receipt of course changes, drop notices, progress reports, meetings, etc.

Students can access Entrata from any computer with Internet access by visiting entrata.iecc.edu. Use your Student Identification number and pin/password to log on to Entrata the first time only. Future log-ins will use the User ID Entrata generates for you and the password you specify during your initial log-in. To obtain a pin/password, visit the Admissions Office in Williams Hall. For technical issues with Entrata, call the HELP desk at ext. 4357 or visit www.iecc.edu/helpdesk.

CAFETERIA

The cafeteria, open from 7:30 a.m. to 1:30 p.m. Monday through Friday, is located in the Student Union and offers a variety of food. Students can find salads and an array of fast foods, as well as full meals, snacks and breakfast fare.

	Value	10% Discount	Student Cost
Platinum Plan Provides an average of \$60 Dining Dollars per week for 16 weeks	\$950	\$95	\$855
Gold Plan Provides an average of \$50 Dining Dollars per week for 16 weeks	\$800	\$80	\$720
Silver Plan Provides an average of \$35 Dining Dollars per week for 16 weeks	\$560	\$560	\$504
Bronze Plan Provides an average of \$20 Dining Dollars per week for 16 weeks	\$320	\$32	\$288

Meal Plan purchases are considered "allowable charges" and Pell eligible. Therefore, if you qualify for a Pell award and anticipate a Pell refund, Meal Plans may be charged to your student account and paid with your refund when Pell is disbursed. If you choose this option, the proper authorization form must be completed by you to authorize the college to pay these charges with your Pell refund.

Other items for students to know:

1. Meal Plans must be purchased in the college Business Office (Not in Food Services).
2. Meal Plans are college specific. You can only redeem your Dining Dollars purchased at LTC in the LTC Cafeteria.
3. Lost or stolen cards should be reported to the Business Office immediately. A fee may be charged to the student to cancel and re-issue the balance of your Dining Dollars meal plan.
4. Meal Plans are non-refundable, however unused funds may carry over from the Fall to the Spring semester for the academic year in which they are purchased only. The academic year normally ends in mid-May each year after graduation. Any unused value at the end of the academic year will NOT carry forward to the following academic year and will be lost.

RENTALS

Locker rental is available to students for \$5 per semester. Lockers are located in the Student Union. For information, call 618-544-8657, ext. 1104, or visit the Business Office. Students may also rent calculators from the Business Office for \$25 per semester.

BOOKSTORE

Textbooks and supplies may be purchased at the bookstore in Williams Hall. Additional items available include: greeting cards, gift items, college-monogrammed clothing and glassware, postage stamps, and personal items. Additional items are available at lfcstatesmengineer.com. Special orders for books and materials may be placed through the bookstore. Regular hours are posted on the door. Call 618-544-8657, ext. 1140. Books for online classes must be purchased through the [bookstore](#) of the campus offering the class.

LEARNING SKILLS CENTER



The LSC is located in Williams Hall Room 120 and is the “hub” for student success at LTC. This student-friendly atmosphere provides the following services at NO COST to LTC students:

- Accuplacer testing
- Pearson VUE testing
- ENTRATA help
- Computer lab
- Study skills
- Test anxiety
- Peer editing
- Study tables
- Quiet study area
- Free tutoring
- Proctor tests at faculty request
- Time management
- Learning accommodations

No matter what your area of study, the LSC 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 LSC is where you can find the people and resources to increase your learning potential.

To increase your learning potential, stop by the LSC or call 618-544-8657, ext 1134.

DISABILITY SERVICES

Special needs students, which include students with disabilities, may need special adaptive equipment or special classroom strategies to assist them in succeeding in the classroom environment. Students with disabilities include: 1) hearing impaired, 2) speech and language impaired, 3) visually impaired, 4) emotionally impaired, 5) physically disabled, 6) learning disabled, 7) other disabilities either temporary or permanent which interfere with learning. For a complete list of disability services, visit www.iecc.edu. Additional inquiries may be made to Rena Gower, Director of Learning Skills Center, at gowerr@iecc.edu or 618-544-8657, ext. 1134

EAGLETON LEARNING RESOURCE CENTER



The Eagleton 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: <http://www.iecc.edu/lrc/lrc>
- Free library cards provide access to over 35 million items
- Locate books through the online catalog <http://vufind.carli.illinois.edu/vf-iecc/>
- Request books from 76 Illinois academic libraries with free delivery to LTC
- [Locate journal articles, e-books, & primary sources](#)
- Databases are available 24 hours/day through Entrata login
- Appointments for individual reference assistance are available

TRIO STUDENT SUPPORT SERVICES

SSS in Williams Hall is designed to help students develop their potential by providing intensive student services within a supportive educational environment. To qualify, students must meet at least one of the following criteria:

- Neither parent may have received a bachelor's degree
- Eligibility based on income level
- Individual with a disability

During individual sessions, students work with an academic counselor to establish an individual progress plan which identifies personal goals, educational objectives, basic skills requirements, tutorial needs and a financial plan for funding educational goals. Activities include cultural and educational trips, community service opportunities, mentoring relationships with fellow students, and special seminars that expose participants to information and experience necessary for making good decisions. For more information, call 618-544-8657, ext. 1163.

ACADEMIC POLICIES & PROCEDURES



All degree- and certificate-seeking students are expected to make satisfactory progress toward their declared objectives. During the full-time student's first term in college, the student is expected to maintain a minimum grade-point average of 2.0 or C average. Part-time students are expected to have maintained a grade point average of 2.0 after attempting 12 credit hours.

ATTENDANCE

Instructors will designate on their syllabi the official attendance policy for each class. Regular class attendance is necessary if a student is to receive maximum benefits from classwork. Regular attendance is the responsibility of the student. All absences and arrangements for make-up work are arranged with the instructor who will determine whether or not the absence is excused. When the quality of work has been affected by absences or tardiness, the instructor may recommend the student be dropped from the course. The student will be notified of the administrative withdrawal.

Instructors will permit students to make up work missed because of field trips and activities approved by the college. Make-up work for illness and other absences may be accepted at the discretion of the instructor.

ACADEMIC PROBATION

Any degree- or certificate-seeking student whose cumulative grade-point average falls below a C (2.0), after attempting 12 credit hours, will automatically be placed on academic probation.

A student on academic probation must earn at least a C average in the term immediately following placement on academic probation or the student will be dismissed from the degree program. A student then must maintain a C average in the term following such dismissal from the degree program to remain in the college.

A student on academic probation will remain on academic probation until such time as the student's cumulative grade-point average returns to C. When the student achieves a cumulative GPA of C, then he or she will be returned to academic good standing. Notice of academic deficiency will appear on the student's transcript by semester and be noted in his or her Entrata records.

COURSE WITHDRAWALS

To withdraw from a course, a student must complete a withdrawal form in Student Services. Failure to follow the official withdrawal procedures will result in a grade of "F" for the course.

1. A student may withdraw from a class prior to completion of the class with a grade of "W." A grade of "W" will be recorded on the student's permanent record, but will not be included in the student's grade-point average.

2. Withdrawals must be accomplished no later than two weeks prior to the last day of classes of the regular 16-week semester. For courses offered outside of the regular 16-week semester, please contact Student Services for withdrawal dates.

3. Students receiving financial aid should check with the financial aid office to determine if the withdrawal will affect their financial aid status.

GRADING SYSTEM

Grades are awarded to reflect the quality of student performance. Grade values are assigned on a 4.0 scale from A to F. The grade point average (GPA) is determined by dividing the number of quality points earned by the total number of credit hours attempted. For example, if a student earned 100 quality points and attempted 40 semester hours of work, the quality points would be divided by 40 to arrive at a 2.5 grade-point average. The following table shows the grades, symbols and quality-point equivalents.

Grade	Grade Suffix
A Excellent – 4 times the hours of credit	AU Audit – Not computed
B Good – 3 times the hours of credit	P Pass – Not Computed
C Average – 2 times the hours of credit	F Fail – Not Computed
D Passing – 1 times the hour of credit	X By proficiency
F Failure – 0 times the hours of credit	R Repeat
I Incomplete – Determined by final grade	G Grade forgiveness
N No Grade Submitted - Not computed	Q Less than college-level/not calculated in GPA.
W Withdrawal – Not computed	

INCOMPLETE GRADES

Instructors may, at their option, allow students to complete their coursework after the end of the semester. The student must have a valid reason for not having completed work on time and must make arrangements with the instructor, at the earliest possible date.

An incomplete grade (I) may be given if the student does not complete the work in a given subject by the end of the semester. For 16-week courses, the incomplete grade must be removed within four weeks into the next semester, or it will be changed to an F. For courses less than 16 weeks, the incomplete grade must be removed within four weeks from the end of the class or it will be changed to an F.

ACADEMIC LOAD

A normal load of work for regularly enrolled students in any semester of the academic year is 14 to 17 semester hours of academic credit, although any credit load over 12 is considered a full load. To graduate in four semesters, you will need to complete an average of 16 hours of college-level courses per semester.

TRANSCRIPTS

The Records Office at each college issues official transcripts for a fee in PDF, electronic, and traditional mail delivery formats. An official transcript will be released only at the student's written request. A transcript request can be submitted online through the National Student Clearinghouse Transcript Ordering Center, or in person at the Records Office of each college. Most colleges and universities require official transcripts be sent directly from the college issuing the transcript. Transcripts issued directly to the student will be stamped Issued to Student.

A link to the National Student Clearinghouse Electronic Transcript Exchange is located on the IECC website under the Academics tab. (www.iecc.edu/transcript)

STUDENT CONDUCT

Illinois Eastern Community Colleges' students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Through the act of registration at one of the Illinois Eastern Community Colleges, students agree to obey all rules and regulations which the institution formulates and publishes in the college catalog or student handbook. Copies may be obtained in all Student Services Offices. These documents contain specific disciplinary rules and regulations as well as procedures followed if infractions occur.

The Student Senate, faculty, and administration of each of the colleges will share in developing and implementing specific regulations to encourage desirable conduct. It is the responsibility of the student to obtain publications outlining these regulations and to become familiar with the District's standard of conduct. The following general policies shall apply to student conduct throughout the Illinois Eastern Community Colleges District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at each of the college campuses.
2. The Student Senate(s) shall accept primary responsibility for governing student conduct at college-sponsored social activities and functions.
3. The District reserves the right to request, for good cause, a physical, psychological, or psychiatric examination or a drug test from a student at any such time that such course of action is deemed to be in the best interest of the student and/or the college.
4. A Committee for Student Discipline will be appointed by the college president in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee for Student Discipline shall consist of five members, two elected from the Student Senate and three faculty members appointed by the president of the college. The committee shall submit its recommendations to the president of the college.
5. In instances where student misconduct results in the involvement of civil law enforcement authorities, the statutes of the State of Illinois or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by Illinois

Eastern Community Colleges.

6. Allied Health students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time. Expenses incident to such an examination are the responsibility of the student.
7. Information gathered in the Behavioral Incident Report in connection with the District's Violence Prevention Plan may also be considered in determining appropriate disciplinary actions.

ACADEMIC INTEGRITY POLICY

Illinois Eastern Community Colleges is committed to Academic Integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work and that faculty and academic support services staff members will take reasonable precaution to prevent the opportunity for academic dishonesty. See the IECC District Catalog Appendix H Academic Integrity Policy (500.25) for additional information.

APPROPRIATE USE OF TECHNOLOGY

IECC information technology and resources are to be used for the district-related activities for which they are intended and authorized. District information technology and resources are not to be used for commercial purposes or non-college related activities without written authorization from the district. In these cases, the district will require payment of appropriate fees. This policy applies equally to all district-owned or district-leased computers and peripherals.

All members of the college community who use IECC's information technology and resources must act responsibly in their use of the resources. All users of district-owned or district-leased information technology and resources must respect the rights of other users and comply with all pertinent licenses and contractual agreements. IECC's policy requires that all students, faculty and staff members and other authorized users act in accordance with the responsibilities, relevant laws and contractual obligations and the highest standard of ethics. Each user must remember that his or her freedom to access, display or publish information is constrained by the rights of others who have the right not to be subjected to material that they find offensive. Information posted and/or published on the Internet may be accessible by any computer on the Internet.

Alleged violations of this policy will be processed according to the processes outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college's catalog. IECC treats access and use violations of information technology and resources seriously. IECC will pursue criminal and civil prosecution of violators as it deems necessary.

See IECC District Catalog Appendix D Appropriate Use of Information Technology Resources Policy (200.2) for additional information.

STUDENT LIFE

STUDENT ORGANIZATIONS



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 LTC. 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 LTC Student Senate.

INTERCOLLEGIATE ATHLETICS



LTC 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, basketball, and golf. The women participate in intercollegiate basketball, softball, and volleyball. Cheerleading is also available to students.

PERFORMING ARTS



LTC has a vibrant performing arts community. Students can be involved in the theater, both on stage as a performer and behind the scenes. The award-winning Statesmen Singers is the college's student-based choral ensemble. Students can also join the Concert Choir. For students that play instruments, ensembles include the Jazz Band, Pep Band and Concert Band.

POLICIES AND PROCEDURES

CLOSING OF SCHOOL

It is LTC's policy to remain open unless the weather makes it too hazardous to do so. When the safety of students and staff is threatened due to inclement weather or other emergencies, LTC will be closed or classes canceled or delayed. Administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing.

Do not assume that if the elementary and high schools close, LTC will be closed as well. If no announcement is made, classes will meet as usual. Closure of day classes does not necessarily mean that evening classes will be canceled. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible.

The following radio and television stations will be notified of any cancellations or delays:

Radio

- WTYE (101.7 FM)
- WVLN-SEI, Olney
- WAKO, Lawrenceville
- WFIW, Fairfield
- WVJC, Mt. Carmel
- Mix FM and WTHI, Terre Haute, Ind.

TV

- WTWO and WTHI in Terre Haute
- WFIE in Evansville, Ind.

Closings and cancellations will also be posted at www.iecc.edu/ltc, on Facebook (www.facebook.com/LincolnTrailCollege), on Twitter (www.twitter.com/ltc_il).

IECC ALERTS

Closings also are announced through IECC Alerts. When you create an Entrata account you will be automatically registered for an alerts account. Account creation for alerts will take approximately 24 hours. IECC Alerts will automatically go to your Entrata email account, but you can opt-in for text messages or receive messages at another email account.

To do so, Login to Entrata (entrata.iecc.edu) and select Emergency Alerts. Go to Notifications by Text. Enter your cellular information under the Text and Voice Preferences section. A phone number is required. The Cellular Provider is optional. You also may enter another email address in the Email Preferences area Under Contact Email. Then Save.

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.

The system will be used to send text messages related to campus emergencies, weather-related closures and test messages. Students previously signed up with IECC Emergency Alerts should verify contact information and preferences.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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, go to the Appendices or www.iecc.edu/ferpa. For questions or requests related to a student's education record, visit Student Services at the college of attendance.

RELEASE OF INFORMATION

All employees will be given a copy of this policy. Students and eligible parents will be made aware of this policy through freshman orientation, IECC catalogs, bulletin boards, and in handouts distributed by the Records Office. A copy of this policy will be made available on request to any student or eligible parent.

Students who elect to restrict the release of student information must complete the Directory Information Restriction Notification Form, and file it with the Student Records Office. This request will be valid until the student cancels. Students must see the Records Office in Williams Hall for the form.

For further information, see IECC District Catalog Appendix C Family Educational Rights and Privacy Act Policy (500.11).

AFFIRMATIVE ACTION

IECC, pursuant to the requirements of Titles IV, VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972, does not discriminate against applicants, employees or students on the basis of race, color, religion, gender, age, disability, national origin, or veteran status in its employment policies and/or educational programs or activities, including admission to such. Inquiries concerning this policy should be directed to the Affirmative Action Office.

AMERICANS WITH DISABILITIES ACT

Illinois Eastern Community Colleges adheres to the Federal regulations of the Americans with Disabilities Act of 1990 and offers appropriate services, programs or activities with reasonable accommodations to any qualified disabled individual upon request. For further information, see IECC District Catalog Americans with Disabilities Act (100.12).

CAMPUS SAFETY AND SECURITY

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment that is safe and free of crime. Programs of crime prevention, college security procedures, and drug and alcohol abuse prevention have been implemented to promote a crime-free environment. Information regarding these programs is available from Student Services. The college environment includes all students, employees, and other persons participating in IECC classes, programs, services, and other activities and events.

Students and employees are encouraged to report all on-campus threats to security to the president or his or her designee, including murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft. Similarly, students and employees are encouraged to report on-campus arrests for liquor law violations, drug law violations, and weapons possessions. Other activities that pose a threat to student and employee security should also be reported to the president or the president's designee, including possible criminal activity that might occur in classes being taught or events occurring at places other than immediate college property.

IECC custodian/maintenance personnel or other college personnel are responsible for the security, access, and maintenance of all buildings and grounds and will be present on campus during all times that classes are in session. The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials or used for approved coursework, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and face immediate expulsion or dismissal.

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in IECC classes, programs, services, and other activities and events are strictly prohibited. Violators will be reported to local law enforcement agencies. IECC will monitor and cooperate with law enforcement agencies to apprise students and employees of arrests of students or employees that occur in the community.

Upon request, IECC will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available to all students, employees, and the college community, as well as to student applicants and prospective employees, in an annual report that can be accessed on the IECC website at www.iecc.edu.

Information regarding sexual offenders is available online at the Illinois Department of Corrections website at www.isp.state.il.us, or from local law enforcement agencies.

IECC publishes an Annual Security Report on its website for review by employees, students, and prospective students and employees in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is accessible at www.iecc.edu/annualsecurityreport. A hard copy of this report can be requested at any IECC campus. This report contains various policy statements and related procedures regarding campus safety and security, crime statistic information, and relevant definitions.



IDENTITY THEFT

Identity theft is a widespread and growing national problem. Identity theft occurs when someone wrongly gets 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, IECC has an Identity Theft Prevention Program and policy. Identity theft information and steps that you can take which will help you lower your risk of becoming a victim of identity theft are available on IECC's webpage in the Students Right to Know section.

STUDENT COMPLAINT POLICY

This policy applies to all formal student complaints at Illinois Eastern Community Colleges District 529, except for complaints regarding sexual harassment or student readmission petitions.

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 an 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 the process shall not be subjected to reprisals or retaliation because of such participation.

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 observed unless the time limit is extended by mutual agreement of the complainant and the administrator.

If the administrator fails to meet the specified time limit, the complainant can proceed to the next step. If the complainant fails to appeal the decision to the next step within the specified time limits, the complaint will be dropped.

Students shall follow the steps defined below for complaints including, but not limited to, academic, grading and institutional decisions that directly affect a student.

1. Within 10 days of the incident causing the complaint, the complainant shall attempt to resolve the matter informally with the instructor or service provider in a meeting. If the matter is not resolved within 10 days from the date of the meeting, the complainant may file a formal written complaint.

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 administrative officer defined in any step, the complainant shall advance to the next step. A written response shall be provided within five days of receipt of the complaint. If the matter is not resolved, then Step 3 shall apply.

3. Within five days of receipt of the response under Step 2, the complainant shall file an 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 10 days. The president will provide a written decision concerning the appeal within five days from receiving the committee's recommendations. If the matter is not resolved, then Step 4 shall apply.

4. Within five days of receipt of the response under Step 3, the complainant may file an appeal with the chief executive officer. A written response will be provided within five days of receipt of the appeal. If the matter is not resolved, then Step 5 shall apply.

5. Within five days of receipt of the response under Step 4, the complainant may file an appeal with the chair of the Board of Trustees or his/her designee. The chair, or his/her designee in consultation with members of the Board of Trustees, shall provide a written response within five days of receipt of the appeal. The chair, or his/her designee, of the Board of Trustees is the final appeal authority within Illinois Eastern Community Colleges. Inquiries may be directed to Student Services.

TOBACCO FREE CAMPUS POLICY

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Clean Indoor Air Act and the Smoke Free Campus Act. Use of tobacco products is prohibited in any District 529 facility that is open and available to the general public. Use of tobacco products is prohibited in any vehicle owned or leased by District 529.

As of July 1, 2015, smoking is prohibited on all IECC property, both indoors and outdoors, and in District owned vehicles. Littering the remains of tobacco products or any other related tobacco waste product on District property is further prohibited. See the IECC Catalog Appendix L for complete policy.

SUBSTANCE ABUSE POLICY

The IECC Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other people participating in District 529-sponsored classes, programs, services and other activities and events.

Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, hallucinogens, or abuse of drugs in any form. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

Any illegal substance abuse instance will result in involvement of law enforcement officials. Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

IECC prohibits the unlawful possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance on college property or on the premises where college activity is occurring.

Students and employees in violation of this policy are subject to disciplinary action including, but not limited to, referral to counseling, academic suspensions or expulsions for students, and termination of employment for employees. Any illegal substance abuse instance will result in involvement of law enforcement officials.

For the complete substance Abuse Policy, including a list of applicable legal sanctions, description of health risks, and counseling options, visit iecc.edu/safety.

SEXUAL HARASSMENT POLICY

IECC, under Title IX legislation, forbids any and all forms of sexual harassment. Sexual harassment is defined as any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance, a student's educational performance, and/or creates an intimidating, hostile or offensive working or educational environment.

Any student or district employee who believes s/he has been the subject of sexual harassment should immediately report the alleged conduct to Tyler Browning in the Administrative Offices in the Williams Hall or Rena Gower in Learning Resources Center. In their absence, you may contact Deputy Title IX Coordinator, Julie Higginbotham, in Student Services. They will promptly and thoroughly investigate the report according to Board of Trustees policy 100.17.

PREVENTING SEXUAL VIOLENCE IN HIGHER EDUCATION ACT

IECC complies with the Preventing Sexual Violence in Higher Education Act. To report an incident or to access resources, see the Assistant Dean of Student Services. The IECC website includes IECC's Preventing Sexual Violence Policy and Procedures, the Notification of Rights and Options, and the [Sexual Violence Title IX Complaint Form](#).

PREVENTING SEXUAL MISCONDUCT

IECC is committed to preventing and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking. To report an incident or to access resources, please see the Assistant Dean of Student Services. Please visit <http://www.iecc.edu/titleix> to view IECC's Preventing Sexual Misconduct Policy and Procedures, the Notification of Rights and Options, the Preventing Sexual Misconduct Title IX Complaint Form, and information on Bystander Intervention and Risk Reduction.

NOTICE OF NONDISCRIMINATION

Illinois Eastern Community Colleges does not discriminate on the basis of race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, genetic information, or any other protected category. Inquiries on this policy may be made to:

Luke Harl
Title IX/ADA Coordinator
320 E. North Ave
Noble, IL 62868
618-393-7508

Julie Higginbotham
Deputy Title IX/ADA Coordinator
11220 State Hwy 1
Robinson, IL 62454
618-544-8657

GRADUATION REQUIREMENTS

To be granted the designated degree or certificate, students must meet the program's general and curriculum requirements. It is the student's responsibility to know and follow the requirements of the curriculum and the rules governing academic work.

To graduate, a student must:

1. Successfully complete all the prescribed requirements in the selected program of study.
2. Earn the required number of hours for the degree or certificate.
3. Earn a cumulative grade-point average of 2.0 or better for all work.
4. Earn at least 16 hours of college-level credit at IECC for a degree. For a certificate, 50 percent of the hours required must be college-level and earned at IECC.
5. Clear all school accounts and records.
6. Submit completed application for graduation and pay the required fee. For the Associate in Applied Science Degree in nursing, see the nursing section of the college catalog. All questions regarding graduation or the above guidelines should be directed to Student Services personnel.

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.

Each graduate who exemplifies the ideals of the college and has attained a cumulative grade-point average of 3.90 or above for college-level coursework completed through the term prior to graduation will be recognized with high honors. Students who have earned a cumulative GPA of 3.50 to 3.89 for college-level coursework completed through the term prior to graduation will be recognized with honors. 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.)

WHO TO SEE ABOUT WHAT IN WILLIAMS HALL

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

LEARNING SKILLS CENTER

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

TRIO STUDENT SUPPORT SERVICES

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

MARKETING

Public Relations
Advertising
Publications

COMPUTER TECHNICIAN

Hardware/Software Technology



WHO TO SEE ABOUT WHAT IN THE STUDENT UNION & ZWERMANN ARTS CENTER

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

PERFORMING ARTS OFFICE

Applied Lessons in Voice, Piano, Instruments and Guitar
Statesmen Singers
Concert, Jazz, Pep Bands
Percussion and String Ensembles
Concert Choir
Theatrical Production
Tickets for all performances

STUDENT UNION

Cafeteria
International Students Office
Student Lounge
Lockers

WHO TO SEE ABOUT WHAT ON NORTH CAMPUS

MAINTENANCE

Campus Security
Building Maintenance
Custodial Services
Pest Control Registry

OCCUPATIONAL ANNEX

Greenhouse
Construction

PROFESSIONAL ANNEX

Health Occupations office

WHO TO SEE ABOUT WHAT IN THE...

SPORTS CENTER

Athletic Offices
Intercollegiate Sports
Swimming Pool

HARRY L. CRISP CENTER

Broadband Telecom
Program information
Advising



LINCOLN TRAIL COLLEGE ALMA MATER

Carey-Wilson

Near our farm land, mill, and steeple,
Where the Wabash freely flows.
By a mandate of the people,
Our dear LTC arose.
Here amid the fields of corn,
We reflect our future way.
Though at times our hearts are worn,
We're renewed by each new day.
Strangers met and searched for knowledge;

Changed to friends with hearts of gold.
Lincoln Trail, our best-loved college,
Serving all – the young and old.

Refrain:

Alma Mater, hearts do bind;
Those who learned here to be true;
As we work for all mankind,
Lincoln Trail, we think of you.



LINCOLN TRAIL COLLEGE

11220 STATE HWY 1
ROBINSON, IL 62454
618-544-8657 • 866-582-4322

