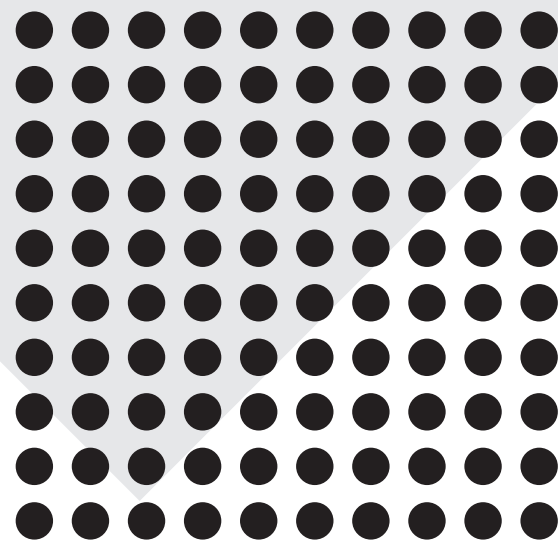


# STUDENT HANDBOOK 2021



**FRONTIER**  
**COMMUNITY COLLEGE**

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## Annual Statement of Privacy Rights of Educational Records

IECC students are herewith informed of their Rights of Privacy of Educational Records. It is the policy of the Board of Trustees of Illinois Eastern Community Colleges that an enrolled student shall be annually apprised of the following rights. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review education records by completing an Education Record Request Form available from Student Services at the college of attendance. The appropriate Student Services personnel will comply with this request within 45 days, but generally will not exceed seven working days after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or violates his/her privacy or other rights. The student should write the Student Records Office and clearly identify the part of the record they want changed and specify why it is inaccurate, misleading, or in violation of the student's privacy or other rights. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by IECC in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom IECC has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, IECC discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the college president, or his/her designee, or the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue S.W.; Washington, D.C. 20202-5920.

5. The right to restrict directory information. Illinois Eastern Community Colleges takes its responsibility to safeguard the privacy of all students very seriously; therefore, all requests by outside parties for student directory information will be considered on an individual basis. Notice is therefore given that directory information listed below with respect to each student enrolled at IECC will be available to any person unless the student files the Directory Information Restriction Notification with the Student Records Department at the primary college of attendance, to restrict release of student information to external sources. IECC had designated as "directory information" the following student information: student name; student local/home address and telephone number; electronic mail address; date of birth; current term hours carried; major field of study; classification (freshman, sophomore, continuing); academic unit; dates of attendance; anticipated graduation date; degrees and honors earned and dates; most

recent previous education agency or institution attended prior to IECC; participation in officially recognized activity or sport and weight, height and picture. Students who wish to restrict the release of student information must complete the Directory information Restriction Notification form and file it with the Student Records Department at the primary college of attendance. This request will be valid for one academic year and must be renewed annually during the first two weeks of spring semester.

## **Academic Probation**

Any student whose cumulative grade point average falls below a C (2.0), after earning twelve (12) credit hours, will be placed on academic probation. A student on academic probation must earn at least a C (2.0) average in the term immediately following placement on academic probation or the student will be dropped from the degree program. A student then must maintain a C (2.0) average in the term following such dismissal from the degree program to remain in the college. A student who is placed on academic probation and who earns a C average in the term(s) following placement on academic probation will remain on academic probation until such time as the student's cumulative grade point average returns to C (2.0). When the student achieves a cumulative GPA of C (2.0), then he or she will have returned to academic good standing. Notice of academic deficiency will appear on the student's transcript by semester. Deficiency warnings will be sent to all students to inform them that they are on academic probation. Students receiving financial aid should refer to the Financial Aid Satisfactory Progress Policy in the Financial Information section.

## **Academic Success Center**

The Academic Success Center is located in the Learning Resource Center. Services include a writing lab, one-to-one tutoring, computer use, and study areas. If you need tutoring assistance, please contact Lori Noe at [noel@iecc.edu](mailto:noel@iecc.edu) to make arrangements.

## **Attendance**

Regular class attendance is necessary if a student is to receive maximum benefits from work. Regular attendance is the responsibility of the student. All absences and arrangements for makeup work are arranged directly with the instructor, who is responsible for determining whether the absence is excused. When the quality of work has been affected by absences or tardiness, the instructor may recommend that 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.

## **Calendar and Inclement Weather Dismissal**

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 should follow the official college calendar in the catalog. Classes scheduled by Frontier Community College in high school facilities should follow the high school's calendar. Classes in high schools do not meet on days they are closed for holidays, teacher institutes, and any weather-related or unexpected circumstance. All classes on FCC's campus and in non-high school facilities, will meet unless the president makes a cancellation decision. When classes are cancelled, announcements will be made on [www.iecc.edu/fcc](http://www.iecc.edu/fcc), Facebook, and radio stations serving Wayne County and outlying counties in which students may reside. Additional information may be obtained by calling Frontier Community College at its toll-free number, 1-877-464-3687.

The IECC Alert System is available through Entrata. The IECC system will notify students and employees of campus emergencies and closures by e-mail and/or text message. Go to Entrata and Click the "Alerts: Emergency & College" link on the left navigation to learn more and sign up.

## **Class Visitors**

Because of 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. Personal phone calls will not be relayed to students or instructors during instructional time.

## **Disability Services**

Students with special needs, 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/ada](http://www.iecc.edu/ada). Additional inquiries may be made to Sharmila Kakac, Dean of Business and Industry, at [kakacs@iecc.edu](mailto:kakacs@iecc.edu) or 618-847-9162.

## **Emergency Alerts**

The IECC Alerts System notifies students and employees of campus emergencies and closures by both e-mail and text message. You may sign up for IECC Alerts through Entrata. Students and employees should ensure that contact information is accurate to receive alerts.

## **Fees and Tuition**

Tuition and fees may be paid online through Entrata via Nelnet, by mail, by phone or in person at the FCC Business Office. Credit cards accepted include MasterCard, Visa, and Discover. Contact the FCC Business Office, 618-842-3711 or toll free at 877-464-3687

## **Grade Forgiveness Policy**

Students who have academic records at Illinois Eastern Community Colleges (IECC) that are at least three years old prior to re-entry into a certificate or degree program may petition to the Academic Standards Committee – by filling out the Grade Forgiveness Petition – to have all F and WF grades forgiven for the purpose of calculating their cumulative grade point average. The three-year period may be waived at the discretion of the Academic Standards Committee based on documented extenuating circumstances. All previous credit successfully earned will be carried forward in computing the new cumulative grade point average. All credits and grades, including F and WF grades, will continue to appear on students' permanent academic records. The grades of F and WF earned prior to reentry will be forgiven. Students must achieve a minimum 2.0 CGPA to graduate. Students must check with the Financial Aid Office to determine eligibility for financial aid. Approval for grade forgiveness may be granted only one time. Approval will be granted by the IECC institution into which the student is admitted for re-entry. When transferring to another college or university, students may be held accountable by the receiving institution for all attempts and grades associated with courses taken at IECC.

## **Incomplete Grades**

An incomplete "I" grade is a temporary grade which may be assigned, at the instructor's discretion, when extenuating circumstances beyond the control of the student prevents completion of course requirements by the end of the academic term. Prior to the end of the term, the student must initiate this process by discussing the terms for the Incomplete with the instructor who will document the work to be completed electronically via the Record of Incomplete Grade. Incomplete grades for regular sixteen-week courses should be completed by the fourth week of the next term or the incomplete grade will be changed to

an F. Incomplete grades given for courses outside the regular sixteen-week schedule must be finished within four weeks from the end date of the course or the incomplete grade will be changed to an F.

## Individual Student Insurance

Class enrollees are not covered by any IECC accident, health or medical insurance.

## Learning Resource Center

The Learning Resource Center on FCC's campus houses the physical book collection. Laptops and calculators are available for checkout. LRC staff can assist with database research. Students can print in the LRC for a nominal fee. The LRC is a member of the Consortium of Academic and Research Libraries in Illinois (CARLI). Students may request and borrow books from other libraries by placing holds via the online catalog.

## Measurement, Grading and Withdrawal

A semester hour is the unit used to measure credit. One semester credit hour is awarded for the successful completion of one hour per semester of lecture activity or two hours per week per semester of lab activity. While credit is awarded to recognize that the student has accomplished all course requirements, the following grades and symbols are awarded to reflect the quality of that performance.

<u>Grade Interpretation</u>	<u>Grade Points Earned</u>
A Excellent	Four times the hours of credit
B Good	Three times the hours of credit
C Average	Two times the hours of credit
D Passing	One times the hours of credit
F Failure	Zero times the hours of credit
I Incomplete	Determined by final grade and within four weeks
AU Audit	Not computed
P Pass	Not computed
F Fail	Not computed

\*Termination of class attendance does not constitute official withdrawal and may result in a grade of F. Degree or certificate seeking students should contact their advisor to add or drop a course (schedule changes may affect financial aid). All other students may contact the Records Office directly.

Students can access grades via Entrata or Banner 8 Student Services.

## Nondiscrimination

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. This policy applies to all education programs, offerings, and activities offered or operated IECC. Reports or inquiries regarding this policy may be made to Libby McVicker, Title IX/ ADA Coordinator, at [mcvickero@iecc.edu](mailto:mcvickero@iecc.edu) or 618-393-3491. Additional information is available at [iecc.edu/nondiscrimination](http://iecc.edu/nondiscrimination).



## **Nursing Program**

Questions related to the Nursing Program should be directed to the Nursing Department at 618-847-9201.

## **Preventing Sexual Misconduct Policy**

In compliance and support of the Title IX federal law, the Board of Trustees of Illinois Eastern Community Colleges District #529 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. For more information on Title IX policy, procedure, notification of rights and options, or to file an anonymous report, visit [www.iecc.edu/titleix](http://www.iecc.edu/titleix). Reports and questions can also be made to the Student Service Specialists in Student Services or directly to the Title IX Coordinator.

**Information regarding sexual offenders** is available online at the Illinois Department of Corrections website at <http://www.idoc.state.il.us/> or from the Fairfield Police, 618-842-2151.

## **Secondary School-Age Students**

Students currently enrolled in a secondary school program may be accepted into a college course(s).

## **Smoke 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.

Definitions "Smoking" means (1) lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs; (2) lighting or burning of nontobacco plants or marijuana; and (3) using electronic cigarettes. "Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, hookahs, smokeless tobacco, snuff, chewing tobacco, or any other similar tobacco product, electronic cigarettes or ecigarettes, electronic vaporizing devices, personal vaporizers, or electronic nicotine delivery systems, or any electronic inhaler that is meant to simulate and substitute for tobacco smoking. "IECC Property" means any property owned, leased, occupied, operated or otherwise controlled by Illinois Eastern Community Colleges, including but not limited to academic and auxiliary buildings, entrances to buildings, classrooms, laboratories, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies, conference facilities, athletic complexes, exterior open spaces, lots, driveways, loading docks, sidewalks, and walkways, and as further set forth on the Smoke-Free Campus Map for each college. This policy applies to any individual on IECC property, including but not limited to students, faculty, staff, contractors, subcontractors, and volunteers, members of the public, business invitees, and visitors to the college. This policy is applicable twenty-four (24) hours a day, seven (7) days a week. Persons who purposely violate this policy shall be subject to appropriate disciplinary action.

## **Student Conduct**

FCC 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. Students, through the act of registration, obligate themselves to obey all rules and regulations that the institution formulates and publishes in the Student Code of Conduct at [iecc.edu/studentconduct](http://iecc.edu/studentconduct). The Student Code of Conduct contains specific disciplinary rules and regulations as well as procedures followed in case of infractions.

## **Student Complaint Policy**

Students are encouraged to make an effort to resolve concerns in an informal manner by first talking directly with the college representative involved. IECC strives to respond to student concerns in a prompt and responsive manner. Information on the policies and processes for addressing various student complaints is available at [iecc.edu/studentcomplaint](http://iecc.edu/studentcomplaint).

## **Substance Abuse Policy**

Illinois Eastern Communities Colleges 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.

Under federal jurisdiction, the possession, sale, transfer, purchase, or use of cannabis, including medical marijuana, is unlawful. Therefore, although Illinois state legislation permits the authorized use of medical marijuana, under physician prescription, the possession, sale, transfer, purchase or use of all cannabis, is prohibited on college property or on the premises where college activity is occurring. Students in violation of this policy are subject to disciplinary action including, but not limited to, referral to counseling and academic suspensions or expulsions for students. 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/drugfree](http://iecc.edu/drugfree).

## **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.

## **Transcript Requests**

Current and former IECC students may obtain both unofficial and official transcripts of their education records; however, IECC reserves the right to withhold education records from students who have an outstanding debt owed to IECC. Requests for transcripts will not be processed until a hold has been resolved.

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 [www.iecc.edu/transcript](http://www.iecc.edu/transcript).

## Transfer of Credit Policy

The acceptance of credits earned at post-secondary institutions outside Illinois Eastern Community Colleges (IECC) District No. 529 shall be determined by an evaluative process administered by the Dean of Instruction or designee. All grades and cumulative grade point averages of students transferring from post-secondary institutions outside of Illinois Eastern Community Colleges will be excluded in determining the final cumulative grade point average. Only grades from IECC will be included in determining the final grade point average.

## Tuition & Fee Structure

Residency Determine Residency	Per Credit Hour	
	Traditional	Online
<b>In-District**</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Special Out-of-District</b>	<b>\$105.00</b>	<b>\$105.00</b>
<b>Out-of-District</b>	<b>\$278.18</b>	<b>\$135.00</b>
<b>Out-of-State</b>	<b>\$341.51</b>	<b>\$135.00</b>
<b>Indiana Students</b> See counties listed below	<b>\$135.00</b>	<b>\$135.00</b>
<b>Non-U.S. Resident</b>	<b>\$341.51</b>	<b>\$135.00</b>

### \*\*In-District

All of Crawford, Edwards, Lawrence, Richland, and Wabash Counties; most of Wayne County and limited areas of Clark, Clay, Cumberland, Hamilton, Jasper, and White Counties qualify for in-District tuition rate.

### Special Out-of-District & Out-of-District

Includes portions of the following counties: Clark, Clay, Cumberland, Hamilton, Jasper, Wayne and White.

Students living outside the District may be eligible for the in-district tuition rate if a particular career and technical program is not offered in the student's home district. Students seeking this must request permission from their home district under the career agreement to be eligible for this lower rate. Note: In-district rates are not guaranteed – contact the college of choice for participation confirmation and terms.

### Indiana Students

Designated Counties: Clay, Daviess, Dubois, Gibson, Greene, Knox, Martin, Owen, Parke, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, and Warrick

### Allied Health Tuition:

Select courses in Allied Health Programs have the following tuition rates per credit hour. Refer to the IECC catalog or website to determine applicable courses. The tuition per credit hour for is as follows:

In District	\$147.00
Special Out-of-District	\$160.00
Out-of-District	\$450.00
Out-of-State	\$555.00
Non U.S. Resident	\$555.00
Indiana Students	\$200.00

### Fees

International Student Application Fee	\$100.00
International Student Transportation Fee	\$300.00
Facility Usage Fee (if enrolled in six credit hours or more on campus)	\$5.00**
Activity Fee (if enrolled in six hours or more on campus)	\$60.00***
Computer Lab Fee per hour of courses utilizing a lab	\$10.00
Maintenance Fee	\$15.00
Science Lab Fee per science course utilizing a lab	\$10.00
Student Support Fee per credit hour	\$12.00
Technology Fee per credit hour	\$5.00
Transcript Fee	\$5.00
Textbook Rental Fee	33% of list price****

\*\*A flat \$5 Facility Usage Fee will be charged to students enrolled in six semester hours or more at one campus (except ABE/ASE, dual credit, and Industrial Technology students.)

\*\*\*Only Charged for fall and spring terms

\*\*\*\*A textbook rental fee will be 33% of the price of a new book. There are a few exceptions. The textbook rental fee will NOT be charged for the following: classes where students are required to purchase the textbook, Adult Basic Education (ABE)/Adult Secondary Education (ASE), dual credit and Industrial Technology.

### Tuition and/or Fee Payment and Nonpayment

Tuition and fees will be due in full by the first day of class. Students who do not pay in full by the first day of class will set up a payment plan through Nelnet. The college reserves the right to withdraw students from class(es) for nonpayment of tuition and/or fees.

### Veterans' Assistance

The Financial Aid Coordinator will assist in applying for V.A. benefits, applying and registering for college, choosing careers, and certifying enrollment for V.A. benefits. Assistance is also given in obtaining other aid and services. Veterans are encouraged to avail themselves of the services provided by FCC.

**Voter Registration Available On-Campus:** All students who are currently not registered to vote and have residency status in Illinois, may pick up a voter registration form at the Learning Resource Center. Please ask for the Illinois mail voter registration form – SBE R-19.

## **Withdrawal & Refunds**

Students may add, drop, or withdraw from courses during specific days as established by IECC. A student is responsible for initiating a drop or withdrawal request by contacting Student Services and completing a Course Change Form (withdrawal form). Withdrawal requests must be received in Student Services no later than two weeks prior to the last day of classes or any regular length semester. No refunds will be given after the tenth day of the semester for regular 16-week courses. A refund of 100% of the tuition and fees will be made to a student who withdraws within the first 10 business days of a 16-week course period and the first 5 business days of an eight-week course period. For courses that are offered outside the regular 16-week schedule, contact the Records Office to determine the refund period.

## **Withholding of Grades and/or Transcripts**

Unclear records may cause FCC to withhold grades and/or transcripts of students. Unclear records may include, but are not limited to, unpaid fees, unpaid tuition, bad checks, unreturned textbooks and overdue library books.