

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
October 18, 2022 – 4:00 p.m.
Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois

Public access to the meeting is provided online via
<https://highland.zoom.us/j/88320472535?pwd=SmdzViE3cDRVenFlaFBYRm5sV2VlOT09>
or by phone at 312-626-6799 using meeting ID 883 2047 2535 and Passcode 643643

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: September 14, 2022 Board Retreat
September 27, 2022 Budget Work Session
September 27, 2022 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Budget Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic
 - 1. CollegeNOW Agreement Between Highland Community College and West Carroll CUSD #314 for the 2022 – 2023 Academic Year (FY23) (Page 1)
 - B. Administration
 - 1. Appointment: Undocumented Student Liaison (Page 4)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 5)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter III, Student (Page 7)
 - 2. Second Reading – Revised Policy 5.09: Travel, Meal, and Lodging Expenses (Page 60)

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

3. First Reading – Revised Policy 4.095: Leave, Vacation – Administrative/ Professional/Classified Employees (Page 63)
4. First Reading – Revised Policy 4.121: Leave, Bereavement – Full-time/Part-time Active Employees (Page 66)
5. First Reading – New Policy 4.122: COVID-19 Administrative Leave (Page 69)
6. Revised Affirmative Action Plan (Page 73)
7. Strategic Plan 2023 – 2027 (Page 87)

C. Personnel

1. New Job Description: College Access Specialist, TRIO Educational Opportunity Center (EOC) (Grant Funded) (Page 106)
2. Appointment: Director, Retention and Learning Services (Page 109)

D. Financial

1. Memorandum of Understanding (MOU) Between the City of Freeport, Freeport Park District, Highland Community College Foundation, and Highland Community College Regarding Support and Commitment of Funds for a Grant Application to the Illinois Department of Transportation's Transportation Enhancement Program (ITEP) for Pedestrian/Bicycle Facilities (Page 110)
2. Resolution Setting Forth and Describing in Detail Claims Heretofore Authorized and Allowed for Proper Community College Purposes Which are Presently Outstanding and Unpaid, Declaring the Intention to Avail of the Provisions of Article 3A of the Public Community College Act of the State of Illinois, as Amended, and to Issue Bonds in the Amount of Not to Exceed \$8,150,000 for the Purpose of Paying Claims Against the District, and Directing that Notice of Such Intention be Published as Provided by Law (Page 121)
3. Resolution Calling a Public Hearing Concerning the Intent of the Board of Trustees to Sell Not to Exceed \$8,150,000 Funding Bonds for the Purpose of Paying Claims Against the District (Page 128)
4. Payment of Bills and Agency Fund Report – September 2022 (Page 133)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 135)
- B. Student Trustee
- C. Shared Governance *(included in President's administrative report)*
- D. ONE Highland *(included in President's administrative report)*
- E. Audit and Finance Committee
- F. Illinois Community College Trustees Association (ICCTA) Representative
- G. Association of Community College Trustees (ACCT)
- H. Board Chair
- I. Administration *(included in administrative reports)*
- J. Strategic Plan *(included in Strategic Planning report)*

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
- B. Collective Negotiating Matters

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body
- B. Collective Negotiating Matters
 - 1. Memorandum of Understanding (MOU) for Fall 2022 Between Highland Community College (Board of Trustees) and Highland Community College Faculty Senate, Affiliated with AFT/IFT Local 1957, Due to the COVID-19 National Pandemic (Page '144)

XIII. Old Business

XIV. New Business

XV. Dates of Importance

- A. Next Quarterly Board Retreat – December 14, 2022 at 8:00 a.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Regular Board Meeting – November 22, 2022 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)

XVI. Adjournment

**AGENDA ITEM #VIII-A-1
OCTOBER 18, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGE*NOW* AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND WEST CARROLL CUSD #314 FOR THE 2022 – 2023 ACADEMIC YEAR (FY23)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached College*NOW* agreement for the 2022 – 2023 (FY23) academic year for qualified students attending West Carroll CUSD #314.

BACKGROUND: The College*NOW* program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to 13 participating high schools in the Fall Semester of 2022. The terms of the agreement for West Carroll remain unchanged from the previous year.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2022 – 2023 Academic Year (FY'23)
West Carroll CUSD 314 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2022-2023 year, the CollegeNOW students and their parent or guardian from West Carroll High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at West Carroll High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2022, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For West Carroll CUSD 314


Chris Kuberski, President

Date


Superintendent Date

Jim Endress, Chair
Board of Trustees

Date


President Date
Board of Education

**AGENDA ITEM #VIII-B-1
OCTOBER 18, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
UNDOCUMENTED STUDENT LIAISON**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Jeremy Bradt, Director of Enrollment and Records, as the Undocumented Student Liaison.

BACKGROUND: The Public Community College Act was amended in May 2021 by the passing of HB3438, also known as the Undocumented Student Liaison and Resource Center Bill, to require that community college boards name an Undocumented Student Liaison beginning with the 2022 – 2023 academic year. Undocumented Student Liaisons are to be available on campus to aid undocumented students and mixed status students by streamlining access to financial aid and academic support and ensure equitable access to retention and matriculation services. This position will be required to participate in professional development offered by the Illinois Dream Fund Commission and will assist in reviewing policies and procedures that directly impact undocumented and mixed status students. Mr. Bradt is already a key contact for undocumented students, their families, and guidance counselors and recommends improvements to related policies and procedures.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-1
OCTOBER 18, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved.

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Fall 2022				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kathy	Heid	3607	PERS036ECC	Walk and Stretch	30		\$18.00	\$540.00
Cindy	Bielefeldt	3695	PERS037VCC	Resin Pendant				\$220.00
Thompson	Brandt	3644	PERS037PCC	Sousa in Freeport	1.5		\$25.00	\$37.50
Thompson	Brandt	3645	PERS037QCC	Greatest Symphonies of the Classical Era				\$37.50
Susie	Dvorak	3621	PERS037CCC	History of Taylor Park				\$25.00
Mark	Peterson	3622	PERS037ECC	Assassination of Garfield	1.5		\$27.50	\$41.25
Mark	Peterson	3523	PERS037FCC	Cahokia/Mississippian Culture	1.5		\$27.50	\$41.25
Kerrylyn	Rodriguez	3606	PERS037BCC	Tips for Writing Simple Wills, Powers of Atty				\$60.00
Aaron	Sargent	1318	WFD048C	Print Reading-Honeywell				\$700.00
Alicia	Kepner	3502	NURS126HBX	Admin Procedures in Healthcare Lab		6.84	\$678.37	\$4,640.05
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Kelly	Ellinor			Worked the table for Volleyball games 8/31/22				\$ 30.00
Courtney	Miller			Worked the table for Volleyball games 8/24/22				\$ 30.00
Bill	Pospischil			Worked the table for Volleyball games 8/24/22				\$ 30.00
Morgan	Wagner			Worked the table for Volleyball games 8/31/22				\$ 30.00
James	Winker			Speaker for Leadership Institute opening retreat 9/11-9/13/22				\$ 400.00
Leslie	Schmidt			Contracted work to finish outdoor signage project (July-Aug)				\$ 1,850.00
Emily	Knox			Honorarium for guest speaker Banned Books Challenge/Constitution Day 9/13/22				\$ 700.00
Rick	Howarth			Umpire for 9/18/22 Softball game				\$ 100.00
John	Reed			Umpire for 9/18/22 Softball game				\$ 100.00
Dawn	Hicks			Volleyball official for 9/22/22 game				\$ 130.00
John	Wasserstrass			Volleyball official for 9/22/22 game				\$ 130.00
Kelly	Ellinor			Worked the table for Volleyball games 9/27/22				\$ 30.00
Mitchell	Lauer			Volleyball official for 9/27/22 game				\$ 130.00
Noah	Newstrand			Worked 15 hours at 2022 Regional Softball tournament				\$ 180.00
Bradley	Patterson			Volleyball official for 9/27/22 game				\$ 130.00
Bill	Pospischil			Worked the table for Volleyball games 9/22/22				\$ 30.00
Morgan	Wagner			Worked the table for Volleyball games 9/22/22 and 9/27/22				\$ 60.00
Jeffrey	Lehman			Clinician and Sectional accompanist for HS Choral festival				\$ 250.00

**AGENDA ITEM #IX-B-1
OCTOBER 18, 2022
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER III, STUDENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policies in Chapter III of the Policy Manual, affirms for second reading the unchanged policies in Chapter III of the Policy Manual, and approves for second reading new policy 3.29 Withdrawal for Students Called to Active Duty.

BACKGROUND: The list of attached policies incorporates updates to position titles and language clarification. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
3.053	Language updated.
3.06	Language updated.
3.081	Language updated.
3.21	Language updated.
3.22	Language updated.
3.23	Language updated.
3.27	Names, position titles updated.
3.29	New policy.

New policy 3.29 is a requirement of Illinois law and is a practice the College currently has in place. It should also be noted that the Policy Review Committee recognized inconsistencies in formatting throughout the Policy Manual and has developed standards that will be updated as policies are revised and reaffirmed. The formatting updates will be shown with track changes.

No additions or revisions have been made since Trustees approved the first reading at their September 27, 2022, regular meeting.

BOARD ACTION: _____

CHAPTER III

STUDENT

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3.001	Student Responsibility for Admission and Registration
3.01	Waiver of Requirements
3.02	Graduation Requirements
3.021	Student Responsibility for Graduation
3.03	Attendance
3.035	Attendance—Volunteer Emergency Worker
3.04	Scholastic Requirements
3.041	Evaluation
3.05	Final Course Grades
3.051	Academic Grievance
3.052	Grade Reports
3.053	Grade Point System
3.06	Repeating Courses
3.07	Withdrawals
3.071	No Show/Drop
3.08	Transfer of Credits
3.081	College Credit for Military Training/Experience
3.09	Student Records
3.10	Financial Aid "Standards of Satisfactory Academic Progress"
3.101	Financial Aid "Unusual Enrollment History"
3.11	Student Activities
3.115	Student Code of Conduct
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3.13	Student Assembly and Dissent
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3.16	Student Organizations
3.17	Official Student Publications
3.18	Student Disciplinary Regulations
3.20	Food—Use of in Highland Community College Facilities
3.21	Intoxicants—Use of in Highland Community College Facilities
3.22	Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities
3.23	Substance Abuse Assistance—Information
3.24	Sexual and Other Harassment
3.25	Non-Violence
3.26	Student Optional Disclosure of Private Mental Health Information
3.27	Sexual Misconduct and Violence
3.28	Prohibition of Sex-Based Misconduct
3.29	Withdrawal for Students Called to Active Duty

3.00 Admissions Requirement (Reaffirmed 11/26/19)

The Board of Trustees shall adopt regulations for the admission of students. If space is not available for all students applying, the College shall give preference to students residing in District 519.

3.001 Student Responsibility for Admission and Registration (Reaffirmed [11/26/19](#))

The responsibility for proper registration each semester rests entirely with the student. All students are expected to register for each semester on the dates established on the College calendar and are not admitted to class until they are properly registered. Responsibility for payment of tuition, fees, and other financial obligations rests entirely with the student. All students are expected to make payments for each semester by the established due dates to secure enrollment.

3.01 Waiver of Requirements (Reaffirmed 11/26/19)

A student may request waiver of admission, academic, or graduation requirements as found in the current College catalog.

3.02 Graduation Requirements (Reaffirmed ~~11/26/19~~)

Highland Community College shall establish graduation requirements for Certificates and Associate Degree Programs.

3.021 Student Responsibility for Graduation (Reaffirmed ~~11/26/19~~)

All students are responsible for satisfying graduation and/or program requirements within their individual curricula at Highland Community College. A student will be allowed to graduate if the student meets the College and program requirements as outlined in the College catalog under which the student matriculated or any Highland Community College catalog in effect during enrollment.

3.03 Attendance (~~Reaffirmed~~Revised 11/26/19)

Attendance is the responsibility of the student. Attendance requirements are set by each instructor for each course and are included in the syllabus. See Student Code of Conduct located in the College catalog for attendance information.

3.035 Attendance—Volunteer Emergency Worker (Reaffirmed ~~11/26/19~~)

The Volunteer Emergency Worker Job Protection Act and the Volunteer Fire Protection Association Act as amended provides that no public university or community college's attendance policy or the attendance policy of a faculty member thereof may in any way penalize a student who is a volunteer emergency worker or volunteer fire protection association member for absence from class caused by the performance of his or her duties as a volunteer.

"Volunteer Emergency Worker" means a volunteer emergency worker as defined in the Volunteer Emergency Worker Job Protection Act. Highland Community College shall have the right to initiate disciplinary action against a student as described in the College Catalog for misuse of this policy.

3.04 Scholastic Requirements (Reaffirmed 11/26/19)

Minimum scholastic requirements are established by the College and are listed in the College catalog. Failure of the student to meet these requirements as listed in the College catalog, may result in academic probation or academic suspension.

| **3.041 Evaluation (Reaffirmed ~~11/26/19~~)**

| Evaluation is considered part of the total requirement for each college credit course according to course syllabi.

3.05 Final Course Grades (Reaffirmed 11/26/19)

The determination of grades for student class progress and achievement is the sole responsibility of the individual instructor. Except through the grade appeals process, no person, other than the instructor, shall be allowed to give or change a grade. The grade appeals process is found under “Other Student Academic Complaints” in the College Catalog.

When a request is made for a review of a grade originally given by an instructor no longer employed by the College, the Vice President of Academic Services/CAO and Dean shall determine if any change is merited.

3.051 Academic Grievance (Reaffirmed ~~11/26/19~~)

In the event of a student academic grievance, excluding disciplinary cases, the student has the right to request a formal hearing according to established procedure as outlined in the College Catalog under “Other Student Academic Complaints.”

3.052 Grade Reports (Reaffirmed 11/26/19)

Verified grade reports of students' progress, attested to by the instructor, shall be made twice each semester, at midterm and the semester conclusion. The midterm report shall be based on the record of scholarship to that date, and will not be a permanent grade of record.

3.053 Grade Point System (Revised ~~11/26/19~~)

A E Excellent	4 grade points
B Good	3 grade points
C Average	2 grade points
D Minimum Passing	1 grade points
F Failure	0 grade points
<u>AU</u> Audit	<u>0 grade points</u>
S Satisfactory	0 grade points
P Passing	0 grade points
R Needs to be Repeated	0 grade points
U Unsatisfactory	0 grade points
I Incomplete	0 grade points
W Withdrew	0 grade points
XF Failure due to academic misconduct	0 grade points
NCC No Credit Covid (used Spring 2020)	<u>0 grade points</u>
PR Proficiency Credit	<u>0 grade points</u>

AU, S, U, I, P, R, PR, NCC, and W grades will not be used in computing grade point averages. W (withdraw) is a grade after no record/drop period.

3.06 Repeating Courses (~~Revised~~Reaffirmed 11/26/19)

A student is permitted to repeat a course for which a grade of A, B, C or S previously has been earned only with formal permission of the Director of Enrollment and Records. However, the College reserves the right to delay or deny a student's repetition of courses or programs which have limited enrollment.

If the repeat value of a course is 0 in the college catalog, the student will be charged the ICCB fiscal year reimbursement value based on the ~~type of~~ course ~~in how it is coded~~ (health, occupational, remedial, etc.).

When a student repeats a course, the last grade becomes the grade of record, and any preceding grades will be disregarded in computation of the cumulative grade point average at Highland Community College.

3.07 Withdrawals (~~Reaffirmed~~Revised 11/26/19)

Students shall be able to withdraw from a course according to procedures in the College catalog. Instructors may withdraw a student following the No Record/Drop period according to the procedures in the catalog.

3.071 No Show/Drop (~~Reaffirmed~~Adopted 11/26/19)

Students shall be able to No Record/Drop a course during the No Record/Drop period according to procedures in the College catalog. Students may be No Record/Drop or “No show” when they do not attend a face-to-face course during the drop period. Logging in without active participation in an online or hybrid course during the No Record/Drop period does not constitute attendance. A student may be No Record/Drop by the instructor ~~for~~ from an online or hybrid class if they have not demonstrated active participation. Active participation may include but is not limited to:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

When there is a dispute regarding whether or not a student should have been no show/dropped from a class, the student should follow the grade appeals process.

3.08 Transfer of Credits (Reaffirmed 11/26/19)

A student enrolled in curricula designed to transfer bears the responsibility to be aware of the requirements of the institution to which the student intends to transfer.

3.081 College Credit for Military Training/Experience *(Revised/Reaffirmed 11/26/19)*

Based on a student's desired HCC degree or certificate. College-level credit will be awarded to veterans based upon recommendations listed in the most recent Guide to the Evaluation of Educational Experiences in the Armed Services or evaluation of the student's Joint Services official Transcript (JST/SMART). If requested, up to four semester hours of physical education activity credit will be awarded to veterans whose Certificate of Release or Discharge from Active Duty (DD214) verifies at least one year of "active duty" or more upon request.

3.09 Student Records (Reaffirmed ~~11/26/19~~)

The Gramm-Leach-Bliley (GLB) Act (effective 2003) requires colleges to ensure the security and confidentiality of student records. Highland Community College complies with this law by following the guidelines of the Family Educational Rights and Privacy Act (FERPA) and subsequent regulations thereto.

The College considers the student's name, address, telephone, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended to be directory information and therefore available for dissemination, unless the College is instructed otherwise in writing at the time of registration. The address and phone contact number provided by the student is considered the address and telephone listing information available for dissemination.

3.10 Financial Aid “Standards of Satisfactory Academic Progress” (Reaffirmed ~~11/26/19~~)

Any individual who has been admitted to Highland Community College or who is currently enrolled at Highland Community College in an eligible degree or certificate program is eligible to apply for student financial assistance. Students not demonstrating satisfactory progress toward their degree or certificate fail to continue eligibility.

“Standards of Satisfactory Academic Progress” Effective fall 2011

As it pertains to students receiving financial aid at Highland Community College, this policy is to ensure that all students meet the Federal, State, and local financial aid program requirements for eligibility (Title 34, Section 668.16, 668.32 and 668.34 U.S. Department of Education Federal Regulations).

The Satisfactory Academic Progress Policy of Highland Community College consists of:

- A maximum time frame requirement
- A completion requirement
- A minimum grade point average (GPA) requirement

The grade point average, cumulative completion rate and maximum time frame requirements are evaluated at the end of each academic semester – fall, spring and summer. This policy affects any student that has, or will apply for financial aid regardless of enrollment status or educational program. Students on Termination and Warning Status are notified via their HCC email after each evaluation.

A. Grade Point Average Requirement:

1. In order to receive Federal, State, and/or Highland Community College Foundation financial aid funds, a student must remain in good academic standing. The Highland College minimum standards are:
 - ~~1.75~~ 1.75 after attempting 12 credit hours
 - 2.00 after attempting 24 credit hours
2. Only grades earned at HCC are counted in this requirement. Grades are calculated for all eligible courses, not just college level courses. The GPA requirement evaluates the student’s entire academic career at HCC. A student placed on academic probation will also be placed on Financial Aid Warning status. A student on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

B. Definitions:

1. Financial Aid Warning: –

- a. When a student fails to meet the minimum standards of one of the requirements (completion or grade point average), the student is placed on Financial Aid Warning. A student may stay on Financial Aid Warning for one semester.

2. Financial Aid Termination:

- a. – A student is ineligible for any type of educational benefits while on Financial Aid Termination. The student may appeal the Termination status (see Student Appeal Procedure). A student is placed on Financial Aid Termination status upon two successive semesters of Financial Aid Warning or AFTER ANY SEMESTER for a reason specifically described in the requirements (time frame, completion, GPA). A student placed on Financial Aid Termination will not be eligible for financial aid until the student meets satisfactory academic progress.

3. Financial Aid Probation:–

- a. –A student is on probation if he or she fails to make satisfactory academic progress and who has appealed and has had eligibility reinstated. It is the responsibility of the student to follow their academic plan while on probation.

4. Grades: –

- a. Successful completion includes only grades of A, B, C, D, P, R or S.
- b. Withdrawals after the no-record drop date count as enrolled hours but do not count as successfully completed credit hours.
- c. Repetition of a course, which has been successfully completed, only counts as enrolled hours when and if the course is designed to be repeated or the repetition is required for graduation.
- d. Developmental courses count as enrolled hours if they are deemed necessary for successful completion of a program.
- a.e. Incomplete grades (I) count as enrolled hours but do not count as successfully completed hours. Incomplete grades are not included in the GPA calculation.

C. Maximum Time Frame Requirement (150% Rule):

1. The maximum time frame students have to complete a degree from the time they enter college shall be no longer than 150% of the credit hours required for the completion of the degree or certificate. All semesters of enrollment at HCC and hours transferred from other institutions that are accepted by HCC will be considered, even if financial aid was not received during a particular semester. Students who change their major or choose to pursue a 2nd degree will have all credits previously attempted under their old major/degree counted against their new major/degree's time frame. (Example: A degree requiring 62 credit hours would have a maximum of 93

attempted credit hours of available financial aid.) Financial aid is limited to 30 credits of remedial level courses, but all remedial credits attempted are counted toward attempted hours. Credits from which the student has withdrawn are counted toward the maximum time frame. Students that have exceeded the Maximum Time Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran's benefits are determined by Veteran's programs.

2. Completion Requirement:

a. Semester requirement:

If a student does not successfully complete any classes in a semester, he or she is immediately placed on Financial Aid Termination.

b. Cumulative requirement:

Students must complete at least 67% of all courses taken. This includes all courses taken at HCC and transfer courses accepted by HCC.

D. Appeal Procedure:

1. If a student feels that extenuating circumstances (such as a student illness, injury, or death of a relative) prevented the achievement of Satisfactory Academic Progress as defined above and resulted in the termination of eligibility for financial aid, the student may submit an appeal to the Director of Financial Aid. The appeal must be accompanied by the documentation necessary to support the student's claim and a completed academic plan. The Financial Aid Appeals Committee (including representatives from Admissions, Business Office, Financial Aid, Advising and a member at-large) will determine if the student will have financial aid reinstated. The decision of the Financial Aid Appeals Committee will be final. Students will be notified of the final decision through their HCC email. Only if the student does not have a current HCC email account will the notification be made by US mail.
2. If the student's appeal is denied, eligibility for financial aid is reestablished by meeting the Standards of Satisfactory Academic Progress outlined in this policy.

3.101 Financial Aid “Unusual Enrollment History” (~~Reaffirmed~~~~Revised 11/24/20~~)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment history. These students will be identified by the U.S. Department of Education and reported to the College.

“Unusual Enrollment History”

Adopted October 22, 2013

Students may be identified by the U.S. Department of Education as having:

- An unusual enrollment history (UEH) or
- A questionable enrollment pattern.

A. Unusual Enrollment History:

1. If the student is identified by the U.S. Department of Education as having an unusual enrollment history, the College must collect additional information regarding the student’s prior enrollment. If during the appropriate 4 year review period the student has received Pell at the College, no additional action is required unless the College has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case the College will review as if the student had received an indicator of a questionable enrollment pattern. If the student did not receive Pell from the College during the appropriate 4 year review period, he or she will be reviewed as having a questionable enrollment pattern.

B. Questionable Enrollment Pattern:

1. If the student is identified by the U.S. Department of Education as having a questionable enrollment pattern, the student’s academic records will be reviewed to determine if the student received academic credit during the appropriate 4 year award year period. Students will be required to complete the UEH form and submit academic transcripts for review by the financial aid office (these transcripts do not need to be official). Upon receipt of the UEH form and transcripts, the financial aid office will confirm the schools attended through National Student Loan Data System (NSLDS) and review the academic transcripts to determine credit earned. Based on the review of the documents received, the financial aid office will either approve or deny the student’s continued eligibility for federal financial aid.
2. If approved the student must meet with an academic advisor and submit an academic plan to the financial aid office before aid will be processed. If denied the student will have the opportunity to appeal the decision by submitting the UEH Appeal Form.

C. Appeal Procedure

1. Students whose aid eligibility is denied as a result of their UEH may be reconsidered for federal student aid after meeting with an academic advisor, creating an academic plan that specifically lists courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's Standards of Satisfactory Academic Progress (SAP). It is the student's responsibility to pay for the classes on this plan.
2. Students will be notified of all decisions via their HCC email account. If a HCC email account has not been established, the student will be notified by either the email address provided on the FAFSA or by U.S. mail.

3.11 Student Activities (Reaffirmed 11/26/19)

A comprehensive program of student activities to complement the academic program will be offered in which all students are eligible to participate unless otherwise restricted by College regulations.

3.115 Student Code of Conduct (Reaffirmed ~~11/26/19~~)

The activities of students both on campus and at College sponsored events, or on College owned property, are governed by Federal and State laws, College policy, and the Student Code of Conduct. Violations of the Student Code of Conduct are processed as outlined in the Code (see College catalog). Violations of Federal and/or State laws or College policy are under the jurisdiction of the Student Code of Conduct or the “Student Judicial Review Board” and are processed accordingly.

3.12 Campus Speakers (Reaffirmed 11/26/19)

Any student or employee may recommend to the President or his or her designee any speaker to appear on campus. The speaker must be assured the right to express a point of view; however, the expression of any point of view must be in compliance with local, State and Federal statutes, must respect the rights of others, and must not disrupt the regular essential operation of the College.

It is the responsibility of the College to take such precautions as deemed appropriate to protect its students, employees, guests, facilities and the community from potential harm arising from speaking events at the College. The cost of the precautions will be borne by the originator of the event if it is not sponsored by the College.

3.13 Student Assembly and Dissent (Reaffirmed ~~11/26/19~~)

The right to examine critically, dissent, and support causes in a responsible manner should be fostered at Highland Community College. The exercise of such dissent, however, must be in compliance with College regulations, local, State and Federal laws, must respect the rights of others, and must not disrupt the regular and essential operations of the College.

3.14 Student Government (Reaffirmed ~~11/26/19~~)

Students have the right to organize a student governing body.

3.15 Political Activity (Reaffirmed 11/26/19)

The College, in order to carry forward its programs of acquainting students with their responsibilities as citizens of a community, will encourage interest and appropriate participation of students, both on and off campus, in political activities. These activities will be governed by College policies and applicable local, State and Federal laws.

3.16 Student Organizations (Reaffirmed 11/26/19)

Students at Highland Community College shall be free to organize and join associations to promote their common interests and to petition for the recognition of these organizations according to the College procedure obtained from the Vice President of Student Development and Support Services.

3.17 Official Student Publications (Reaffirmed 11/26/19)

Students at Highland Community College have the right to publish and disseminate information in official student publications. At the same time, the institution must provide editorial freedom and financial autonomy to maintain the integrity of purpose of such official student publications as a vehicle for free inquiry and free expression.

3.18 Student Disciplinary Regulations (Reaffirmed 11/26/19)

Highland Community College shall have the right to initiate disciplinary action (disciplinary probation, disciplinary suspension, or expulsion) against a student as described in the College catalog.

3.20 Food—Use of in Highland Community College Facilities (Reaffirmed 11/26/19)

Food and beverage may be consumed only in designated areas such as cafeteria, kitchens, break rooms, offices and commons areas. Food or beverage shall not be consumed in classrooms, computer areas or library, except as allowed by college staff.

3.21 *Intoxicants—Use of in Highland Community College Facilities* *(Revised
Reaffirmed 11/26/19)*

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of intoxicants. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the [Admissions-consumer information](#) section.

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities (*Revised Reaffirmed 11/26/19*)

The possession, use, sale, exchange, or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the illegal sale, illegal exchange, or illegal sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the ~~Admissions~~ consumer information section.

3.23 Substance Abuse Assistance—Information (~~Revised~~Reaffirmed 11/26/19)

The College shall provide a list of resources for students who desire information concerning their substance abuse problem and where to obtain assistance. The list of resources is in the Student's Right to Know publication located on the Highland Community College website in the Admissions-consumer information section or may be obtained from the Director of Enrollment and Records.

3.24 Sexual and Other Harassment (Reaffirmed ~~11/26/19~~)

See Policy 4.034.

3.25 Non-Violence (Reaffirmed [11/26/19](#))

See Policy 4.39.

3.26 Student Optional Disclosure of Private Mental Health Information (Reaffirmed ~~11/26/19~~)

In accordance with Illinois Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, Highland Community College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

3.27 *Sexual Misconduct and Violence* (Revised 11/26/19)

Highland Community College prohibits students, employees, volunteers, or those on College property or those at College events, from engaging in sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and others. Conduct of students, employees, volunteers, or others on College property or at College events that is in violation of this Policy and reported to the College will be investigated, and where appropriate, result in action by the College.

A. Highland Community College definitions for the purposes of enacting this policy include:

1. Sexual Misconduct includes sexual harassment as identified in policy 4.034, sexual assault, domestic violence, dating violence, or stalking.
2. Consent is an affirmative, unambiguous and freely given agreement to the act of sexual penetration or sexual conduct. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent. Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. An individual's manner of dress cannot independently provide consent. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship, participation in prior sexual activity, or the lack of any verbal or physical resistance. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.
3. Sexual Assault is any type of sexual contact or behavior that occurs without consent of the recipient of the unwanted sexual activity. It also includes sexual acts against people who are unable to consent either due to age, incapacity, or physical or mental disabilities.
4. Domestic Violence is defined by Illinois law as physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).
 - a. Domestic violence can be physical, sexual, emotional, economic, or psychological. It includes any behaviors that are intended to intimidate, manipulate, frighten, terrorize, coerce, threaten, injure, or wound someone.

5. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The nature of dating violence can be physical, emotional, or sexual. Dating violence is a form of domestic violence and is also known as intimate partner violence.
6. Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

B. Reporting Procedures:

1. It is the express policy of the College to encourage victims of sexual misconduct, regardless of where the incident occurred, to come forward with such claims. Claims not involving Highland students, employees, volunteers, or not occurring on Highland property, should be reported to law enforcement. In order to permit Highland to perform an investigation of incidents involving students, staff, or those on College property, any incident of sexual misconduct should be reported as follows:
- 1.2. Formal Reporting by a Victim or Bystander (third party) Reporting to a College Official:
 - a. When a report of an incident of sexual misconduct or violence is made by a student it will be investigated by Liz Gerber, the Title IX Coordinator or a deputy investigator. Reports of incidents by College employees may be made to the Title IX Coordinator or filed electronically. If the Title IX Coordinator is the offending person, reports may be made to Karen Brown, the Director of Human Resources (investigator), Anthony Musso, Career Services Coordinator (investigator), or Christie Lewis, the HRIS Administrator/HR Generalist (investigator), who will investigate the complaint. Incidents can be reported in the following ways:
 - Leave a private voice message for the Title IX Coordinator at (815) 599-3531;
 - Send a private email to the Title IX Coordinator at liz.gerber@highland.edu;
 - Mail a letter to the Title IX Coordinator's office at 2998 West Pearl City Road, Freeport, IL 61032;
 - Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability) in the Marvin-Burt Liberal Arts Center room 101;
 - Reporting to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the Title IX Coordinator.

- File a report through the online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

3.2. Anonymous Reporting:

- Anonymous reporting may be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>
- The College will investigate anonymous reports, to the extent possible, in an effort to end disruptions of the learning environment and attempt prevent future sexual misconduct.

3.4 Confidential Reporting:

- Individuals who desire to confidentially discuss an occurrence of sexual misconduct, harassment, sexual violence, or stalking, may confidentially report such occurrences to certain individuals. These individuals, unless otherwise required by law to report such matters (e.g. Mandatory Reporters for Abuse/Neglect under state law) can provide confidential advice and assistance.
- Confidential reporting is available through the HCC Counseling Center (~~Christa Smith~~ **Ashlee Casado**, VOICES counselor) during regularly posted hours of operation, ~~by leaving a message at (815) 599-3654~~ or by email at counseling@highland.edu. Confidential reporting may also be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>
- These individuals will listen and identify resources or explain options available to those persons who make a confidential report. They can also supply the individual with information regarding medical care and the range of options available to them for reporting or seeking help from law enforcement. DISCUSSING OPTIONS WITH THESE INDIVIDUALS DOES NOT CONSTITUTE AN OFFICIAL COLLEGE REPORT AND WILL NOT, ABSENT FURTHER CONSENT AND REPORTING, RESULT IN INVESTIGATION BY THE COLLEGE.

4.5 Reporting to law enforcement:

- Victims are strongly encouraged to report incidents of sexual misconduct or violence to law enforcement. If requested the College will provide assistance in making reports to law enforcement. Students may also report to a Stephenson County Sheriff's Sargent or Deputy assigned to the campus. Reports will also be made to the Title IX Coordinator by law enforcement assigned to campus. The Stephenson County Sheriff's Sargent/Deputy may be contacted at (815) 599-3652.

5.6 Reporting to a Community Based Sexual Assault Crisis Center:

- a. In Stephenson County, the crisis hotline is available 24 hours a day, 7 days a week, at
Sexual Assault Crisis Line: 815-232-7200
Domestic Violence Crisis Line: 815-235-1641
1401 Crestwood Dr. Freeport, IL 61032
<http://voicesofsc.org/>
- b. In Jo Daviess County the crisis hotline is available 24 hours a day, 7 days a week, at
Galena Sexual Assault
1-888-707-8155
Galena Domestic Violence
1-815-777-3680
<http://www.riverviewcenter.org/>
- c. In Carroll County the crisis hotline is available 24 hours a day, 7 days a week, at
Mt. Carroll Sexual Assault
1-877-273-7772
Mt. Carroll Domestic Violence
1-815-244-1320
<http://www.riverviewcenter.org/>
- d. The National Domestic Violence Hotline
1-800-799-SAFE (7233)
<http://www.thehotline.org/>

C. Confidentiality of Complaints and Reports

- 1. The College recognizes that victims, witnesses and those accused have reasonable expectations of confidentiality and sensitivity in the investigation of sexual misconduct allegations. The College will endeavor to honor and respect such privacy/confidentiality within the parameters of the law. For ~~example~~example, the Title IX Coordinator or investigator is required to disclose certain information to the alleged victim, complainant, accused or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the College's compliance with federal law. The written investigation report for formal complaints and written ~~decision~~decision will be disclosed within seven days of the decision to the alleged victim, complainant, respondent, Title IX Coordinator, and Chris Kuberski, College President,³⁵ and Liz Gerber,⁴⁵ Vice President for Student Development and Support Services. It will be distributed to other College officials as necessary to prepare for subsequent proceedings (e.g., legal counsel or due process hearings).

D. Immediate Care, College Response and Interim Measures

1. Victims of sexual misconduct may obtain a forensic medical examination at no cost pursuant to the Sexual Assault Survivors Emergency Treatment Act. The nearest facility to campus with this service is FHN Hospital at 1045 West Stephenson Street, Freeport, IL. The hospital's telephone number is 815-599-6000.
2. The College will provide victims and complainants with written information about the survivor's rights and options. To the extent necessary the College may take interim measures to assist or protect the parties during the inquiry or investigation process, as deemed necessary and when appropriate with the alleged victim's consent. Such interim measures may include arranging for changes in class schedules, issuing a campus no-contact order, arranging counseling, and modifying test schedules or other class requirements on a temporary basis.

E. Retaliation

1. Highland prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

F. Complaint Response and Investigation

1. The College will have a sufficient number of individuals trained to resolve complaints so that a substitution can occur in the case of a conflict of interest or recusal and an individual or individuals with no prior involvement in the initial determination or finding hear any appeal brought by a party.
2. The College will provide assistance in reporting to law enforcement (if requested) and will investigate complaints made regarding violations of this policy in a timely manner using the process outlined below:
3. A person who has experienced, witnessed, or otherwise knows of sexual misconduct in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator. A formal complaint may be made either orally or in writing.

4. Consistent with obligations of due process a copy of the Formal Complaint will be shared with the accused (Respondent) within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.
5. The Respondent will be given an opportunity to provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.
6. The Title IX Coordinator and investigators will:
 - a. Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees, students, and witnesses. The Title IX Coordinator may serve as investigator;
 - b. Determine the identity and contact information of the Complainant;
 - c. Identify the correct policies allegedly violated;
 - d. Conduct a thorough, reliable, and impartial investigation including attempts to interview the respondent and witnesses;
 - e. Provide opportunities for a complainant, victim and respondent to present evidence and witnesses;
 - f. Allow the complainant, victim and respondent to have an advisor present. Advisors may not speak for the individual or act as an advocate during the process, but are permitted solely for the purpose of ~~providing guidance~~ providing guidance to the individual;
 - g. Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct—more time is necessary to complete the investigation);
 - h. Present findings based on the preponderance of evidence; and
 - i. Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within (10) working days, to the President or designee.
7. —The President shall accept, reject, or modify the recommendation using a preponderance of the evidence standard and provide a written notification of the decision, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator. Any student of the College who is determined, after an investigation, to have engaged in sexual misconduct or violence in violation of this policy is subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the College's Student Code of Conduct, and where appropriate or requested by a complaining party, referral to law enforcement.

8. —The respondent, complainant and victim have a right to timely appeal if the party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation. If a student wishes to appeal the decision of the President, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review board within seven days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.

9. —In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

G. —Amnesty Clause

1. It is the express policy of the College that individuals who report incidents in good faith will receive immunity from disciplinary procedures for student code of conduct violations committed by them that become known as a result of investigation by the College, except in the case of egregious misconduct. Any person who knowingly makes a false accusation regarding sexual misconduct or violence will be subject to disciplinary action up to and including expulsion or termination of employment. This is not a legal proceeding, so the College will not award any compensation to a victim.

3.28 *Prohibition of Sex-Based Misconduct* (~~Reaffirmed~~*Adopted 9/22/20*)

A. Policy Statement:

1. Highland Community College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. The College also prohibits discrimination and harassment on the basis of sex, sexual orientation, gender-related identity and expression, pregnancy, and parental status under its Sexual and Other Harassment policy 4.034.
2. It is the policy of Highland Community College to comply with Title IX of the Education Amendments of 1972 ("Title IX"), the Violence Against Women Reauthorization Act ("VAWA"), Title VII of the Civil Rights Act of 1964 ("Title VII"), the Illinois Human Rights Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment or other misconduct.
3. Individuals found to have engaged in prohibited sex-based misconduct will be subject to disciplinary action, up to and including termination and/or expulsion from the College.

B. Title IX Compliance:

1. As required under Title IX, the College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate extends to admission and employment.
2. The College has designated the Vice President of Student Development and Support Services as the Title IX Coordinator(s), who is responsible for coordinating the College's efforts to comply with its responsibilities under Title IX. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be directed to the College's Title IX Coordinator(s), the Assistant Secretary for Civil Rights at the United States Department of Education, or both.

C. Retaliation Prohibited:

1. Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting sex discrimination, sexual harassment or other sex-based misconduct, or against any person cooperating in the investigation of allegations of sex-based misconduct

(including testifying, assisting or participating in any manner in an investigation), is strictly prohibited.

D. Implementing Procedures:

1. The College will establish, maintain, and publish procedures implementing this policy, which set forth:

- a.** The scope and jurisdiction of the College's prohibition on sex-based misconduct;
- b.** Definitions of prohibited conduct;
- c.** Responsibilities of and contact information for the College's Title IX Coordinator(s) and Department of Human Resources;
- d.** Options for assistance following an incident of sex-based discrimination, harassment or other misconduct;
- e.** Procedures for reporting and confidentially disclosing alleged sex-based misconduct, including a mechanism for reporting and independent review of allegations against one elected official by another elected official;
- f.** The College's response to reports of alleged sex-based misconduct;
- g.** The College's grievance process for complaints alleging Title IX sexual harassment and/or alleging sexual violence, domestic violence, dating violence, or stalking;
- h.** Prevention and education programming provided to College students; and
- i.** Training and education provided to the Title IX Coordinator(s), campus law enforcement, campus security authorities, investigators, adjudicators, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors.

3.29 Withdrawal for Students Called to Active Duty (Adopted)

Students who are called to serve in active military duty for seven or more consecutive days while enrolled in classes at HCC will be provided services to assist with enrollment status, class withdrawal, final grade, and financial aid concerns. Where eligible and applicable, a refund of paid tuition and fees may be authorized. For more information, contact the Director of Enrollment and Records, H251 (815-599-3500).