



STUDENT HANDBOOK

2018-2019

Welcome Students!



Dean's Message

Welcome to College of DuPage! We are glad you are here. Whether you are seeking a degree or certificate or just brushing up on job skills, College of DuPage wants you to be successful in attaining those goals.

Whatever your reason for attending College of DuPage, you can boost your success by doing a couple of things. We encourage you to take our college success course, Education 1115, to give you the best possible start. We also recommend that you engage with faculty, student success counselors, program advisors and your fellow students. This involvement will assist you in achieving your educational goals. Most importantly, don't forget—we are here to assist, please feel free to reach out and let us know how we can help you.

We are committed to do our part to ensure that College of DuPage is the right choice for you.

Susan Jerak
Dean of Students



Student Leadership Council Message

I wish to extend a warm welcome on behalf of the College of DuPage's Student Leadership Council (SLC) and student body. I would like to congratulate you on this magnificent achievement towards your educational career. We see you embarking on a great future enriched with endless possibilities. As new students are starting their first semesters and returning students are back on campus for another exciting year, I believe it is the perfect time to inform you about the academic opportunities and co-curricular activities offered at COD.

College of DuPage provides its students with the knowledge and necessary skills to increase their potential and to actualize their desired goals, dreams, as well as careers. I invite you to explore and utilize these resources, such as the Learning Commons, Tutoring Services and the highly equipped Library. However, what is college life without some fun? As part of your college experience, I highly recommend you involve yourself in the numerous events, programs, and organizations available on campus. Various clubs and organizations have been established to facilitate those engagements. Put yourself out there and try something new. This adventure has just begun!

In closing, I am confident that you will find this a truly exciting time and place to pursue a higher education while creating unforgettable memories, friendships, and experiences. I stand by to support and challenge you as you take full advantage of the extraordinary opportunities. I look forward to personally welcoming you to the College of DuPage. Once more, welcome and congratulations!

Yasmin-Hajara Isa
President, Student Leadership Council



COD Core Statements

INSTITUTIONAL PHILOSOPHY

- College of DuPage believes in the power of teaching and learning. We endorse the right of each person to accessible and affordable opportunities to learn and affirm the innate value of the pursuit of knowledge and its application to life. Our primary commitment is to facilitate and support student success in learning.
- College of DuPage is committed to excellence. We seek quality in all that we do. To ensure quality, we are committed to continual assessment and self-evaluation.
- College of DuPage values diversity. We seek to reflect and meet the educational needs of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.

- College of DuPage promotes participation in planning and decision making. We support participatory governance and the involvement of the College community in the development of a shared vision. We believe that all students, staff and residents can make meaningful contributions within a respectful environment that encourages meaningful discourse. We strive to build an organizational climate in which freedom of expression is defended and civility is affirmed.
- College of DuPage will be a benefit to students and the community. The needs of our students and community are central to all we do.

MISSION

The mission of College of DuPage is to be a center for excellence in teaching, learning and cultural experiences by providing accessible, affordable and comprehensive education.

VISION

College of DuPage will be the primary college district residents choose for high quality education.

VALUES

Integrity

We expect the highest standard of moral character and ethical behavior.

Honesty

We expect truthfulness and trustworthiness.

Respect

We expect courtesy and dignity in all interpersonal interactions.

Responsibility

We expect fulfillment of obligations and accountability.

Student Services and Campus Information



College of DuPage provides many services to assist students in making appropriate academic and career plans, addressing other issues and enriching their College of DuPage experience through co-curricular activities. College of DuPage wants every student to achieve success in his/her own college endeavors and to have the opportunity to grow both in and out of the classroom.

Campus Central – Your Campus Information Center

Campus Central is at the center of the Student Services Center (SSC), the front door to the Glen Ellyn Campus. At Campus Central students and community members will receive assistance and have their questions answered from knowledgeable staff. The staff's goal is to help students understand the processes they need to complete their educational goals, including:

- Applying online
- Setting up a myACCESS account
- Navigating myACCESS
- Building a class schedule
- Registering for classes
- Testing and prerequisite information
- Financial assistance and FAFSA information
- Assistance signing up for a payment plan or making payment
- Student Records information such as transcript ordering and enrollment verification
- Graduation information

Counseling, Advising and Transfer Center

Counselors and Program Advisors are available to assist students via same day or future appointment. During peak registration periods students may receive limited services on a walk-in basis. Quick questions may be submitted via email at counseling@cod.edu. Counselors are available at both the Glen Ellyn main campus and the four College of DuPage Centers located throughout District 502. Counselors provide academic, personal and career counseling to College of DuPage students.

Counselors assist students with educational planning including course selection, information on career and transfer programs, and access to educational resources. Counselors also provide support to students experiencing academic difficulty by assisting students with non-academic concerns, personal development, and special situations that may interfere with the student's education and personal goals.

Program Advisors assist students pursuing degrees in the Career and Technical education programs with educational planning and program information.

Students are encouraged to see a Counselor or Program Advisor each semester to update their educational plans, check for changes in the College of DuPage curricula and verify transfer information.

To explore your transfer options, learn more about transfer agreements with four-year colleges or universities or to schedule an appointment, call the Counseling, Advising and Transfer Center at (630) 942-2259 or stop by the Student Services Center (SSC) 3200 in Glen Ellyn or any College of DuPage Center.

Center for Access and Accommodations

Students with disabilities are entitled to reasonable accommodations under guidelines established by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities must be able to meet all academic requirements of the College. Students requesting accommodations need to schedule an intake appointment with the Center to self-identify. At the intake appointment, students must provide appropriate documentation of their disability. Documentation should include a diagnosis of disability and how it impacts the student in the educational setting. Information regarding a student's academic history and recommendations for accommodations may be requested. Accommodations are available for any student with a documented disability at any College location. Information provided by a student is voluntary and confidential. Accommodations include: notetaking paper, tape recorders, alternative testing, adaptive furniture and equipment, sign language interpreters, audio textbooks and other auxiliary services deemed appropriate. Tutoring is available for all students through the Learning Commons. Manual and electric wheelchairs may be available for two-week loans, depending on availability of these items. Barrier-free parking on campus requires a placard from the Secretary of State's office. Temporary permits for two weeks can be obtained through our office. For information on the Center for Access and Accommodations, call (630) 942-2154. The TDD number for hearing impaired is (630) 858-9692.

Veterans Services

Veterans Services is a resource center for current and former members of the military and their families. Through a variety of resources and services, we provide assistance with processing of military and veteran educational benefits; guidance with scholarships and loans; orientation; as well as referrals for specialized veterans counseling. Students can receive assistance in processing education benefits like Post 9/11 GI Bill (Chapter 33), Chapters 30, 31, 35, 1606, 1607, as well as state benefits like IVG, ING, and MIA/POW. The local chapter of the Student Veterans Association is also supported by this office and meets regularly in the Veterans Lounge. The Veterans Services office provides community connections and promotes awareness through presentations and participation in ongoing events.

International Student Services

The International Student Services Office serves prospective international students interested in applying for an F-1 or M-1 student visa or transferring from another college or university as well as serving currently enrolled international students with comprehensive immigration advising for maintenance of the F-1 or M-1 visa.

The International Admissions Representative is available for assistance with the international application process by calling (630) 942-2979. The International Advisor is available for assistance with immigration advising, USCIS applications and notifications, basic academic and personal advising as well as employment workshops by calling (630) 942-3328.

The Community College Initiative Program (CCIP) is a U.S. Department of State grant that supports students for one academic year in the United States. Students from Bangladesh, Colombia, Dominican Republic, Egypt, Ghana, Indonesia, the Ivory Coast, Kenya, South Africa, and Turkey enroll in academic courses, participate in professional development and engage in community service while they gain perspective on American society, culture and institutions. The program coordinator can be reached at (630) 942-2564.

All services can also be obtained by visiting the International Student Services Office in the Student Services Center (SSC), Room 2225.

Career Services Center

The Career Services Center provides job and career-related information. Through a variety of resources and services, this center provides students and alumni with a connection to area employers and opportunities for paid and non-paid internships, full and part-time employment and Community Service Learning opportunities. The Career Services Center is located in the Student Services Center (SSC), Room 3258. The office has a variety of resources, including:

- Employer resource information
- On-campus interviewing with corporate recruiters
- Career specialists and workshops to assist students in their job search
- Web-based electronic job board which posts full and part-time employment opportunities and internships
- Successful job search workshops

For more information about Career Services, call (630) 942-2230, or visit cod.edu/careerservices.

Latino Outreach

The Latino Outreach Center will assist you in achieving your educational goals by offering extensive support services and referrals. The goal of the center is to recruit retain and transition Hispanic students beyond College of DuPage. Our focus is to be an extension of “la familia” here at College of DuPage while you pursue your education. However, we serve all students that walk through our door and provide a sense of community in a large institution.

- Referrals to local organizations and resources
- Educational support while attending College of DuPage.

El Centro Latino lo asistirá en lograr sus objetivos educativos. Le ofrece gran apoyo y lo conectará con los servicios que requiera. Nuestro objetivo es reclutar, persistencia y continuación de sus estudios más allá del College of DuPage.

Nuestro enfoque se centra en ser una extensión de la familia mientras continúa su educación. Sin embargo, ofrecemos apoyo a todos los estudiantes que nos visiten. Así formamos una comunidad extensa dentro de una institución como lo es College of DuPage.

- Conexión a organizaciones y recursos en la comunidad.
- Servicio de apoyo al estudiante mientras asista a College of DuPage.

Spanish Line: (630) 942-5011

Center for Student Diversity and Inclusion

The Center for Student Diversity and Inclusion (CSDI) promotes student success while recognizing the differences that enhance how we learn, including (but not limited to) differences of gender, ethnicity, religion, age, nationality, sexual orientation, socio-economic status and ability.

In collaboration with other College of DuPage departments, CSDI serves students with programs and events that help raise cultural awareness, increase social understanding and foster unity.

Visit cod.edu/csdi or contact David Swope, swoped28@cod.edu or (630) 942-2565 for more information.

Math Assistance Area

The Math Assistance Area (MAA) offers help to students enrolled in COD mathematics courses from basic math through Calculus 2232, including students enrolled in math courses at any COD location and in any format, including traditional classroom, computer lab or online classes. During some hours, help is also available for higher level math courses, physics, and other courses with math content. Most students are served on a walk-in basis, but 15-minute appointments are accepted. The MAA is staffed by degreed professionals and full-time COD mathematics faculty who are available to answer questions about homework assignments or to clarify concepts. The staff can also provide mathematics advising, information about math placement test preparation, and course recommendations. The MAA houses print and multimedia material for COD math courses, including current textbooks. For more information, call (630) 942-3339.

Tutoring Services

Tutoring Services is located in the Learning Commons in the Student Resource Center (SRC), Room 2102. Tutoring Services offers tutoring for a variety of COD courses by appointment, drop-in and online. Students must be enrolled in the courses for which they are requesting tutoring. Tutors hold demonstrated master proficiency in the subjects that they are tutoring and have successfully completed pre-service training. To request tutoring assistance or obtain more information, please call (630) 942-3686 or e-mail tutoring@cod.edu.

Writing, Reading and Speech Assistance

Writing, Reading, Speech Assistance (WRSA) is located in the Learning Commons, Student Resource Center (SRC), Room 2102. WRSA is available to currently enrolled College of DuPage students.

This one-on-one assistance is available for all types of assignments in every academic discipline. WRSA coaches work with students to develop strategies for improving their communication skills.

Writing coaches assist students in narrowing a topic, focusing on a thesis, utilizing clear writing strategies and revising. Reading coaches work with readers on strategies for understanding textbooks and study skills. Speech consultants provide help with topic selection, research, outlining, and delivery. The speech studio provides a safe, non-threatening environment to practice skills for effective presentations.

Sessions last 30 to 45 minutes and are scheduled in advance or on a walk-in basis. Appointments are held either online or in person at the Glen Ellyn campus. Students can make appointments by calling (630) 942-3355 or by visiting cod.mywconline.com.

Library

The Library offers its collections and services to students, faculty, staff and District 502 residents. The Library's website, www.cod.edu/library, provides access to the Library's catalog as well as detailed information about the Library's services and links to resources for research. A registered library account will permit remote access to many library resources. Students, faculty, and staff members with a registered library account will also have access to the I-Share network of more than 80 academic libraries state wide.

The Library provides teaching and learning materials to support and enrich students' educational experiences. It offers an impressive array of print, audiovisual and electronic resources, and it provides assistance in how to locate information and use Library resources. The Library has public computers, a wireless network, audiovisual viewing facilities, group study rooms, individual study space and a multimedia lab. The Library's many special services and collections include classes and workshops, and the Career and College Information Collection. For more information about the Library and its services, call (630) 942-2350, or visit www.cod.edu/library.

Academic Calendar 2018-2019

FALL SESSION – 2018

Wednesday to Friday, Aug. 15 to 17 All Faculty Return/Convocation Days
Monday, Aug. 20 16-Week and First 8-Week Classes Begin
Monday, Sept. 3 Legal Holiday (Labor Day) (NO CLASSES)
Tuesday, Sept. 11 12-Week Classes Begin
Tuesday, Sept. 27 Last Day to Withdraw – First 8-Week Classes
Wednesday, Oct. 10 End of First 8-Week Classes
Thursday, Oct. 11 Second 8-Week Classes Begin
Tuesday, Oct. 16 In-Service Day/Professional Day (NO CLASSES)
Saturday, Nov. 10 Last Day to Withdraw – 16-Week Classes
Friday, Nov. 16 Last Day to Withdraw – 12-Week Classes
Monday, Nov. 19 Last Day to Withdraw – Second 8-Week Classes
Wednesday, Nov. 21 College Open; (NO CLASSES)
Thursday to Sunday, Nov. 22 to 25 Thanksgiving Recess
Saturday, Dec. 8 End of Second 8-Week Classes
Saturday to Friday, Dec. 8 to 14 Final Evaluations/Culminating Activities
Friday, Dec. 14 End of 16-Week and 12-Week Classes

SPRING SESSION – 2019

Wednesday to Friday, Jan. 16 to 18 In-Service Days/Professional Days
(NO CLASSES)
Saturday, Jan. 19 16-Week and First 8-Week Classes Begin
Monday, Jan. 21 M.L. King’s Birthday (NO CLASSES)
Monday, Feb. 11 12-Week Classes Begin
Thursday, Feb. 28 Last Day to Withdraw – First 8-Week Classes
Wednesday, March 13 End of First 8-Week Classes
Thursday, March 14 Second 8-Week Classes Begin
Friday, April 12 Last Day to Withdraw – 16-Week Classes
Monday to Sunday, March 25 to 31 Spring Break (NO CLASSES)
Friday, April 19 Last Day to Withdraw – 12-Week Classes
Sunday, April 21 Easter (NO CLASSES)
Sunday, April 21 Last Day to Withdraw – Second 8-Week Classes
Friday, May 10 End of Second 8-Week Classes
Saturday to Friday, May 11 to 17 Final Evaluations/Culminating Activities
Friday, May 17 End of 16-Week and 12-Week Classes
Friday, May 17 Commencement

SUMMER SESSION – 2019

Monday, May 27 Legal Holiday (Memorial Day) (NO CLASSES)
Tuesday, May 28 First 5-Week and 10-Week Classes Begin
Monday, June 3 8-Week Classes Begin
Sunday, June 23 Last Day to Withdraw – First 5-Week Classes
Monday, July 1 End of First 5-Week Classes
Tuesday, July 2 Second 5-Week Classes Begin
Thursday, July 4 Legal Holiday (Independence Day) (NO CLASSES)
Sunday, July 14 Last Day to Withdraw – 8-Week Classes
Friday, July 19 Last Day to Withdraw – 10-Week Classes
Sunday, July 28 Last Day to Withdraw – Second 5-Week Classes
Sunday, July 28 End of 8-Week Classes
Monday, Aug. 5 End of 10-Week and Second 5-Week Classes

Please consult the current *Class Schedule* or the College’s website for any revisions in the calendar.

Student Life and Co-Curricular Opportunities



Office of Student Life

Chaparral Life

The Office of Student Life is dedicated to building community at College of DuPage and educating students to live a life of leadership. Getting involved at COD is only a click away. ChapLife is your online home for campus life, news, and events. Browse our clubs, organizations, and leadership programs to learn more about fun activities on campus and leadership opportunities for all students. It's easy to sync events to your iCal, Google Calendar, and Facebook. Log on using your myACCESS credentials. Log on to get connected!

New Student Orientation

Kick off the new semester at New Student Orientation! Pick up your welcome bag, meet new people, have fun, and learn more about what COD has to offer. If you are a new student, be sure to register for one of our New Student Orientation events that take place before the fall or spring term. To learn more about New Student Orientation, visit cod.edu/nso.

The Edge Program

You can get an "edge" in five different areas: Academic Drive, Arts Exploration, Career Preparation, Global Trek, and Living Leadership. As you participate in different experiences, they can be tracked using the ChapLife system (the online home of Student Life at COD). You can work towards completing all experiences in one Edge, a little from each Edge, or create your own path! Showcase your accomplishments on your co-curricular transcript! Visit www.cod.edu/edge for more information or contact the Office of Student Life in Student Services Center (SSC), Room 1217, (630) 942-2243.

Student Clubs

More than 90 student clubs provide opportunities for students to interact through a connection with academic programs, topical interest sharing, leisure-time activities and social interaction. Practicing leadership, business and organizational skills outside of the classroom enhances students' life and career goals. For a list and description of student clubs and organizations, contact the Office of Student Life in the Student Services Center (SSC), call (630) 942-2243 or visit chaplife.cod.edu.

Edge Program

The Edge Program is a free co-curricular transcript program that gives you a guide to exciting new experiences that compliment your classroom learning.

Living Leadership Program

The Living Leadership Program is a free program focused on developing students into active leaders. Living Leadership students build personal portfolios while developing the skills necessary to lead others. Students participate in workshops, retreats and clubs and give back to the community through service. Students can join any time and are encouraged to visit the Living Leadership website for the most current program information, www.cod.edu/LivingLeadership. Student Academic Publications.

Orientation Leader Program

The Orientation Leader Program is a short, but intensive summer training program that prepares students to serve as role models, as well as sources of support and information for new students at College of DuPage. OL's have fun meeting and training with other students while developing leadership skills to play a major role in facilitating the adjustment of new students and their families to the College of DuPage community. Students who complete the Orientation Leader Program also earn a certificate for completing Phase I of the Living Leadership Program. Applications are available in the Office of Student Life and online beginning Spring Semester. To learn more about how to become an Orientation Leader, visit www.cod.edu/ol.

Student Organizations

Alter Ego Productions

Alter Ego Productions is the college's student programming board, where students program for students. Alter Ego strives to create community on campus by bringing various forms of entertainment and programming that will appeal to a diverse student body. Students involved with Alter Ego develop skills in event planning, contract negotiating, booking talent, sound/stage set up, teamwork and leadership. For more information, call (630) 942-2712.

Student Leadership Council

The Student Leadership Council represents the student body to the administration and provides a place for students to become involved in the college community. The Student Leadership Council provides students with the opportunity to provide input and voice opinions through serving on the Outreach Committee or the Service Committee, which plan outreach events and volunteer activities. Students may also serve on college committees, such as Dining Services, Bookstore, Traffic Appeals and others. Interested students are encouraged to contact the Student Leadership Council office in the Student Services Center (SSC), or call (630) 942-2718.

Forensics Team

The Forensics team at College of DuPage is one of the most competitive speech and debate teams in Illinois. As many as 30 students participate in the program, which includes readers' theater, public address, debate, oral interpretation and acting. Competing in tournaments with other community colleges and universities throughout the state and nation, the Forensics teams have won numerous national championships and have ranked in the top 10 in the nation each of the past 20 years. Beginners as well as seasoned performers are welcome. For more information, call (630) 942-2054.

Honor Societies

College of DuPage has many honor societies for qualified students to join. For a full listing of honor societies as well as event and membership information, go to the "Organizations" tab on chaplife.cod.edu and click on "Honor Societies"

Alpha Beta Gamma

Alpha Beta Gamma is the International Business Honor Society of Community, Junior and Technical Colleges. College of DuPage is home to the Beta Iota chapter, chartered in 2006. The society recognizes and encourages students enrolled in business and business-related technology curricula and provides opportunities for leadership training, service, scholarship funds and the intellectual exchange of ideas. An invitation to join ABG reflects exceptional academic achievement. For more information on events or membership, contact the Business and Technology Division office at (630) 942-2592 or visit chaplife.cod.edu/organization/ABG.

Alpha Mu Gamma

Alpha Mu Gamma is the National Collegiate Foreign Language Honor Society of the United States. More than 300 charters have been granted to chapters in the United States, Puerto Rico, and the Virgin Islands. Chapters are found both in state and private universities, and in public and private two- and four-year colleges. Alpha Mu Gamma Honor Society recognizes students who have achieved an outstanding record in the study of world language or ESL if the student's native language is not English. For more information on events or membership, please visit chaplife.cod.edu/organization/AMG.

Lambda Epsilon Chi

The National Honor Society in Paralegal Studies, Lambda Epsilon Chi, recognizes significant achievement of students in College of DuPage's Paralegal program, and recognizes members who broaden their academic experience beyond the classroom. An annual induction ceremony will be held to welcome new inductees. For more information on events or membership, visit chaplife.cod.edu/organization/LEX.

Omega Lambda Nu

Omega Lambda Nu fosters academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging science, and recognize exemplary scholarship. For more information, visit cod.edu/student_life/clubs_org/honors.aspx.

Phi Theta Kappa

Phi Theta Kappa, the International Honor Society for two-year colleges, is very active on the local, regional and international levels. Any student may participate in the activities of this organization; however to gain full membership in the society, students must have 12 cumulative hours with a 3.5 cumulative GPA. A one-time membership fee is required. The Phi Beta chapter at College of DuPage implements a full range of activities in the society's hallmarks of leadership, scholarship, fellowship and service. For more information on PTK membership, contact (630) 942-3053 or visit chaplife.cod.edu/organization/PTK.

Psi Beta

Psi Beta is the National Honor Society in Psychology for community and junior colleges. The mission of Psi Beta is professional development of Psychology students through promotion and recognition of excellence in scholarship, leadership, research and community service. For more information on events or membership, please visit chaplife.cod.edu/organization/PsiBeta.

Tau Upsilon Alpha

Tau Upsilon Alpha Honor Society is the national Human Services Honor Society. The mission of Tau Upsilon Alpha is to honor academic excellence, foster lifelong learning, leadership development and promote excellence in service to humanity. For more information, please visit chaplife.cod.edu/organization/TUA.

Kappa Delta Pi

Kappa Delta Pi (KDP), International Honor Society in Education, was founded in 1911 to foster excellence in education and promote fellowship among those dedicated to teaching. For over a century, the Society has consistently grown, starting with a local chapter to become the international organization it is today, with an initiated membership that exceeds 1.2 million. Using a variety of programs, services and resources, KDP supports and advances educators throughout the phases and levels of their teaching careers. For more information on events of membership, visit chaplifecod.edu/organization/kappadeltapi.

Alpha Delta Nu

The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing. For more information on events of membership, visit www.cod.edu/honors_societies.

Student Publications

The Prairie Light Review

The *Prairie Light Review* is the Liberal Arts magazine for College of DuPage. It publishes original poetry, prose, graphic narratives, music lyrics, photography and art from students, staff and community members from District 502. To work on the magazine, students enroll in English 2210, a one credit-hour class, where they evaluate submissions, work on layout and handle publicity. For additional information, contact the Prairie Light Review office at (630) 942-2733 or visit chaplifecod.edu/organization/PLR

ESSAI

Michel de Montaigne, the great 16th-century French philosopher and writer, created a new literary genre called “essays” to demonstrate his attempts or trials in his writing exercises. The award-winning ESSAI reflects Montaigne’s seminal design and annually publishes some of the best academic “trials” and “attempts” of College of DuPage students’ writing endeavors across the curriculum and at all levels of learning. A professor selects and nominates a paper to the editors of ESSAI for consideration for publication. Each journal’s volume includes a variety of written assignments and exemplifies the special talent, fresh scholarship and intellectual sophistication of College of DuPage students. Contact Ben Whisenhunt at 630-942-3144 or whisen@cod.edu. Visit cod.edu/academics/essai

Courier Student Newspaper

A perennial award-winner for content and design, the Courier student newspaper can be found on racks throughout campus, and at www.codcourier.org. Editors, reporters, and photographers work in paid positions to produce a weekly publication during the fall and spring semesters. Freelance opportunities are available for aspiring writers, photographers and cartoonists. For more information, call (630) 942-2683.

Arts Exploration

Cleve Carney Art Gallery

The Cleve Carney Art Gallery is a 1,850 square-foot art gallery dedicated to the exploration and exhibition of contemporary art by regional, national and international artists. The space annually hosts both faculty and student art shows. Located in the McAninch Arts Center, the gallery is free and open to the public. For more information, visit clevecarney.org or email wittej259@cod.edu.

Wings Gallery

The Wings Gallery is a learning laboratory that gives COD students the experience of presenting their works in a professional environment. Located in Room 2210 in the Student Services Center (SSC), the gallery is free and open to the public. For more information, visit clevecarney.org or email wittej259@cod.edu.

Dance

The Dance program offers introductory and advance classes each semester in ballet, jazz, modern, tap, choreography, production and dance appreciation. The Fall Dance Fusion and Spring Dance Showcase features choreography and dance faculty and selected students. For more information on choreography auditions, dance placement and taking classes, contact Jon Sloven slovenj@cod.edu or Donna Douglas at douglas@cod.edu.

Theater

The Theater program provides students with the opportunity to study acting, directing, history and all elements of theater production. Students participate in fully staged and designed theatrical productions in fall, spring and summer terms. Auditions are held at the beginning of each academic term and are open to students and community members. For more information about the department, courses or productions, contact Connie Canaday Howard at canaday@cod.edu. Call (630) 942-3008 or email rakowa@cod.edu to be added to the audition email list.

College Music

The Music program provides students with the opportunity to study music appreciation, music theory and history, world music, and digital recording/editing. Students may participate in a variety of music ensembles and participate in individualized or group study in voice and instruments. Select ensembles require an audition to participate. Applied lessons are available in voice, piano and most band and orchestral instruments. For more information, contact Pam Eiten (630) 942-2391 or eitenp@cod.edu.

- Chamber Singers is a 25- to 30-singer ensemble performing madrigals, world and acappella music from five centuries.
- Concert Choir is a 50- to 70-singer choir performing mixed repertoire. DuPage Chorale performs choral masterworks, featuring soloists with instrumental accompaniment, and is open to all students and community members.
- Chamber Orchestra performs classical repertoire and is open to all students.
- DuPage Community Concert Band performs a wide range of band repertoire and is open to all students and community members.
- Percussion Ensemble studies and performs repertoire written specifically for percussion instruments as well as transcriptions adaptable to percussion.
- DuPage Community Jazz Ensemble is a 20-plus-piece big band dedicated to performing original music and jazz classics and is open to all students and community members.
- Small Group Jazz Ensemble is an instrumental ensemble, performing top-shelf material from the first century of jazz history.
- Guitar Ensemble is a large guitar ensemble performing 20th century American music.

Athletics

College of DuPage participates in the North Central Community College Conference (N4C) along with Joliet, Rock Valley, Triton, Harper, Madison and Milwaukee community and technical colleges. The College is a member of the National Junior College Athletic Association (NJCAA). College of DuPage has one of the most successful community college athletic programs in the nation, winning numerous national, district and regional championships in various sports.

Intercollegiate sports for men include baseball, basketball, cross country, football, golf, soccer, tennis, and track and field. College of DuPage has women's teams in basketball, cross-country, soccer, softball, tennis, track and field, and volleyball. There is also a spirit squad that performs at home football and basketball games.

Students who zipped around the district to temporary classrooms when the College opened in 1967 reminded someone of roadrunners; hence, the chaparral, a type of roadrunner, became the school mascot. The College colors are forest green and silver.

Intramural activities are also offered to provide students, faculty and staff the opportunity to participate in a variety of competitive or recreational sports activities. For more information call the Athletic Department at (630) 942-2365, or visit www.cod.edu/athletics.

Student Rights and Responsibilities



CODE OF STUDENT CONDUCT (ADMINISTRATIVE PROCEDURE 20-35)

Conduct which interferes with College purposes is not acceptable, yet a member of the College community can rightfully expect that the College will exercise with restraint its power to regulate student behavior and that rules and regulations will be adopted only when the educational process clearly and directly requires such action. Students are accountable for their own conduct. Sanctions for violations of College rules and regulations for conduct which interferes with college affairs will be addressed by the College. Student conduct which involves an alleged violation of criminal law, will be referred to appropriate civil authorities.

Students at College of DuPage are expected to demonstrate qualities of morality, integrity, honesty, civility, honor and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

- A. Cheating, plagiarism, forgery, misrepresentation and all forms of academic dishonesty.
- B. Purposely furnishing false information to any College official, faculty member or office.
- C. Forgery, alteration or misuse of any College document, record, form or instrument of identification.
- D. Failure to meet College financial obligations.
- E. Verbal abuse, physical abuse, assault, threats, intimidation, harassment, sexual harassment, coercion or other conduct which threatens or endangers the health and safety of any person on College premises.
- F. Intentional damage, destruction, attempt to damage or destroy, theft or attempted theft of College property or the property of College personnel, other students or any other person or the property of independent contractors maintained or stored on College premises.
- G. Theft, attempted theft or mutilation of Library materials.
- H. Disruption or obstruction of any operation of the College, including, but not limited to, teaching, learning, disciplinary proceedings, college activities, public service functions on or off-campus or other authorized non-college activities when the act occurs on College premises.
- I. Illegal or unauthorized use of computing resources as defined in the Information Technology "Electronic Communications Guidelines" located in the Office of the Vice President of Information Technology and on the Information Technology website at www.cod.edu/it including, but not limited to:
 1. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 2. Unauthorized transfer of a file.
 3. Unauthorized use of a computer account, identification number or password.
 4. Use of computing facilities to interfere with any other person's work.
 5. Use of computing facilities to interfere with the operation of the College computing system or any other computing system.
 6. Unauthorized use or copying of copyrighted software.
 7. Use of computing facilities to send obscene or abusive messages or images.
 8. The installation or use of a program whose effect is to damage computer systems, media or files.
 9. Unauthorized use of computer time for personal or business purposes.
- J. Unauthorized use of College telephones, facsimile (fax) machines or other College equipment.
- K. Unauthorized possession, duplication or use of keys to any College premises, unauthorized entry or attempted unauthorized entry to College premises, unauthorized occupancy or use of College premises.
- L. Conduct, behavior or involvement in an activity which causes or may reasonably lead College authorities to anticipate substantial injury or disruption or material interference with College activities or the rights of others.
- M. Possession, use, distribution or attempt to use or distribute an illegal or controlled substance or look-alike. Refer to Board Policy 25-5, Drug Free School.
- N. Possession, use, distribution or attempt to use or distribute alcoholic beverages. Refer to Board Policy 25-5, Drug-Free Schools.
- O. Use of tobacco products is prohibited in all indoor College facilities, owned or leased, and in all college-owned vehicles. Refer to Board Policy 10-160, Smoke-Free Campus.
- P. Use or possession of a firearm, weapon or explosive, including, but not limited to, a pistol, revolver, switchblade knife, bomb or any object containing noxious or dangerous chemicals, unless such use or possession is authorized by the College of DuPage Police Department.
- Q. Gambling of any kind.
- R. Violation of published College Board Policies as stated in the College of DuPage Board Policy Manual, College of DuPage Administrative Procedures, departmental policies and procedures and College of DuPage Police Department procedures.

- S. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
- T. Abuse of the judicial system, including, but not limited to:
 1. Failure to obey the summons of a judicial body or College official.
 2. Falsification, distortion or misrepresentation of information before a judicial body.
 3. Disruption or interference with the orderly conduct of a judicial proceeding.
 4. Initiation of a judicial proceeding knowingly without cause.
 5. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 6. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of the judicial proceeding.
 7. Influencing or attempting to influence another person to commit an abuse of the judicial system.

CODE OF ACADEMIC CONDUCT (ADMINISTRATIVE PROCEDURES 20-41)

As members of the College of DuPage Community, we have expectations of both faculty and students. Thus, there must be a shared commitment to the highest standards of learning. Faculty and students have mutual responsibility for establishing a clear understanding of the importance of honest academic behavior and for practicing the College of DuPage values of Integrity, Honesty, Respect, and Responsibility. Together we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct and ethical learning behaviors as defined in the Code of Academic Conduct.

Violations and Sanctions

Violations of the Code of Academic Conduct are activities (observed or reported) or materials that are deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity. Sanctions for violations of the Code will be based upon the nature of the violation and may include any of the sanctions in the procedures relating to academic integrity.

Responsibilities of Students and Faculty

The objective of the Code of Academic Conduct is to sustain an environment in which students recognize and demonstrate the importance of being accountable for their academic behavior:

Students have the responsibility to:

- Become fully knowledgeable of the Code of Academic Conduct;
- Produce their own work;
- Encourage honesty and integrity among their fellow students.

Faculty members have the responsibility to:

- Review classroom expectations with respect to all aspects of academic honesty;
- Describe those expectations clearly in the class syllabus;
- Inform the student directly of any charges of academic dishonesty;
- Refer students to the Dean of Students in a consistently applied manner.

Definitions—Behaviors Covered by the Code of Academic Conduct

As members of the College community, students are expected to refrain from academic dishonesty in all forms, including, but not limited to:

Cheating – copying or attempting to copy from another student in any work submitted for evaluation, whether tests or assignments; intentionally using or attempting to use unauthorized materials, information, or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations; altering graded work after it has been returned, then submitting the work to be re-graded.

Plagiarism – the reproduction of ideas, words or statements of another person as one's own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.

Unauthorized Collaboration – intentionally sharing or working together on an academic exercise when such actions are not approved by the course instructor.

Furnishing False Information – intentional and unauthorized falsification or invention of any information or citation furnished to any College official, faculty member or office; misuse of identification with intent to defraud or deceive.

Facilitation of Academic Dishonesty – permitting or attempting to help another violate the Code of Academic Conduct; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

Abuse of Academic Materials – Destroying, stealing, or making inaccessible library, laboratory or other academic resource material, or attempting to do so; stealing or otherwise obtaining advance copies of

placement tests; the acquisition, without permission, of a test or other academic material belonging to College of DuPage, to any department, or to any staff member; duplicating copyrighted software without authorization or using such software on College computers; “hacking” on College computers or installing “virus” programs.

Bribes, Favors and Threats – Bribing or attempting to bribe, promising favors to, or making threats against, any person with the intention of affecting an evaluation of a student’s academic performance; conspiring with another person who then performs one of these acts on one’s behalf.

Complicity in Academic Dishonesty – Helping another commit an act of academic dishonesty, especially providing material or information to another person with knowledge that this will be used deceitfully in an academic evaluation activity; permitting one’s own work to be submitted by another person as if it were that person’s original work.

Falsification of Records and Official Documents
Altering transcripts, grade reports or other documents affecting academic records; forging a signature of authorization or falsifying information on any academic document, such as permission forms, petitions or other documents.

Personal Misrepresentation and Proxy – Taking another person’s place in an exam, placement test or other academic activity, either before or after enrollment; having another person participate in an academic evaluation activity or evaluation in place of oneself.

PROCEDURES FOR VIOLATIONS OF THE CODE OF ACADEMIC CONDUCT

A. Discovery of Irregularity

As part of their responsibilities, faculty members must make judgments about the academic performance of their students, with due regard for established standards of scholarship. During this process, a faculty member may discover that a student’s activity or the material a student has submitted contains irregularities that appear to be violations of the Code of Academic Conduct. (If no faculty is directly involved, such as in the Testing Center, the person who discovers the irregularity will notify their unit administrator, who will then be responsible for executing the Code of Academic Conduct duties normally assigned to the faculty member involved.)

B. Notification to Student of Discovery of Violation(s) of the Code of Academic Conduct

When an irregularity is discovered, the faculty member will notify the student as promptly as reasonably allows, either orally or electronically, and will by means of this notification provide the student with a timely opportunity to meet and discuss the irregularity.

C. Initial Meeting with Student

At this meeting, the faculty member will determine whether or not an irregularity actually occurred. If so, the faculty member will then determine whether the situation is appropriately resolved by further instruction, in which case it becomes a learning opportunity, or if the alleged violation requires further investigation and a possible sanction. At the conclusion of the meeting, or as soon thereafter as reasonably possible, the faculty member will inform the student of his or her determination.

D. Learning Opportunity

A faculty member may determine a violation has occurred but is unintended, e.g., the result of the student’s misunderstanding of the assignment or ignorance of research conventions. Rather than invoke the Code of Academic Conduct Violation procedure, the instructor may use the opportunity to advance the student’s learning by requiring a corrected version of the work in question. In such a case, the instructor may grade only the final product and may not impose any sanction.

1. Learning Opportunities are to be settled between the faculty member and the student. No report to either the Division Associate Dean or the Dean of Students is necessary.
2. If the student refuses the Learning Opportunity procedure, he/she must be informed that, in consequence, the instructor may choose to file a complaint alleging academic dishonesty with the Dean of Students.

E. Informal Faculty Resolution of the Complaint

Instances when a Code of Academic Conduct violation occurs which would result in a sanction no greater than failure of the assignment or test, and for which the student accepts responsibility, the faculty member and the student may resolve the complaint between them by:

1. Discussing the violation.
2. If the faculty member is confident that the student understands and acknowledges that he/she did something wrong and the student is willing to

accept the sanction considered appropriate by the faculty member (failure on the assignment; failure on the test; completion of an alternative assignment; or failure for the course), the matter can be resolved between the faculty member and the student.

3. The faculty member then fills out the Academic Dishonesty form indicating the matter will be recorded in the Judicial Database, but no further action is required, which is then signed by both the faculty member and the student.
4. Copies of the form are kept by the faculty member, given to the student, the Division Associate Dean, and the Dean of Students.
5. If the Dean of Students' office determines the student has been responsible for prior violations, the matter may be referred for a formal hearing.

F. Formal Resolution of the Complaint

In instances when the student denies complicity in an act of academic dishonesty or when prior methods to bring the issue to closure were not effective, a student must be afforded the due process of a Formal Judicial Hearing.

1. Determination of the need for a Formal Judicial Hearing

- a. If, after talking with the involved student, the faculty member determines the situation involves an apparent Code of Academic Conduct violation for which the student denies responsibility or for which a sanction greater than 1) failure in an assignment; 2) failure on a test; 3) completion of an alternative assignment; or 4) failure in the course may be warranted, the faculty member will confer with the Division Associate Dean to determine if a Formal Judicial Hearing is appropriate.
- b. If the need for a Formal Judicial Hearing is determined, the faculty member will complete the portion of the Academic Dishonesty Complaint form which requests a Formal Judicial Hearing by the Dean of Students or designee. The report will describe the violation and include all relevant backup material.

2. Notification to student of a Formal Judicial Hearing

- a. In preparation for the Formal Judicial Hearing, the Dean of Students will review the student's file to determine if this is a first offense.
- b. The Dean will place the student's registration on temporary hold, so that the student can

neither withdraw from the course in question nor register for future courses until the current matter is settled.

- c. The Dean will notify the student in writing that the complaint has been filed (enclosing a copy of the Academic Dishonesty Complaint form completed by the instructor and the Code of Academic Conduct Policy and Procedure) and require the student to attend a Formal Judicial Hearing with the Dean or designee.
- d. If the student fails to attend the Judicial Hearing or if the student does not respond to the Hearing notice, the student registration record will remain on hold until the matter has been formally resolved.
- e. If the process cannot be completed before the end of the term, the instructor may be directed to assign the student an Incomplete (I) in place of a grade for the course, to be changed when the matter is resolved.

3. Formal Judicial Hearing

During the hearing, the Dean of Students or designee will review both the complaint and the Code of Academic Conduct procedures with the student to ensure the student understands them clearly and is aware of the possible consequences.

- a. The student will have an opportunity to present evidence and/or make statements in his/her behalf.
- b. At the conclusion of the hearing, if the student now agrees that he/she was involved in a violation of the Code of Academic Conduct, the Dean or designee will complete the Judicial Hearing Outcome Form, assigning the appropriate sanction(s), which may include completion of learning modules from the College of DuPage Library Workshops.
- c. In the event the student has been found at fault in an earlier incident involving academic dishonesty, the Dean or designee will determine whether a greater degree of sanction is appropriate.
- d. If the Dean or designee has determined that no academic dishonesty has taken place, no sanction will be assigned. The student will then have the option of completing the class; transferring to another section of the same class, if that is possible; or withdrawing from the class.
- e. The hold will be removed from the student's record. In cases where the student is required

to complete a Library Workshop, the hold will be removed upon notification that has been completed.

- f. The student should understand that a record of the judicial proceedings will be kept on file for a period of three years.
- g. At this point, notice of academic dishonesty will not be recorded on the student's transcript. However, should the student require a transfer application to another institution or apply for an honor or award, which require disclosure of the student's academic honesty, if it is within the three-year period, such academic dishonesty will be disclosed.
- h. At the conclusion of the Formal Hearing, the student will be handed a Hearing Outcome Form which clearly states the sanction(s) imposed. The student will be required to sign and date the form. The original signed copy will be given to the student; the other copy will become part of the student's file. Outcome information on this form will be shared with the faculty member making the original complaint, the associate dean in that area, and be added to the Judicial Database.
- i. A follow-up letter will be sent to the student reiterating the charge and the sanction(s).

4. Formal Hearing Outcome

At the conclusion of the Hearing, if the Dean or designee determines that a violation of the Code of Academic Conduct has occurred, one or more of the following sanctions will be administered, based upon the Dean's or designee's judgment concerning the nature of the violation.

a. Sanctions—Definitions

1. **Disciplinary Warning:** A notice in writing stating the student has violated the Code of Academic Conduct.
2. **Disciplinary Probation:** A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is again found to be in violation of the Code of Academic Conduct during the probationary period.
3. **Disciplinary Loss of Privileges:** Denial of access to privileges commonly available to applicants, students and alumni of College of DuPage. These may include, but are not limited to access to particular student employee positions on campus, access to

the Library, access to computer facilities, access to career and placement services, access to scholarships, access to academic honors, participation in clubs, organizations, athletics or campus activities. This denial may stand alone, it may accompany suspension, and it normally accompanies extended suspension.

4. **Withdrawal from Class:** Administrative withdrawal from a class or classes in which a student is enrolled for the current and/or subsequent semester. Administrative withdrawals do not provide for the refund of tuition and fees.
5. **Limited Access:** Administrative restriction to selected areas/locations of College facilities.
6. **Disciplinary Suspension:** Denial of permission to register for academic work at College of DuPage for a designated period of time, usually not more than one year. Conditions for readmission will be specified by the Dean or designee.
7. **Extended Disciplinary Suspension:** Dismissal from College of DuPage for a designated period of up to five years: students under this sanction must petition the Dean of Students for readmission to College of DuPage.

b. Sanctions for Course Violations

In the case of a violation occurring in a College course, in most cases, a student will be placed on disciplinary warning or probation and may be assigned one or more of the following:

1. An "F" grade for the activity in which the violation occurred.
2. An "F" grade for the course in which the violation occurred and immediate dismissal from the course.
3. Placement on disciplinary suspension for at least one semester, either: a) the semester in which the violation occurred, or b) the semester following the violation.
4. Placement on extended disciplinary suspension from the College with a letter attached to the transcript indicating the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for up to three years as determined by the Dean of Students or designee; the students must petition the Dean of Students to be re-admitted.
5. Disciplinary Loss of Privileges.

6. A project to help make reparation to the community and demonstrate that learning has occurred.

c. Sanctions for Assessment Test Violations

In the case of a violation occurring during an assessment test, in most cases, the student or student applicant will be placed on disciplinary probation, will be required to take all future assessment tests under supervision in the Testing Center, and may:

1. Be limited in registering for the next term to only the course(s) indicated by the new placement scores(s).
2. Be required to take the course(s) indicated by the new placement test score(s) in addition to any others in the next term's schedule.
3. Be restricted from registering for any College of DuPage courses for a semester or longer, as determined by the Dean of Students or designee.
4. Be immediately withdrawn from any courses in which he or she might be enrolled currently, without refund of tuition or fees.
5. Be immediately withdrawn from any courses in which he or she might be enrolled currently, with a letter attached to the transcript indicating that the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for a minimum of one year and a maximum of three years, as determined by the Dean of Students or designee.
6. Be placed on extended disciplinary suspension from the College with a letter attached to the transcript indicating the student has been found to have violated the Code of Academic Conduct. This letter will remain in the student's file for up to five years, as determined by the Dean of Students or designee; the students must petition the Dean of Students to be re-admitted.
7. If not a student at the time of the violation, be prevented from taking classes at College of DuPage for up to five years, and required to petition the Dean of Students to be admitted or re-admitted.
8. In addition to, or instead of, any of the above, be subject to Disciplinary Loss of Privileges.

- d. A student may be required to participate in counseling, educational seminars or seek medical attention in lieu of, or in addition to, the imposition of sanctions.

- e. More than one of the sanctions listed above may be imposed for any single violation.

- f. Integrity violations which occur independent of a course or testing situation may have any of the preceding sanctions applied.

- g. Other than College suspension, disciplinary sanctions will not be made part of the student's permanent academic record; however, they will become part of the student's confidential record maintained by the Dean of Students.

Discipline Records

Except as specified above, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the College of DuPage Judicial Database and the student's confidential record maintained by the Dean of Students' office. Ordinarily, cases involving the imposition of sanctions will be expunged automatically from the student's confidential record three years after final disposition of the case, except when the Dean of Students or designee has stipulated otherwise or the student has been placed on extended disciplinary probation for up to five years.

Appeal Rights and Process

A standing Judicial Review Board (described in Board Procedure 20-35) will hear cases and make recommendations on appropriate disciplinary cases referred to it by the Vice President of Student Affairs. If, through a hearing, there is a finding that a student has violated the Code of Academic Conduct and sanctions have been imposed, that student has the right to appeal the finding(s) or sanction(s) or both.

A student who wishes to appeal the outcome of the hearing must do so within two business weeks of the date on the Hearing Outcome Form received from the Dean of Students or designee.

The appeal must be addressed to the Vice President of Student Affairs; it must be typewritten; and must state the grounds for appeal. If the student wishes to appear in person before the Judicial Review Board, this must be indicated in writing in the appeal letter. The Vice President of Student Affairs will arrange a meeting convenient to all parties.

In the event of an appeal, the decision(s) of the Judicial Review Board as relayed by the Vice President of Student Affairs will be final. In the event the student does not appeal within the required two-week period, the decision of the Dean of Students or designee will be final.

TITLE IX SERVICES

Preventing & Responding to Sexual Violence

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs and activities at all colleges and universities that receive federal funding. Sex discrimination includes sexual harassment and sexual assault and violence. Sex discrimination, including sex and gender-based violence, is never acceptable and is a violation of College of DuPage as well as state and federal law.

College of DuPage's Title IX services include:

- Maintaining an institutional commitment to non-discrimination. College of DuPage is committed to maintaining a respectful and professional academic and work environment for students, faculty, staff, and visitors. This includes having an environment free from unlawful sexual misconduct and interpersonal violence. This applies to all settings and activities of the College, whether on campus property or off, if the misconduct adversely affects the health, safety, or security of any member of the college community or the interests of the college. This covers all students, employees and other individuals who have a relationship with College of DuPage that enables the College to exercise some control over the individual's conduct in places and activities that relate to the College's work.
- Educating the campus community and disseminating established Sexual Harassment procedures and best practices. College of DuPage does this to preserve campus safety and ensure compliance with federal laws, including the Campus Save Act in against sex discrimination, including sexual assault, domestic violence, dating violence and stalking.
- Providing prevention training and ongoing awareness programs for students, employees and the College community.
- Providing campus and community resources and referrals for involved parties of sex discrimination and sex- or gender-based misconduct.

How to Report an Incident

Filing a Title IX complaint serves as official notice to College of DuPage to authorize the Title IX Coordinator to initiate a preliminary investigation into the information and allegations contained within the report. Visit [COD's Sexual Harassment information page](#) to file an official notice.

Policy and Procedures

- [Title IX policy](#)
- [Title IX procedures](#)

TITLE IX REPRESENTATIVES

Title IX Coordinator

Susan Jerak
Dean of Students
(630) 942-3224
jeraks@cod.edu

Affirmative Action Officer

Linda Sands-Vanker
Vice President, Project Hire-Ed
(630) 942-2621
sands-vankerkl@cod.edu

Title IX Investigators

Jackie Reuland
Manager, Center for Access & Accommodations
(630) 942-2567
reuland@cod.edu

Steve Gustis
Manager, Career Services
(630) 942-2099
gustis@cod.edu

Chuck Steele
Manager, Student Life
(630) 942-2642
steelec@cod.edu

College of DuPage Police Department

Joseph Mullin
Chief of Police
(630) 942-4278
mullin@cod.edu

VIOLENCE AGAINST WOMEN ACT (REAUTHORIZED, 2013)

This Federal law requires colleges to annually train new students and employees about the campus climate related to sexual assault, dating violence, domestic violence, and stalking, as well as the crimes in the Annual Security Report. Educational sessions regarding safety, bystander education, and sexual misconduct prevention will be ongoing and announced on the College portal and myACCESS.

CRIME REPORTING/CAMPUS SECURITY AUTHORITIES

College of DuPage community members are strongly encouraged to immediately report any criminal activity or suspicious person(s) to the Police Department. To further encourage the timely reporting crimes on campus, the Jeanne Clery Disclosure for Campus Security and Campus Crime Act identifies and defines Campus Security Authorities (CSAs) as College staff

members with “significant responsibility for student or campus activities.” College of DuPage has designated the following individuals as a Campus Security Authority (CSA)

- Dr. Ann Rondeau, President
- Earl Dowling, Vice-President, Student Affairs
- Linda Sands-Vankerk, Vice-President, Project Hire-Ed
- Joe Mullin, Chief of Police
- Chuck Steele, Manager of Student Life
- Mia Igyarto, Interim Vice President, Human Resources
- Susan Jerak, Dean of Students/Title IX Coordinator: (630) 942-3224 or titleix@cod.edu

Above Title IX Services include:

Sexual harassment in higher education is defined as unwelcomed conduct of a sexual nature. Whether the conduct is explicit or suggested, it is prohibited if submission to or rejection of such conduct is a basis for determining admission, required or expected educational performance, attendance requirements, coursework, placement, quality of instruction, tuition or fees, scholarship opportunities, grades, successful completion of coursework or degree received. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature. Acts of sexual harassment are forms of sex discrimination prohibited by Title IX.

Victims of sexual harassment are encouraged to:

- Try to stop the behavior by telling the offender clearly that the behavior is unwelcome and offensive to you and you want it to stop.
- Get help from others. The Counseling and Advising Center or the Dean of Students Office can help you identify a way to approach this situation.
- Be sure to write down the details of what happened.

College of DuPage seeks to foster a community environment in which all members respect and trust each other. It is the responsibility of all College employees who observe or hear an act of possible sexual misconduct to immediately report to a College resource:

Title IX Coordinator, Susan Jerak. (630) 942-3224 or titleix@cod.edu

COD Police Department, (630) 942-2000

Vice President, Project Hire-Ed, Linda Sands-Vankerk, (630) 942-2621

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex and gender, which includes sexual harassment and sexual violence, in educational programs activities. See Board Policy 15-11 and Administrative Procedure 15-11

Prohibition of Sexual Misconduct and Harassment for more information including information related sanctions, protective actions, remedies and Title IX complaint investigation procedures. cod.edu/counseling/dean_of_students/title_ix.aspx

For more information on sexual harassment and additional resources, contact the Dean of Students Office at (630) 942-3224 or email deanofstudents@cod.edu

NOT ANYMORE TRAINING

Not Anymore is an online training program designed to help students deal with the issues of sexual assault, sexual harassment, dating violence, stalking, bullying and alcohol and drug abuse.

To access the online training program, visit the Student Portal and click on the *Not Anymore* graphic once you are in the portal. You will be taken directly to the online training program.

Susan Jerak

Dean of Students
(630) 942-3224
Student Services Center (SSC), Room 3231
jeraks@cod.edu

Ileana Nava

Administrative Assistant
(630) 942-2485
Student Services Center (SSC), Room 3232
navai278@cod.edu

EDUCATION

College of DuPage is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The College’s Prohibition of Sexual Discrimination, Harassment and Misconduct Policy and Procedure apply to all settings and activities of the College, whether on campus property or off, if it adversely affects the health, safety, or security of any member of the college community or the interests of the college. The policy and procedure cover all students, employees and other individuals who have a relationship with College of DuPage and enable the college to exercise some control over the individual’s conduct in places and activities that relate to the College’s work.

To foster a climate of respect and security on campus and to educate employees, students, employees and visitors about issues related to preventing and responding to act of sexual misconduct, the policy and

procedures have been created and serve to demonstrate the College's commitment to:

- Prohibiting the acts of sexual misconduct: sexual harassment, sexual assault, and other forms of sex or gender-based discrimination, as well as the acts of dating violence, domestic violence and stalking.
- Disseminating clear policies and procedures for responding to acts of sexual misconduct and interpersonal violence reported to or reasonable known to the institution.
- Delivering primary prevention and awareness programs and on-going training and education campaigns to students and employees so they may identify what behavior constitutes sexual misconduct and interpersonal violence: understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safety and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, College of DuPage is required to report certain sexual offenses occurring on or near campus to the proper authority. The survivor has the choice of whether or not to file a report and/or to proceed with legal action. Students should consult the Board Policy 10-150: Reporting Criminal Acts and Emergencies and Board Policy 20-35: Code of Student Conduct/ If a sexual offense occurs; the survivor is encouraged to:

- Find a safe place
- Seek medical treatment for possible physical injuries, transmission of sexually transmitted infections, and pregnancy
- Preserve evidence of the assault
- Avoid showering, bathing, changing clothes, washing hands, going to the toilet or brushing your teeth.
- If you do decide to change clothes, save all of the clothing you were wearing at the time of the assault. Place each of item of clothing in a separate paper bag.
- Avoid disturbing anything in the area where the assault occurred.
- File a report.
- Seek support and counseling.

ALCOHOL, ILLEGAL DRUGS, AND SUBSTANCE ABUSE EDUCATION

This information is provided in accordance with the Drug-Free Workplace Act of 1988 And the Drug-Free Schools and Communities Act of Amendment of 1989. To further the education aims of the institution, and in accordance with state and federal laws, College of

DuPage seeks to improve the educational and work environment within the college and its activities by eliminating drugs in the workplace. College of DuPage strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college is committed to creating healthy, safe and positive community for its students and employees. The college has adopted and implemented programs to prevent abuse of alcohol and use or distribution of illicit drugs by both students and employees both on its premises and as part of any other college's activities. Through the use of multiple strategies, the college provides a framework for addressing alcohol and other drug-related issues for the campus community. It is important to be aware of COD's Drug and Alcohol-Free College Policy 15-30 and disciplinary actions taken against students or employees who violate the policy.

HEALTH PROMOTION AND WELLNESS

Education and prevention programs at College of DuPage include:

- National Association of Alcohol Awareness Week
- Alcohol and Drug Awareness Brochures and Displays
- Counseling Services Workshops
- College of DuPage Classes: Human Services courses on Addiction and Addiction Counseling, Physical Education 2251
- Anonymous Alcohol Screening online at www.mentalhealthscreening.org/screening/cod
- Employee Assistance Program: Northwestern Medicine (888) 9333-1327
- Student Assistance Program: Northwestern Medicine (855) 933-8727
- "Not Anymore", Informed online training course for all students
- Emergency Response Handbook (posted in every office/classroom on campus)
- New Employee orientation includes an in-person module
- Posters are distributed throughout campus
- Resources are developed:
 - VAWA Guide: Definitions and How to Report
 - Take a Stand: Understanding Sexual Violence and Offering Resources
 - Title IX Resource Guide: Policy Guide and Resources

Programs to prevent dating violence, sexual assault, and stalking include both primary prevention and awareness programs directed at new, incoming students and new employees and on-going prevention and awareness campaigns directed at continuing students and all employees/

Ongoing prevention and awareness campaigns are programming, initiatives and strategies that are sustained over time and focus on increasing

understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking, using a range of strategies with audiences throughout the college.

Primary prevention programs are programming, initiatives, and strategies informed by research or assessed value for effectiveness or outcome intended they are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutual respectful relationships and sexuality, encourage safe bystander intervention and seek to change behavior and social norms.

Risk educations are options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and help to individuals.

Awareness programs: College-wide or audience specific programming, initiative, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene, when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. COD wants to promote a culture of community accountability where bystanders actively engaged in the prevention of violence without causing further harm. If you, or someone else is in immediate danger on main campus, dial 2000 or 911 at one of the College Regional Centers.

Bystander intervention educational opportunities have been made available students online and through student organizations. Each spring, Alter Ego Productions (AEP), a student organization brings a performance group on-campus to promote an awareness of sexual misconduct. Materials have been provided by Student Life for all students, "Not on My Watch". In collaboration with Human Resources, Student Affairs and the Police, the college continues to update and expand procedures, training materials for students and employees to become more familiar with opportunities for awareness and prevention.

College of DuPage recognizes that there are many ways to perpetrate sexual violence. Incidents may occur through physical force, intimidation, manipulation and coercion. This may include the voluntary or involuntary use of drugs and/or alcohol that renders the survivor unable to give consent. Sexual offenses can occur within personal relationships, including those that are intimate, professional, familial, or friendly. In fact, sexual offenses involving strangers constitutes only a small percentage

of cases. Individuals of any sex, sexuality, or identified gender may experience a sexual offense. It is important to remember that there is nothing a person can do it to deserve or provoke a sexual offense. A student may choose to pursue Board Policy 20-35: Code of Student Conduct with respect to sexual violence. Upon request, the Dean of Students may accommodate changing classes and arranging for escorts. In accordance with Board Policy 20-35: Code of Student Conduct, the College will take reasonable steps to notify complains in writing of outcomes and sanctions.

Sexual Offense Definition: A sexual offense is any unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger, that occurs without indication of consent of either/any of the individuals involved, or that occurs under threat or coercion. Sexual offenses include, but are not limited to, rape (also referred to as sexual assault in the State of Illinois), forcible sodomy, sexual assault with an object, fondling or kissing without consent, incest, statutory rape, and the threat of sexual assault. College of DuPage recognizes that there is nothing a person can do to deserve or provoke a sexual offense. According to the Department of Justice and the FBI, rape is defined as "The penetration by a sex organ of another person, without the consent of the victim." This definition includes any gender of the victim or perpetrator, and includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity, including due to the influence of drugs or alcohols or because of age. Physical resistance from the victim is not required to demonstrate lack of consent.

Consent is defined as clearly and freely given word or overt action confirming a willing desire to move forward with a specific sexual request, act or experience. Consent cannot be obtained from individuals who have a temporary or permanent mental or physical incapacity, including being under the influence of drugs or alcohol or because of age. Consent is an affirmative response, not a lack of one, (i.e. the absence of "no" should never be interpreted as "yes").

College Policy: Sexual offenses, the threat of sexual offenses, sexual assault, dating violence, domestic violence and stalking are prohibited by College of DuPage. See Board Policy 15-11 and Administrative Procedure 15-11 Prohibition of Sexual Misconduct and Harassment for more information.

When a report is received, internal and external options will be reviewed with the student, including contacting the College of DuPage Police; getting medical treatment; contacting community sexual assault agencies; starting Board Policy 20-35: Code of Student Conduct, and connecting with College of DuPage Counseling Services or off-campus counseling services.

The college has developed resource guides in print

and online which are made available to students and employees who report being victim of sexual assault. The Title IX Resource Guide has providers contact information, what to do and say, and written explanation of a victim's right and options.

Medical Treatment: A person who has experienced a sexual offense is encourage to see an appropriate medical evaluation as promptly as possible. The medical evaluation may include treatment of injuries endured during the event; treatment of sexually transmitted infections and a full examination for the collection of physical evidence should a person later decide to pursue a criminal prosecution and/or civil action. Additional resources may be available at the time of treatment.

Information, Support and Counseling: Counseling is available of survivors (whether or not a report is filed) and provides an option for confidential disclosure. Survivors may experience Rape Trauma Syndrome, with symptoms similar to those of Post-Traumatic Stress Disorder. This condition may be serious and should be treated with respect and sensitivity. Sexual violence can affect all areas of a survivor's life and counseling can provide support to help navigate through issues that may arise.

*Please note that by calling the College of DuPage Police Department (630) 942-2000, you can access any College office listed below 24 hours a day, seven days a week.

On-Campus Resources:

College of DuPage Counseling Services
(630) 942-2259

Off-Campus Resources:

YWCA/Confidential Advisors
Sexual Assault Support Service
1-888-293-2080

Operating 24 hours a day, seven days a week, the Rape Crisis Hotlines provide free numbers where survivors of sexual assault and their significant others can call to receive confidential, immediate assistance.

ywchicago.org/our-work/sexual-violence-support-services/rape-crisis-hotline/

Chicago Rape Crisis Hotline

1-888-293-2080

Operates 24 hours a day, seven days a week to provide immediate crisis counseling and referrals for survivors, significant others, and professionals.

Illinois Masonic Hospital
836 W. Wellington Ave.
Chicago, IL 60657
(773) 975-1600

Rape Victim Advocates

180 North Michigan Ave, Suite 600
Chicago, IL
(312) 443-9603
www.rapevictimadvocates.org

Porchlight Counseling

(847) 328-6531 (Office)

(773) 750-7077 (Helpline)

Porchlight provides unlimited free counseling to college students at offices throughout Chicago.

HOW TO FILE AN ANONYMOUS OR CONFIDENTIAL COMPLAINT

Victim, third-parties or bystanders may also file an anonymous/confidential complaint where disclosure of the sexual misconduct does not trigger an official investigation and the victim can still receive medical treatment, advocacy services, legal assistance and counseling. Conversations with a confidential resource are privileged communications and are not disclosed to other, including law enforcement of college officials. To speak with a confidential resource, contact the COD Counseling and Advising Center, at (630) 942-2259.

All communications between a Confidential Advisor/Resource and a student pertaining to an incident of sexual violence shall remain confidential, unless the student consents to the disclosure of the communication in writing. The Confidential Advisor/Resource may disclose confidential communications between the Confidential Advisor/Resource and the student if failure to disclose would result in clear, imminent risk of serious physical injury to or death of the student or another person.

SANCTIONS

The following sanctions may be imposed following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, and other forcible or non-forcible sex offenses. More than one of the sanctions listed may be imposed for any single violation.

A student may be required to participate in counseling, educational seminars, or to seek medical attention in lieu of, or in addition to, the imposition of sanctions.

Disciplinary Warning: A notice in writing stating the student has violated the Code of Student Conduct.

Disciplinary Probation: A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is again found to be in violation of the Code of Student Conduct during the probationary period.

Disciplinary Loss of Privileges: Denial of access to privileges commonly available to applicants, students and alumni of College of DuPage; these may include, but are not limited to, access to particular student employee positions on campus, access to the Library, access to computer facilities, access to career and placement services, access to scholarships, access to academic honors, participation in clubs, organizations, athletics or campus activities. This loss of privileges may stand alone, it may accompany suspension, and it normally accompanies extended suspension.

Proceeding: all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: any initial, interim, and final decision by an official or entity authorized to resolve disciplinary matters within the institution. The result includes any sanctions imposed by the institution.

Withdrawal from Class: Administrative withdrawal from a class or classes in which a student is enrolled for the current and/ or subsequent semester. Administrative withdrawals do not provide for the refund of the tuition or fees.

Limited Access: Administrative restriction to selected areas/locations of College facilities.

Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

Community Service: A project to help make reparation to the community and demonstrate that learning has occurred.

Other Penalties: the student may be denied a transcript or degree until all the obligations specified by judicial body are met, or until other penalties are imposed as may be determined to fit the misconduct.

Disciplinary Suspension: Denial of permission to register for academic work at College of DuPage for a designated period of time, usually not more than one year. Conditions for readmission will be specified by the Student Judicial Officer; students under this sanction must petition the Student Judicial Officer in writing for readmission for College of DuPage.

Extended Disciplinary Suspension: Dismissal from College of DuPage for a designated period: students under this sanction must petition the Student Judicial Officer in writing for readmission to College of DuPage.

Summary of Disciplinary Suspension: If, in the opinion of the Dean of Student Affairs and/or the Behavioral Intervention Team (BIT), a student's conduct poses an immediate threat to him/herself, members

of the College community or school property, or poses an on-going threat of disruption to the educational process, the student may be summary suspended from the College without holding the student judicial hearing. In such an event, written notice sent by certified mail, return receipt requested, must be sent to the student on the date of the summary suspension. The notice will state the reason for the student's removal from the College and will request the student contact or meet with the Dean of Student Affairs within three (3) calendar days after the notice is received. The notice will also state that failure to respond to the letter within three (3) calendar days of receipt will constitute waiver of the right to the conference. If the student fails to respond to the notice or fails to attend the conference, it will be considered a waiver of the conference. A student who presents such a threat to the educational process may also be suspended by the Dean of Student Affairs after an informal conference, pending the review of the complaint by the Behavioral Intervention Team.

Expulsion: Permanent termination of student status from College of DuPage, with consequent loss of tuition and fees.

STUDENT RIGHT TO KNOW ACT

This federal law requires colleges to disclose graduation rates or projected graduation rates for full-time degree or certificate students. College of DuPage is in compliance with this regulation. Information of this nature is available in the [Annual Security Report](#) and [Your Right to Know](#).

This federal law requires colleges to annually publish information relating to the number of crimes reported on the college campus and the security measures that are in place to reduce the risk of crime within the college community. For more details, contact [College of DuPage's Campus Police Department](#), or see the [Annual Security Report](#).

College of DuPage complies with the Higher Education Act Amendments of 1992 and 1998 by disclosing campus crime statistics, including any reported incidents of forcible or non-forcible sex offenses. In addition, the college complies with the law by adopting procedures for victims to follow if a sex offense occurs. Contact College of DuPage Police at (630) 942-2000, if you have questions about the reporting or disclosing procedures.

CONCEALED CARRY

College of DuPage enforces State law prohibiting concealed firearms on all college campuses as well as college controlled classrooms and college sponsored events.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

In accordance with this federal law, the use of alcoholic beverages and illegal chemical substances is a major concern on college campuses across the nation. College of DuPage is committed to providing its students with information about health risks, available resources, laws and current policies regarding the use of drugs and alcohol. For more information, contact the Campus Police Department, the Dean of Students' Office, or download the [Federal Drug-Free Schools and Campuses Regulations](#).

ILLINOIS STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH ACT (P.A. 99-278)

In accordance with the Illinois Student Optional Disclosure of Private Mental Health Act (the "Act", P.A. 99-278), a student's mental health information is considered private in nature and will not be released to a third party without that student's prior written consent, unless otherwise provided by other state or federal laws. A student who desires to authorize disclosure of certain private mental health information about himself or herself to a designated person for purposes set out in the Act must complete a [Student Optional Disclosure of Private Mental Health Information Form](#).

PROHIBITION OF SEXUAL DISCRIMINATION, HARASSMENT AND MISCONDUCT

College of DuPage is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the Sexual Discrimination, Harassment and Misconduct Policies (Board Policy 15-10 and 15-11), which ensure a safe and healthy educational and employment environment, and meet legal obligations in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; title VII of the civil Rights Act of 1964, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; and the Cleary Act, which requires timely warning to the community of certain and immediate threats.

The College has designated the Dean of Students as the Title IX Coordinator. For more information or file a report contact:

Dean of Students
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Telephone: (630) 942-3224
Email: TitleIXCoordinator@cod.edu

NON-DISCRIMINATION GRIEVANCE PROCEDURE (STUDENT COMPLAINT PROCEDURE)

College of DuPage acknowledges that a student or group of students may have a difference of opinion with regard to policies, practices and procedures of the College. Assurance is given by the Community College District 502 that should genuine grievance arise, students adhering to the following procedures have the right to a hearing and resolution of complaints in a prompt and fair manner without fear of retribution.

The Grievance/Student Complaint Procedure is not intended to limit the options of the College or of a student or group of students, but to resolve any difference mutually and informally.

Types of Complaints

Students may file a complaint for the following allegations:

- Academic regulations
- Privacy
- Administration of College of DuPage policy, practices, or procedures.
- Disciplinary charges
- Complaints about treatment of students by college employees (Filing a Complaint Against a College Employee)
- Discrimination because of race, color, creed, sex sexual orientation, disability or national origin in regard to programs, courses, activities, facilities, financial aid, or student employment
- Sexual harassment
- Disabilities accommodations

Filing a Complaint against a College Employee

Every attempt will be made to resolve a complaint informally at the point of origin (instructor, counselor/advisor, staff person or person responsible for the area concerned). The procedures are listed in sequence as follows. The student can request support from the Dean of Students or the support person of his/her choice in the process:

- Within 20 school days of the situation, the student contacts with the individual or group with whom he/she has a complaint, in an attempt to resolve the issue.
- If there is no resolution of the issue, the student forwards the complaint in writing to the supervisor of the individual named in the complaint. The incident or situation should be described as specifically and completely as possible. A statement of the relief necessary to resolve the situation must be stated. It is the responsibility of the student to provide sufficient and tangible documentation or evidence to support his/her allegation.

Because the complaint involves college employee, the supervisor should consult with the Manager of Employee Relations in Human Resources to ensure that the interface between the students' right to a hearing of his/her complaint is balanced with the employee's contractual protections. The supervisor must respond to the student within 10 school days. Responses may include investigation and dismissal of the charge, mediation, discipline, or other. Confidentiality of personnel records prevents the outcome being reported to the complainant in most cases.

Filing a Complaint against a Student

Any member of the college community may file charges against any student for misconduct. A charge involving a student must be filed in writing with the Dean of Students within twenty (20) days of the alleged incident. Official incident reports from the College of DuPage police detailing on campus incidents may be considered as complaints. The Dean of Students must also notify the student accused of the infraction.

The Dean of Students (or designee) will make a preliminary investigation of the charge or the complaint to determine if the charges have merit and/or if they can be disposed by mutual consent of the parties involved on a basis acceptable to the Dean of Students. If the charges cannot be disposed of by mutual consent, the Dean of Students may, after investigation, decide to warn and inform the student(s) involved, dismiss the charge, or call for a hearing.

Either party, the complainant or the accused, may waive the investigation and go directly to a hearing. The Dean of Students will inform the person accused of the investigation decision in writing either in person or by certified mail. A student may appeal the decision of the investigation and request a hearing.

STUDENT COMPLAINT PROCESS

It is the goal of the College of DuPage that any disagreements be discussed and resolved in a professional manner. When appropriate, attempts should be made to resolve the issue informally with the individual or department directly involved. If an issue or problem still exists, the following formal complaint process should be followed. All formal complaints must be put in writing using the online [Student Complaint Form](#).

NOTE: The Student Complaint Form does not apply to grade appeals; tuition appeals; violations of the Code of Student Conduct or Academic Conduct; or violations of discrimination, harassment and sexual harassment. Please refer to [Student Rights and Responsibilities](#) for procedures regarding these types of concerns or submit a Student Concern/Incident Report.

Student Complaint Process

When appropriate, attempt to resolve the issue informally with the individual or office involved.

1. If the situation remains unresolved, complete and submit the online [Student Complaint Form](#).
2. The completed form will be automatically forwarded to the Vice President of Student Affairs who will then disseminate the complaint to the appropriate college official.
3. The responsible college official will first investigate the complaint by interviewing the complainant and other involved parties. A written response (hard copy or email) will be sent to the student and the Vice President of Student Affairs within five days of receiving the complaint.

In the event that the complaint remains unresolved, the complainant may contact the Vice President of Student Affairs who will investigate and provide a written response to the appropriate individuals. All formal complaints will be monitored to ensure action has been taken. A copy of the final resolution of any formal complaint will be forwarded to the Vice President for Student Affairs where a record of all formal student complaints will be retained. To complete a formal student complaint process go to cod.edu/counseling/dean_of_students/student_complaint_process.aspx

STUDENT CONCERNS AND GRIEVANCES

Students who have concern about an issue that adversely affects them or someone else or feel their rights have been infringed upon by the enforcement of policies and regulations may through appropriate channels, work to resolve such problems. Procedures outlining the process can be obtained by contacting the Dean of Students' office at (630) 942-2485.

COMMUNICABLE DISEASES (BOARD POLICY 20-10)

Students are to inform the Dean of Students' office if they have or are a carrier of a reportable Communicable disease as defined by the Illinois Department of Public Health (DPH). Upon being informed that a student is suspected of having a communicable disease, the Dean of Students may consult with appropriate College personnel, public health personnel, the College's legal counsel and the student. Pending determination, a student who has a reportable communicable disease, or is a carrier of a reportable communicable disease or a student who is reasonably suspected of having a reportable communicable disease or being a carrier, may be temporarily excluded from the College. For more information, contact the Dean of Students' office.

TOBACCO-FREE CAMPUS POLICY (BOARD POLICY 10-160)

Use of tobacco and tobacco-related products (including electronic cigarettes) is prohibited on all College of DuPage premises, in all indoor College facilities and in all College vehicles.

STUDENT ACADEMIC APPEALS PROCEDURES (ADMINISTRATIVE PROCEDURE 20-165)

Academic Regulations Committee

The committee considers student petitions regarding matters such as students' unresolved concerns about their academic records. The Academic Regulations Committee considers each case on its individual merits. Its decisions are final. An appeal to the Academic Regulations Committee is submitted through the Office of Student Records and must be for classes in which an "F" grade was received for a class taken less than five years before the petition is submitted.

ADA COMPLIANCE

Appeals regarding accessibility can be made to the Dean of Students, who serves as the ADA Compliance Officer. Recommendations regarding program and physical accessibility for qualified individuals with disabilities are handled by the Office of Access and Accommodations.

STUDENT PRIVACY NOTIFICATION OF STUDENTS' RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day College of DuPage Office of Student Records receives a request for access. Students should submit to the Office of Student Records written requests that identify the record(s) they wish to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. 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 or misleading. Students may ask College of DuPage to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If

College of DuPage 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 (not "Directory Information") contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student 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.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by College of DuPage 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, SW
Washington, D.C. 20202-4605

ADMINISTRATIVE PROCEDURES FOR COMPLIANCE WITH THE ILLINOIS STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION ACT

In accordance with the Illinois Student Optional Disclosure of Private Mental Health Act (the "Act", P.A. 99-278), a student's mental health information is considered private in nature and will not be released to a third party without that student's prior written consent, unless otherwise provided by other state or federal laws.

A student who desires to authorize disclosure of certain private mental health information about himself or herself to a designated person for purposes set out in the Act must complete a Student Optional Disclosure of Private Mental Health Information Form, available on page 1. This Form must be submitted to the Manager of Access & Accommodations at the Office of Access & Accommodations, Student Services Center (SSC), Room 3249. The form will remain valid until the

student revokes his or her authorization by notifying the College in writing that he or she is withdrawing this authorization.

In the event that a qualified examiner, who is employed by the College in that capacity, determines that a student poses a clear danger to the student or others, the qualified examiner will immediately contact the Manager of Access & Accommodations or his or her designee to determine if that student has completed and provided the College with a Student Optional Disclosure of Private Mental Health Information Form designating a person to whom the College is authorized to disclose this information.

If the student has filed a Student Optional Disclosure of Private Mental Health Information Form, the qualified examiner shall, as soon as practicable but no more than 24 hours after making the determination described above, attempt to contact and notify the designated person that the qualified examiner has made a determination that the student poses a clear, imminent danger to themselves, or others. The College shall document any and all attempts of the qualified examiner to reach the designated person.

The Dean of Students shall periodically review whether the College employs a “qualified examiner” who is in a position to make the determinations provided for in the Act.

Finally, consistent with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its regulations at 34 CFR §99.36 (“FERPA”), the College may, in situations where a health or safety emergency exists, disclose confidential personally identifiable information about a student without his or her consent, to any individuals the College reasonably determines to be in need of that information for public health and safety reasons, subject to the conditions and limitations set out in FERPA.

COMPUTER LAB SECURITY POLICY

Several computing labs are available on campus for student use. Students who use these computing labs must comply with COD Board of Trustees Policy Manual, Administrative Procedure 10-126, “Electronic Communications” guidelines. In addition to legal sanctions, violators of these guidelines may be subject to disciplinary action, including dismissal or expulsion, as relevant, consistent with other College policies, procedures or collective bargaining agreements.

“College of DuPage Premises” includes all land, building, facilities and other property leased or rented by the College, whether on a short-term or long-term basis; owned by the College (including adjacent streets and sidewalks); subject to the control of the College but not leased, rented or owned; and where an official College activity is held and where students, faculty or staff are present or are participants in the official College activity.

Tobacco use is permitted inside private vehicles. The improper disposal of tobacco and tobacco-related

products from a vehicle while on College of DuPage premises is prohibited. Improper disposal includes, but is not limited to, spitting smokeless tobacco product, littering and anything that creates fire hazards.

It is the responsibility of all faculty, staff, students and visitors to comply with this policy. Refusal to comply with this policy may result in citations issued by Campus Police and/or disciplinary action by the appropriate administrative office.

DISCLOSURE OF DIRECTORY INFORMATION

The items listed below are designated as “Directory Information” by College of DuPage Board Policy and Procedure 20-15 and may be released for any purpose at the discretion of the College. Under provision of the Family Educational Rights and Privacy Act of 1974, as Amended, a student has the right to withhold the disclosure of any or all of the categories of “Directory Information” listed below. The student should consider very carefully the consequences of any decision to withhold “Directory Information.” Should a student decide to inform the College not to release any or all of this “Directory Information,” any future requests for such information from non-college persons or organizations will be refused. The College will honor a student’s request to withhold the information listed below but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon the student, the College assumes no liability for honoring the student’s instructions that such information be withheld. Directory Information consists of the following: Name, community, terms attended, last educational institution attended, major field of study, awards, degrees and awards received, participation in officially recognized sports and activities, height and weight of members of athletic teams. If a student wishes to withhold the directory information, complete the “Student Request to Prevent Disclosure of Directory Information” form and submit it by the fourth week of the term to the Office of the Director of Enrollment Services and Registrar. Forms are available in the Office of Student Records. If the form is not received in the Office of the Director of Enrollment Services and Registrar by the fourth week of the term, it is assumed that the above information may be disclosed.

Forms are available for students who wish to disclose non-directory information and are available in the Office of the Director of Enrollment Services and Registrar, the Office of Student Records, as well as various other offices. This form needs to be completed each term.

Distribution of Printed Materials Guidelines

Individuals and organizations have the right to distribute printed material on the College of DuPage campus. Such material must not be contrary to local, state or federal laws and no items may be sold or money solicited.

However, the Board does reserve the right to control

the place, time and manner such printed material is distributed. The administrative procedures concerning the distribution of printed materials are available in the Office of Student Life, Student Services Center (SSC), and on the College website under Board Policies.

GENERAL STUDENT INFORMATION

Bookstore

Follett's College of DuPage Bookstore is located on campus in the Student Resource Center. They offer for purchase new and used textbooks, digital books, course related supplies, emblematic clothing and gifts, technology products, reference materials, study aids, leisure reading materials, snacks and greeting cards. Also available to students is our online bookstore at www.codbooks.com where you have the option to have your order shipped or available for convenient in-store pick up service.

The Bookstore offers a book buyback service throughout the year. For additional information about the Bookstore, you can contact by phone: General Information: (630) 942-2360
Website: www.codbooks.com
Email: cod@bkstr.com

Closing the College—Severe Weather and Other Emergencies

In the event that it becomes necessary to close the campus or to cancel classes and other activities due to inclement weather, notices are sent out through the College's COD Alerts system via text, email and voice mail (cod.edu/about/police_department/alert_systems.aspx). Announcements are also posted on the College's website at www.cod.edu, on the exterior LED signs, the student and employee portals, and on Facebook and Twitter. This closing information is also available on the College's incoming phone message at (630) 942-2800, through WDCB 90.9fm and on *Chicago Tribune's* Emergency Closing Center website.

Dining Services

The campus Dining Services department offers an exciting and innovative dining program for the College of DuPage community. A variety of food concepts, including national brands, are available to choose from. The E.E. Gibson Café is conveniently located on the first floor of the Student Resource Center with hours of operation during the academic year from 8 a.m. to 7 p.m., Monday through Thursday, and 8 a.m. to 2 p.m. on Friday. National brand food venues are also located on the second floor of the Student Services Center, and the first floor of the McAninch Arts Center. Vending machines are located throughout the campus, and provide snacks and cold/hot beverages. For further information on food service or catering functions, contact Dining Services at (630) 942-2555 or (630) 942-3343.

College of DuPage Police Department

The College of DuPage Police Department is a professional 24-hour law enforcement agency. The department's police officers have full police powers and are responsible for maintaining a secure environment in which educational activities are conducted and assets are protected. Contact the College of DuPage Police Department to report a crime, for emergency first aid, to report lost items, or to report a motor vehicle or personal-injury accident on campus.

The College of DuPage Police Department also provides assistance with disabled vehicles and lockouts and, if needed, provides escort service to your vehicle or class.

The office can be reached at (630) 942-2000, ext. 2000, 24 hours a day, seven days a week.

Campus Parking

The parking lots on campus are available to faculty, staff, students and visitors. The College reserves the right to tow illegally parked vehicles at the owner's expense. Some designated parking areas require a parking permit. There is a 20 m.p.h. speed limit on all the entrance drives and roads around the campus and a 10 m.p.h. speed limit in all parking lots. Penalties for parking violations range from \$15 to \$250. Fines may be paid by mail or in person to the Cashier's Office. To appeal a traffic citation, one must file a form with the Cashier's Office or go to the COD Police website within five days of issuance.

Traffic Appeals Committee

This committee, composed of staff and students, considers the appeals of students who feel they have been wrongly ticketed for traffic violations on campus. Appeal forms can be completed and submitted online at www.cod.edu/about/police_department/traffic_regulations.aspx.

Appeals must be made within five days of ticket issuance. Right of appeal is forfeited on the sixth day after the citation has been issued. The decision of the Traffic Appeals Committee is final.

Reporting of Criminal Activities:

Community members also have the ability to send text alerts to the police department by utilizing the Rave Guardian application, available for smart phones. Visit cod.edu/about/police_department/alert_systems.aspx for more information.

Law Enforcement Authority:

College of DuPage Police Officers are sworn and certified law enforcement officers who have received training through a police academy, certified by the Illinois Law Enforcement Training and Standards Board. College of DuPage Police Officers continuously pursue continuing education through the Suburban Law Enforcement Academy and other, outside law enforcement training programs.

Sexual Assault Investigation:

The victim may also contact the College's Title IX Coordinator to report an incident.

What if I am in the parking lot and need help?

Students also have the ability to send a text alert to the College of DuPage Police Department by using the COD Alerts application, available for smart phones.

What if I am in class and there is an emergency or I need to contact the police department?

Students also have the ability to send a text alert to the College of DuPage Police Department by using the COD Alerts application, available for smart phones.

What if I want to report a crime anonymously?

COD Eyewitness allows you to anonymously submit a tip about crime or suspicious activity on campus. To send a tip, send a text to 67283. In the body of the text, type CODTIP, a space, and then your tip. You may also use the COD Alerts App to submit a tip.

Students may also send an email to: mullin@cod.edu with information you feel may be useful in keeping your campus safe and secure. It is important that you provide as much detail as to who, what, when and where, as possible. Your identity will be protected to the fullest extent possible. We appreciate your assistance in helping us protect your campus.

Confidential Reporting

College of DuPage encourages anyone who is the victim or witness to any crime to promptly report the incident to the College of DuPage's Police Department at (630) 942-2000. The College of DuPage Police Department does have a process for collecting voluntary and anonymous reports of a crime. Individuals who report crimes will be given the opportunity to decline to provide their name as part of the crime reporting process. This process is referred to as "The Silent Witness Program." It is accessible through the College of DuPage Police Department website. This anonymous email is available as a means of the College of DuPage Police Department website. This anonymous email is available as a means of reporting misconduct in situations where a member of the College community fears reprisal, embarrassment, or for other reasons, does not feel comfortable utilizing normal reporting channels or procedures. This information is reported in College of DuPage's Annual Security Report and the Campus Safety and Security Survey as reported to the Department of Education.

Reports filed on a confidential basis are counted and disclosed in the annual crime statistics report for the college. Publicly available recordkeeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20). COD Police encourage

all Student Mental Health Counselors to refer persons they are counselling to report crimes on a voluntary, confidential basis by contacting the COD Police, if and when they deem appropriate.

Access to Campus Facilities:

When are our buildings open to the public? Campus buildings and facilities are accessible from 5 a.m. to 11 p.m., every day excluding declared holidays.

Drug, Alcohol, and Tobacco Policies: Can I smoke on campus?

College of DuPage is a tobacco-free campus; smoking is prohibited at all campus locations. The campus police department enforces Illinois underage drinking laws. Additionally, no person shall possess, consume, distribute, purchase or manufacture any controlled or illegal substance on campus or any property that the College may lease. The College Police Department enforces Federal and State drug laws. DuPage County has 24-hour Access and Crisis Intervention assistance at (630) 627-1700 and a national drug and alcohol abuse hotline (800) 234-0246.

What happens when there is weather or other types of emergencies on campus?

Emergency Operations Plan: The College Police Department has developed an Emergency Operations Plan to assist in responding to many types of emergencies. As a supplement to the plan, there are Flip-Chart booklets in every office area and classroom on campus that give detailed instructions of how to respond to several different types of emergencies.

How do I find out if the College is closed for any reason or about any other campus alerts?

COD Alerts is the college's automated system for notifying you of school closings and other important information. You are automatically enrolled in the system when you register for a class and you remain in the system until three terms pass in which you have not enrolled. COD Alerts can send text messages to your cell phone, emails, and even play a recorded message on your phone.

Can I get help with car problems?

Vehicle Jump Start/Lock-out Assistance: The College Police Department provides a free vehicle jump start service. Lock-out assistance is also available.

Animals on Campus

Per Board Policy 10-150, no animals are permitted on campus except service animals, animals which have received prior approval from the Police Department and those authorized by laboratory faculty or deans.

SAFETY AND EMERGENCY

This section represents part of College of DuPage's commitment to safety and security on campus. The safety of employees, students and visitors is important. A truly safe campus can only be achieved through the cooperation of everyone working together. We hope this information will be read carefully to help foster a safe environment for everyone on campus.

Crime Prevention

The College makes an ongoing effort to prevent crime from occurring rather than react to it after the fact. Officers patrol in vehicles, on bicycles and conduct walking tours of campus facilities. Some are programs that students can use if interested in being better prepared.

Crime Statistics

Campus crime, arrest and referral statistics include those reported to the College of DuPage Police Department, Campus Security Authority (CSA's) and local law enforcement agencies. The College believes that an informed public is safety-conscious public. The following reported statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, and covering the period January 1 to December 31 for each year, are for your information. Annually, a link to the report is, emailed to all faculty, staff and students. Prospective students and employees are also notified that the report is available. Copies of the report may be obtained at the College of DuPage Police Department office. You may also call (630) 942-2000.

Safety Tips

- Avoid areas where crimes are more easily committed, use lighted and busy sidewalks.
- Safety in numbers: when exiting the campus after dark, do so with fellow students, community members or employees, whenever possible.
- Park your vehicle in well lit areas, if you intend to return to your vehicle after dark.
- The Police Department will provide you with an escort upon request.
- Report any suspicious or unusual activity to the Police Department.
- Lock your car (all doors) and take your keys with you.
- Do not leave personal belongings unattended.
- All valuables in your vehicle should be removed from plain sight and secured prior to leaving your vehicle.
- If you use a bicycle at campus, consider secure, high-quality locks and cables.
- Police officers can assist you with crime prevention, on or off campus. If you have a question, contact us.

- Be aware of emergency call boxes located throughout the campus.
- Remain alert at all times. Report anything suspicious to the police.

A. Electronic Monitoring System: A series of closed circuit security cameras record activity in more than 100 locations on main campus. In addition, the campus has several hundred access and fire alarm monitors that connect directly to the campus police department.

B. Campus Communication Modes: The Campus has more than 20 different ways identified to get information to employee, students and visitors, including text messaging capabilities, plasma screens and an emergency PA system.

Safety and Emergency Policies and Procedures

A. Traffic Appeals Committee

Do you feel you were wrongly ticketed by Campus Police?

1. Composed of staff and students
2. Considers appeals of students who feel they have been wrongly ticketed for traffic violations on campus.
3. What a student needs to do:
 - a. Pick up an appeal form through the Cashier's Office
 - b. Appeal in writing through the Dean of Student Affairs Office
4. Failure to complete and submit a written appeal will result in the student losing the right to a future hearing.
5. The decision of the Traffic Appeals Committee is final.

Public Transportation

Pace Suburban Bus Service provides bus transportation to and from the campus in Glen Ellyn. There are three bus shelters on campus. One is on the southwest corner of Fawell Boulevard and Lambert Road near the Homeland Security Education Center, and there are two on Tallgrass Road on the north side of the Student Resource Center (SRC) and the Berg Instructional Center (BIC). Two Pace routes serve the campus directly, No.714 and No.715. These routes connect with many others, as well as with the Metra and Northwestern train lines. Please check the Pace website, www.pacebus.com or call (847) 364-PACE, for up-to-date schedules, fares and route maps. All routes are subject to change.

Pace schedules are available on campus in the Office of Admissions and Outreach and the Office of Student Life. Students may purchase a Pace Campus Connection Pass through Ventra. Details can be found at www.pacebus.com/ventra/#Campus.

Admissions, Registration and Financial Aid



REGISTRATION SERVICES

The Office of Student Registration Services provides a wide variety of enrollment services to support students with the registration process at College of DuPage. Registration staff members are available to assist students with course registration after a student has completed the admissions application and received assistance with course selection.

The Office of Student Registration Services provides assistance with registering for credit classes, switching courses and sections, late registration, waitlist options for closed courses, auditing a class, withdrawing from a course and changing a residency status. Registration Services is also responsible for handling Late Registration Appeals, Late Withdrawal Appeals, Medical Withdrawal Appeals, Tuition Appeals Due to Extenuating Circumstances, Cooperative Agreements and Company Sponsorships.

Registering for classes

Students are encouraged to register early to select the classes and schedule that fits their needs. After a student selects and registers for classes, they will need to either pay their balance in full or enroll in one of our convenient payment plans. Every student is required to select a payment option at the time of registration, including students who are expected to receive financial aid. If a payment option is not selected at the time of registration, the student may be dropped from their classes for non-payment. For more information on payment options, visit cod.edu/tuition.

Options to Register:

When eligible, students may register in one of four ways:

- 1. Online Registration** (myaccess.cod.edu)
To select your courses and register online, an individual must be an admitted or returning student in good academic standing with a myACCESS username and password.
- 2. In-Person**
Visit the Office of Student Registration Services in the Student Services Center (SSC), Room 2221 during office hours for assistance with registration. The COD Centers will also provide registration assistance.
- 3. By Phone**
Students may register for classes by calling the Office of Student Registration Services at (630) 942-2377.
- 4. Using the Chap App**
Students with a myACCESS username and password may register for classes using the mobile device application available in either Android or iOS platform.

College of DuPage does not allow course registration via e-mail; however, a student can e-mail the Office of Student Registration Services at registration@cod.edu with inquiries.

Returning Student Registration

Returning students will be eligible for priority registration based on the number of credit hours the student has successfully completed at College of DuPage. Priority is given to those students with a higher number of completed hours. Priority registration does not include transfer credits or demonstrated competency credits.

To check the number of completed College of DuPage credit hours:

1. Go to myaccess.cod.edu.
2. Log in to your account.
3. Under “Academic Profile” click on “My Profile.” See Institutional Completed Credits.

The returning student registration dates will be listed online at www.cod.edu/registration and in the most current Class Schedule.

Students can contact the Office of Student Registration Services at (630) 942-2377 or via e-mail at registration@cod.edu with any questions.

New and Transfer Student Registration

Registration for new and transfer students who have never attended College of DuPage will begin the day after returning student registration ends.

The new student registration date will be listed online at www.cod.edu/registration and in the most current Class Schedule.

Students can contact the Office of Student Registration Services at (630) 942-2377 or via e-mail at registration@cod.edu with any questions.

Payment Policy

All students are required to pay their tuition and fees at the time of registration. Students may pay by cash, check or credit card. Students unable to pay in full must enroll in a convenient Payment Plan. Students receiving financial aid (i.e., grants and loans) must enroll in the College’s deferred payment plan. Direct links to these payment options are found online at cod.edu/tuition.

Credit Class Registration Deadlines

Students are encouraged to register early. The deadline for a student to register for a credit course without requiring a Registration Permit for Late Enrollment from the instructor will be the first day of class. This includes 16-Week, 12-Week, 10-Week, 8-Week and 5-Week classes. For example, if the first day of class falls on a Monday, a student may register for this specific class until 11:59 p.m. on that same Monday. If the first day of class is on a Wednesday, a student may register for this specific class until 11:59 p.m. on that same Wednesday.

Exceptions to this rule are custom courses or courses with required safety training, licensure, accreditation or mandatory seat hours for legal reasons. Students can visit myaccess.cod.edu to view start and end dates for all credit courses.

Late Registration

Students who want to register late for a course after the first day of class must request a Registration Permit for Late Enrollment from the assigned instructor. Issuance of a Registration Permit for Late Enrollment is up to the instructor's discretion.

Options to Request a Registration Permit for Late Enrollment:

1. Students can log into myACCESS and select "Request a Permit" located under the Registration heading.
Note: This option is only available until the 10th instructional day of class.
2. Students can locate the instructor's e-mail address in myACCESS and e-mail the instructor directly to request a permit.

Once a permit has been issued, it is the student's responsibility to immediately register for the class since a Registration Permit for Late Enrollment is only valid for one (1) business day after the issuance date. A \$10 late registration fee will be charged for each class that requires a Registration Permit for Late Enrollment. Students are expected to take full responsibility for making up any missed coursework associated with a late registration. A Registration Permit for Late Enrollment cannot be issued and will not be valid after the midterm of a class.

Waitlist for Full Classes

Credit courses are subject to a capacity of students allowed to register for a course. When a class has reached that capacity, it is considered full. Students who want to register for a class that is full will have the opportunity to be added to a waitlist for that course. Students can visit myaccess.cod.edu to view the course capacity, seats available and number of students on the waitlist. A student may select the waitlist option when registering through myACCESS or by calling (630) 942-2377.

After a student is added to a waitlist, they will be notified if and when a seat becomes available. The student will receive a notification via their College of DuPage (@dupage.edu) email account and will have until 11:59 p.m. that day to register for the open seat via myACCESS. If the student does not register for the open seat before 11:59 p.m. the same day, the student will be removed from the waitlist and the next student on the waitlist will be notified. If the student misses the opportunity to register and wants to be placed back on

the waitlist, the student will be placed at the bottom of the waitlist. It is the sole responsibility of the student to check their e-mail to receive waitlist notifications.

The waitlist option will remain active through the first day of the course for all sessions excluding custom courses or courses with required safety training, licensure, accreditation or mandatory seat hours for legal reasons. After the first day of the course, a student may request a Registration Permit to Overload a Full Class from the instructor to join the course. Overloading a course is up to the instructor's discretion and an instructor may only issue a Registration Permit to Overload a Full Class after the first day of the course. The instructor can send the Registration Permit to Overload a full class by e-mail directly to the Office of Student Registration Services and it will only be valid for 1 business day after it is issued.

Students can either register for an open section of a course or be added to a waitlist for a full section of the same course. If a student registers for a different section of the same course, they will be dropped from the waitlisted section. For example, if a student is added to the waitlist for English-1101-001 and then registers for English-1101-007, the student will be removed from the English-1101-001 waitlist.

For more information on the waitlist options, students can call the Office of Student Registration Services at (630) 942-2377 or e-mail registration@cod.edu

Auditing a Class

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. College of DuPage students may choose to audit a course. A student auditing a course will not be considered enrolled in that course for purposes of financial aid, standards of academic progress, or athletic eligibility. The final grade for the course will be shown on the official transcript as an audit with the letter grade of "X." The audit grade of "X" earns no credit, it will be not applied to a degree or certificate and it does not affect the grade point average.

Intent to audit a class must be indicated at the time of registration via myACCESS, over the phone or in-person at the Office of Student Registration Services. The tuition per credit hour for auditing a course is higher than the standard credit hour tuition. If a student wishes to audit a course that has already started, the student will need to request a Registration Permit to Audit a Class from the instructor in order to audit a class and the audit cannot be revoked. Students may not request to audit a class after midterm. The audit grade of "X" is recorded on the student's permanent academic record (transcript).

For more information on the option to audit a course, students can call the Office of Student Registration Services at (630) 942-2377 or e-mail registration@cod.edu.

Prerequisites

A prerequisite is a listed course or other enrollment criteria that must be satisfied prior to registration. Before registering for any course with a listed prerequisite, students are expected to have met the prerequisite requirement(s) or be currently enrolled in the prerequisite course. Our system will automatically check that all prerequisites for each course have been met. To learn more about prerequisites, visit cod.edu/records and click on Proof of Prerequisite or e-mail prereq@cod.edu

To view the specific course descriptions and prerequisites, view the current Course Catalog at cod.edu/catalog, visit myACCESS or refer to the current Class Schedule. There are some courses that allow the prerequisites to be waived by the consent of the instructor. You may only request a waiver for a prerequisite for a course that specifies “consent of the instructor” in the course description.

Options to Request a Registration Permit for a Prerequisite Waiver:

1. Students can log into myACCESS and select “Request a Permit” located under the Registration heading.
Note: This option is only available until the 10th instructional day of class.
2. Students can locate the instructor’s e-mail address in myACCESS and e-mail the instructor directly to request a Registration Permit for a Prerequisite Waiver.

Course/Credit Load

A student must be enrolled in a minimum of 12 credit hours in Fall or Spring semesters and a minimum of 6 hours in Summer semester to be considered a full-time student. Half-time status is 6 to 11 credit hours during Fall or Spring semesters and 3 to 5 in Summer semester. Students can register for up to 19 credit hours during a semester. Students wishing to enroll in more than 19 credit hours in a semester require permission from a Student Success Counselor. Visit cod.edu/counseling for more information.

DISTRICT 502 RESIDENCY

For the purpose of determining tuition and fees, students enrolling for credit courses at College of DuPage are classified as in-district students, out-of-district students, out-of-state students or international students. Visit cod.edu/residency to view the District 502 Residency policies and map.

In-District Students

Students who live within College of DuPage District 502 for at least 30 days prior to the beginning of the semester are classified as residents of the district and are eligible for the in-district tuition rate. Visit cod.edu/tuition for the current district student tuition rate.

Out-of-District Students

Students who live in Illinois but outside of College of DuPage District 502 are classified as out-of-district students and will be subject to the out-of-district tuition rate. Visit cod.edu/tuition for the current out-of-district student tuition rate.

Out-of-State & International Students

Students whose legal residence is outside the state of Illinois are classified as out-of-state students and will be subject to the out-of-state tuition rate. Students whose legal residence is outside of the country are classified as international students and will be subject to the international student tuition rate. Visit cod.edu/tuition for the current out-of-district and international student rates.

Change of Residency

Students who live outside Community College District 502 that have changed residency to District 502 must provide proof to receive the in-district student tuition rate. Visit cod.edu/residency for the steps necessary to change residency status.

CAREER CONSORTIUM

College of DuPage is a member of the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER), an agreement that provides expanded educational services with other community colleges in Illinois.

Members of the CAREER consortium offer in-district tuition rates for select career and technical programs. Under the agreement, out-of-district students can enroll in an applied science program at College of DuPage that may not be available through their area community college. Visit cod.edu/registration/career_consortium.aspx for a full list of CAREERS consortium colleges.

Incoming Cooperative Agreements

Individuals who want to enroll in an Associate in Applied Science degree or certificate program not offered by their own community college may apply for a cooperative agreement. Students must apply through their own community college at least 30 days prior to the beginning of the term for which they intend to enroll at College of DuPage. Cooperative agreements are available for community colleges within the State of Illinois. Most community college districts do not approve cooperative agreements for single courses, developmental courses or non-credit courses.

Outgoing Cooperative Agreements

Students residing in District 502 who wish to enroll in an approved program of study not offered by the College of DuPage, may be eligible for a cooperative agreement to attend another community college in Illinois that offers that curriculum. A student approved for a cooperative agreement will be entitled to that college's in-district tuition rates. (Board Policy 25-50). Applications for cooperative agreements must be filed 30 calendar days prior to the start of term. Single courses, developmental courses, non-credit courses, and Associate in Arts or Associate in Science degrees do not qualify for cooperative agreements. For information on applying for a cooperative agreement, please contact the Office of Student Registration Services, Student Services Center, (SSC) 2221, call (630) 942-2377 or e-mail registration@cod.edu.

TUITION AND FEES FOR CREDIT CLASSES

Admissions/Recording Fee

A \$20 non-refundable admission application fee is required for the first time a student applies to the College for credit courses. The fee is not charged to district residents age 65 or older, veterans or those with demonstrated need. Contact the Office of Admissions and Outreach at (630) 942-2626 for more information about fee waiver eligibility.

District Student Tuition

Students who meet the criteria of an in-district resident pay in-district tuition.*

Out-of-District Student Tuition

Students who meet the criteria of an out-of-district resident pay out-of-district tuition.*

Out-of-State & International Student Tuition

Students who meet the criteria of an out-of-state and/or international resident pay out-of-state tuition.*

SPECIAL TUITION CATEGORIES

Work in District 502

Students whose legal residence is outside Community College District 502, but are employed for a minimum of 35 scheduled hours per week within District 502, may be entitled to receive the in-district tuition rate. Tuition adjustments will not be considered after mid-term. Visit cod.edu/registration to view the Registration Calendar. Visit cod.edu/residency for more information.

Senior Citizens

Senior citizens (age 65 or over) whose permanent residence is within District 502 pay a reduced tuition rate.* Visit cod.edu/tuition for the current senior citizen student rates.

Students 65 years of age and older may receive free tuition if their annual household income is less than the threshold amount in Section 4 of the Senior Citizen Tax Relief Act. Visit cod.edu/reg_forms to view the Senior Citizen Tuition Waiver Form.

Online Courses

Students who register for COD online courses are charged in-district tuition regardless of their residency. Online courses carry an additional online course fee*. Visit cod.edu/tuition for the current online student rates.

Audit

Students who audit classes are charged a higher tuition rate.* Visit cod.edu/tuition for the current audit student rates.

Variable Tuition

Certain programs carry a variable tuition rate.* Visit cod.edu/tuition for a list of programs and for the current rate.

FEES

Service Fee

A service fee is included in the tuition for each semester credit hour.*

Late Registration Fee

A \$10 late registration fee will be charged for each class that requires a Registration Permit for Late Enrollment.

Payment Plan Fee

Students who choose the payment plan are charged a payment plan fee. An additional fee is assessed per semester if an automatic bank payment or credit card payment is returned.*

Returned Check/Charge Card Fee

Students are charged a fee for each check or charge card rejected by the bank.*

Course Fees

Certain courses require the payment of course fees or special registration fees. Course fees are printed in the class listing of the Class Schedule or in myACCESS.

*Current tuition rates and fees are printed in the current Class Schedule and are available online in myaccess.cod.edu

WITHDRAWALS, REFUNDS AND APPEALS

Dropping vs. Withdrawing

Dropping a Credit Class During the Refund Period

Dropping a credit class can only be done within the first 12% of the number of calendar days in the session based on the start date of class. 100% refund of tuition & fees will be granted during the first 7% of the number of calendar days in the session based on the start date of the class. 50% refund of tuition & fees will only be granted during the first 8-12% of the number of calendar days in the session based on the start date of the class. Visit cod.edu/reg_calendar view the number of calendar days within a course. Students will only receive a refund when a class is dropped during the refund period.

Students can view their specific refund dates for each class on the student's class schedule which can be obtained by logging into myACCESS and clicking "My Class Schedule" located under the Academic Profile heading. Students may also call the Office of Student Registration Services at (630) 942-2377 to obtain the last day to drop a course for a refund. When a class is dropped during the refund period, it will not appear on the student's transcript. After the refund period, removing a class from your schedule is considered a withdrawal.

Withdrawal from Credit Classes

If a student decides to remove a course from their schedule after the refund period, it becomes a withdrawal. Students will not receive a refund during the withdrawal period. A "W" will be indicated on the student's transcript. The "W" is not part of the calculation for GPA. The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session. After this date, a student must request a Late Withdrawal Appeal Due to Extenuating Circumstances. The last day to withdraw is listed on the student's class schedule which can be obtained by logging into myACCESS and clicking "my class schedule" located under the Academic Profile heading. This date can also be found on the registration calendar online by visiting cod.edu/reg_calendar. A student can obtain a copy of the calendar by visiting the Office of Student Registration Services Student Services Center (SSC), Room 2221 or by contacting the office at (630) 942-2377 or at registration@cod.edu.

Late Withdrawal Appeal Due to Extenuating Circumstances

After the withdrawal deadline, students wishing to withdraw from their courses will be required to submit a Late Withdrawal Appeal Due to Extenuating Circumstance as well as appropriate documentation to the Office of Student Registration Services. Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will have a 'W' grade on their transcript. Late withdrawal appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to petition for late withdrawal during the week of final exams. The form along with the guidelines to submit a Late Withdrawal Appeal Due to Extenuating Circumstance can be found by visiting cod.edu/reg_forms.

Medical Withdrawal Appeal

Students who are not able to attend classes due to a documented medical reason can submit a Medical Withdrawal Appeal to the Office of Student Registration Services, Student Services Center (SSC), Room 2221. Appeals must be accompanied by documentation from a physician or medical institution to verify the medical condition, date of onset and estimated length of treatment. Requests for medical withdrawals are reviewed by a Medical Appeals Committee and the decision made by the Medical Appeals Committee is final. A tuition refund may be issued when appropriate within the guidelines of the College of DuPage refund policy. Failure to provide adequate documentation at the time of submission will result in denial of the appeal. The student will receive written notification of the decision within three (3) weeks of submitting the request to the Office of Student Registration Services. Medical Withdrawal Appeal forms are available in the Office of Student Registration Services and online at cod.edu/reg_forms.

Tuition Appeal Due to Extenuating Circumstances

Tuition Appeal Due to Extenuating Circumstances is for students who are requesting a refund of their tuition charges due to extenuating circumstances preventing attendance that occurred during a given term. Documentation of the extenuating circumstance is required and failure to provide adequate documentation at the time of submission will result in denial of the appeal. A refund can only be considered when a student has withdrawn from a class and has received a 'W' grade. Filing an appeal does not relieve the current student financial obligation to College of DuPage. The student is responsible for all charges assessed on their account pending a decision on their appeal. The appeals are reviewed by a committee and the decision process takes approximately 4 weeks. Additional time may be necessary to contact faculty and for

instructional, financial aid or advising issues to be reviewed by the Dean. A student will be notified of the committee's decision by mail. The decision made by the committee is final.

Late Registration Appeals

After the midterm period of a given course, the student must submit a Late Registration Appeal to register for any credit course. All Late Registration Appeals must include a reason for the appeal along with an instructor's permit to register late. The Late Registration Appeal Form can be found online at cod.edu/reg_forms.

Withdrawing from Adult Non-Credit Classes, Seminars and Workshops

Withdrawing from Adult Non-Credit Classes, Seminars and Workshops

A student may withdraw up until the end of the class, seminar or workshop.

For more information on Withdrawals, Refunds and Appeals students can call the Office of Student Registration Services at (630) 942-2377 or e-mail registration@cod.edu

STUDENT FINANCIAL ASSISTANCE

The Office of Student Financial Assistance provides a comprehensive range of services that bridge the gap between the financial resources of students and their families and the cost of education at College of DuPage, eliminating the economic barrier to obtaining an education.

Financial aid programs strive to reduce financial barriers to a college education. Most federal and state financial aid programs are based on demonstrated financial need. Financial need is the difference between the resources of the student and/or family and the cost of attending college.

Financial aid is available to any eligible student enrolled in an eligible degree or certificate program. Grants, loans, on-campus employment and local scholarships are options available to help students meet their educational expenses. All federal/state financial aid programs are subject to government review and control, and are subject to change.

Qualifications

Both full-time and part-time students that are enrolled in an eligible program may qualify to receive financial aid and there are no age restrictions.

In general, a student may qualify for most federal and state financial aid if the following conditions are met:

- The student must be enrolled at least half-time as a regular student in an eligible program.
- The student must be a U.S. citizen or an eligible non-citizen.
- The student must demonstrate financial need.
- The student must maintain satisfactory academic progress.

- The student must not be in default on a Perkins, Federal Direct Loan, or PLUS/SLS loan.
- The student cannot have an overpayment on a Federal Pell Grant or a Supplemental Educational Opportunity Grant.
- Students who were born male must have signed a Statement of Selective Service Compliance.

How to apply for financial aid

- A. Apply for an FSA ID at www.fafsa.gov.
- B. To be eligible for federal grants, state grants, Federal Work Study and Federal Direct Loans students MUST complete the Free Application for Federal Student Aid, FAFSA, online at www.fafsa.gov.
- C. College of DuPage's school code is: 006656

How do I know what is happening with my Financial Aid?

Students should check their dupage.edu email and myACCESS account on a regular basis in My Documents for any information the Office of Student Financial Assistance is requiring.

Are there any workshops about Financial Aid?

Throughout the year the Office of Student Financial Assistance hosts events and workshops to assist students and their families with financial aid and the FAFSA application process. For current dates and further information, check our website or call (630) 942-2251.

Grants

Federal Pell Grants help undergraduate students who demonstrate financial need and have not earned a bachelor's or professional degree from either a U.S. or foreign college to pay for their education. The Pell Grant is the largest federal student aid grant. For many students, these grants provide a foundation of financial aid, to which aid from other sources may be added. Pell Grants may be used to pay for tuition, books and indirect educational expenses. Pell Grants do not have to be paid back.

Monetary Award Program

The Illinois Monetary Award Program (MAP) is a need-based, state-funded program designed to assist undergraduate college students. The Monetary Award Program pays only in-district tuition charges. Monetary award amounts vary depending on the student's demonstrated financial need. MAP Grants are limited based on the number of applicants and funding levels appropriated by the Illinois General Assembly.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is awarded to undergraduate college students to help pay for educational expenses. It is awarded to students who demonstrate the most high need and is awarded on a first come, first served basis. Students can receive up to \$1,500 a year with priority given to students with exceptional financial need who receive the Pell Grant. The FSEOG awards are based on the availability of FSEOG funds and do not need to be repaid.

Student-to-Student Grant (STS)

Student-to-Student grants assist undergraduate students at state-supported colleges. Students must demonstrate exceptional financial need and be concurrent Pell Grant recipients. It is awarded to students who demonstrate the most high need and is awarded on a first come, first serve basis. Students who receive an FSEOG are not considered for the STS grant. Student-to-Student grants are based on available funds and do not have to be repaid.

Federal Direct Loans

The Federal Direct Loan Program, provided by the federal government, offers low-interest, long-term educational loans to qualified students. This program includes both subsidized and unsubsidized loans. Subsidized loans are made to students who complete the FAFSA and demonstrate financial need. Eligibility for unsubsidized loans is not based on financial need.

The primary difference between the two loan types is that the borrower is responsible for paying the interest on the unsubsidized loan from the date the funds are disbursed.

Parent Direct PLUS Loan

Parent Loans for Undergraduate Students (PLUS) are long-term educational loans provided by the federal government for qualified individuals. A parent or legal guardian is eligible to borrow on behalf of dependent undergraduate students and the loan has a variable interest rate. The maximum loan amount that a parent may borrow per academic level on behalf of each dependent student cannot exceed the cost of attendance minus any financial aid received.

A PLUS borrower is obligated to repay the full amount borrowed, including origination fees and interest. The repayment period begins on the date the loan is fully disbursed, as there is no grace period. Check with your loan servicer for your loan repayment schedule.

These loan programs are governed by federal regulations and are subject to change.

SCHOLARSHIPS

Scholarships do not have to be repaid and are not limited to high-achieving high school graduates. Scholarships are available from private sources, such as community agencies, foundations, banks, churches, civic and cultural groups, and area businesses. Local scholarship requirements vary widely. Eligibility requirements may include financial need, academic achievement, religious affiliation, community activities, artistic talent, athletic ability, career plans and special interests.

How to Apply

The College makes it easy to apply for scholarships offered to students, using Academic Works. Log into the online scholarship program with your myACCESS username and password.

Additional Scholarships

A. www.cod.edu/tuition/financial_aid/scholarships_additional.aspx

B. www.cod.edu/tuition/financial_aid/scholarships.aspx

Contact Information

Office of Student Financial Assistance, (630) 942-2251 or email scholarships@cod.edu

Federal Work-Study & Student Employment

Federal Work-Study provides students with financial need the opportunity to earn money for meeting their educational expenses. A variety of jobs are available to students both on-and-off campus.

A variety of on campus jobs are available to students at College of DuPage. A student must be enrolled in six credit hours for Fall and/or Spring terms and one credit hour in the summer. The student must also maintain a cumulative college GPA of 2.0. Students can apply for jobs through the COD website at <https://cod.hiretouch.com>. Due to the immigration and naturalization reform act of 1986, a student will be required to prove identity and eligibility for employment.

VETERANS AND MILITARY PERSONNEL EDUCATIONAL BENEFITS

The most common Veteran and Military Educational Benefits accepted at College of DuPage include but are not limited to:

Federal Benefits

Montgomery G.I. Bill: Chapter 30

Post 9/11 Bill: Chapter 33

Survivors and Dependent Educational Assistance:
Chapter 35

Montgomery G.I. Bill Selected Reserve: Chapter 1606

Veterans Vocational Rehabilitation: Chapter 31

Military Tuition Assistance

MyCAA (For spouses)

Apply for federally funded benefits through the Department of Veteran Affairs:

(888) 442-4551

www.gibill.va.gov

State Benefits

Illinois Veterans Grant

Illinois National Guard Grant

MIA-POW Scholarship

Apply for state benefits through the Illinois Department of Veterans Affairs:

(800) 437-9824

www.illinois.gov/veterans/benefits/Pages/default.aspx

or

Illinois State Assistance Commission

(800) 899-4722

www.isac.org/students



Academic Policies and Procedures



EARNING COLLEGE CREDIT

Credits Defined

College of DuPage uses the semester system for awarding college credit. The academic year is divided into two semesters of approximately 16 weeks each and a summer term. The number of semester hours of credit granted for each course varies. The “Course Descriptions” section of this Catalog lists the value of each course in credit hours. A student must be enrolled in a minimum of 12 credit hours in fall and spring and a minimum of 6 hours in summer to be considered a full-time student. Half-time status is 6 to 11 semester credits during fall and spring semesters. In addition to standard semesters, the College also offers some sessions that vary in length from the standard term and may affect determination of status.

Class Standing

A student who has earned fewer than 30 semester credits is considered a freshman. A student with 30 or more hours has sophomore standing.

Semester Grades, Types of Grades and Grade Points

Final course grades may be accessed online at myaccess.cod.edu.

The following abbreviations appear on student grade records (transcripts):

- A High degree of excellence in achievement
- B Better than average achievement
- C Average/acceptable achievement
- D Minimum standard of achievement
- F Failure to complete minimum requirements
- S Satisfactory
- I Incomplete
- W Withdrawal
- X Audit

The following grade point values are assigned to letter grades:

- A 4 for each semester hour of credit
- B 3 for each semester hour of credit
- C 2 for each semester hour of credit
- D 1 for each semester hour of credit
- F 0 for each semester hour of credit

Grades of “S,” “I,” “R,” “W,” “N,” and “X” and grades for courses numbered below 1000 are not included in the official grade point average (GPA), but will be shown on a student’s transcript.

Satisfactory/Fail (S/F) Grade Option

Certain classes, as identified in the College of DuPage Class Schedule, offer only Satisfactory/Fail grades. In most other classes, the student and the instructor may choose to use the Satisfactory/Fail grade option. The instructor retains the prerogative to determine whether the Satisfactory/Fail option is applicable to the course and to define what grade must be earned to receive a satisfactory grade. The student must actively pursue and complete all of the requirements of the course to request a Satisfactory/Fail grade.

A student who would like to take a class Satisfactory/Fail must obtain approval from the instructor. If granted, a signed contract with the instructor confirming the use of the Satisfactory/Fail grading option must be received by Student Registration Services no later than the course withdrawal deadline. Once the Satisfactory/Fail option has been finalized, the grading option may not be changed.

The satisfactory or “S” grade will not be computed in the student’s GPA, but the fail or “F” grade will be computed. Credits earned in the Communication, Physical/Life Sciences, Mathematics, Humanities/ Fine Arts and Social and Behavioral Sciences categories may NOT be graded with a Satisfactory/Fail grade if the student is seeking any degree other than the Associate in General Studies degree or the Associate in Applied Science degree. Only 12 credit hours of “S” credit may apply toward any degree from the College of DuPage.

Grade of Incomplete

The instructor of record may assign an incomplete or “I” grade when a student who has completed a substantial portion of a class with a passing grade is unable to complete the course within the prescribed time due to documented unforeseen circumstances. When an instructor agrees to issue an incomplete grade, an Incomplete Contract must be completed and submitted to the Office of Student Records.

Unfinished course work must be completed within the time limits prescribed by the instructor, but may not exceed twelve (12) months from the end of the term in which the “I” grade was assigned. The student is responsible for contacting the instructor of record or, when the instructor of record is no longer employed at the College, the appropriate Associate Dean regarding course completion. If the “I” has not been changed by the instructor of record within the twelve (12) month period, the “I” will automatically change to an “F” grade. During the time the “I” is on the student’s record, it will not be calculated into the cumulative grade point average.

Credit by Demonstrated Competence

The College of DuPage Credit by Demonstrated Competence program offers students the opportunity to demonstrate their learning achievements outside the

traditional college classroom and earn college credit for competencies equivalent to existing college courses. Students may complete 42 of the 64 semester credits needed toward an associate's degree through this approach. Credit can be earned by Credit by Proficiency or Articulated Credit.

Credit Earned by Proficiency

This method offers an opportunity to gain college credit for knowledge that students have acquired in an occupational or educational environment outside of college or through other experiences that are related to specific College of DuPage courses. Through this process, students who can demonstrate that they have mastered the body of knowledge normally needed to complete a COD course can gain college credit without taking the course. Proficiency credit can be earned through the following methods:

1. Credit by Proficiency through Established Examinations

Several established exams developed by COD Faculty or national exams are available on a walk-in basis. Credit by national examination offers a student an opportunity to demonstrate knowledge in a particular subject area by submitting scores from the nationally recognized Advanced Placement Program (AP) or the College-Level Examination Program (CLEP).

a. Advanced Placement Program

The Advanced Placement Program (AP) is a program of college courses offered in high school in cooperation with the College Board of Princeton, NJ. College of DuPage accepts credit for course areas in which a student has completed an Advanced Placement Program course examination with an acceptable score. The amount of credit accepted for each Advanced Placement Program course examination is determined according to its College of DuPage equivalent course.

b. College-Level Examination Program

College of DuPage is a national test center for the College-Level Examination Program (CLEP) which is sponsored by the Educational Testing Service and provides college-level, content-specific tests given to determine competency. All CLEP tests are computer-based. CLEP exams are given by appointment and the fee for each CLEP Examination is determined by the College Board. Registration materials, fee information and a list of CLEP exams accepted at COD are available from the Testing Center office, (630) 942-2401.

2. Credit by Proficiency through an Instructor

If an established exam does not exist, contact the appropriate Division office for permission to gain credit through proficiency. Procedures for earning credit are available from the Testing Center office.

Credit through Articulation

College of DuPage has entered into articulation agreements with some district high schools for classes that are equivalent to college classes. The agreements stipulate that when agreed-upon conditions are met, a student may apply for and receive credit at College of DuPage for these high school classes. The purpose of this cooperative effort is to eliminate needless duplication of content, save the student time and money, and to provide better continuity between high school and college curricula.

To obtain articulated credit, a student will follow application procedures included on the Application for Articulated Credit form available in the Office of Student Records. Application for the credit must be filed within two years of high school graduation. The student is responsible for an official transcript to be sent to the College of DuPage Office of Student Records directly from the high school.

Grade Review and Appeal Procedure (Board Policy 20-165)

College of DuPage recognizes that the responsibility for grading rests solely with faculty. This grade review procedure is available for a student to review a final course grade alleged to be arbitrary and capricious. Before requesting a formal review, a student is urged to make every effort to resolve the grievance informally with the instructor who issued the final grade. The student may terminate the formal procedure at any point, but when the procedure reaches full closure, the student must abide by the final disposition of the appeal and will be precluded from seeking review of the matter under any other college procedure. The Grade Review Procedure is fully outlined in Administrative Procedure 20-165.

A student may initiate a formal grade review if it is felt an arbitrary or capricious grade has been given, which means:

- a. The assignment of a course grade to a student on some basis other than performance in the course; or
- b. The assignment of a course grade to a student by resorting to unreasonable standards different from those which were applied to other students in the class; or
- c. The assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards. Factual and computational errors are included in this definition.

Step 1. Student Consultation with Instructor and/or Associate Dean/Supervisor

- a. The student contacts the instructor to discuss the grade and to work toward a mutual understanding of the basis and procedure used to determine the final grade. This request must be initiated by the student within forty-five (45) calendar days of the last day of the academic term for which the grade was assigned. If the instructor is not available, the student must register the request for the review with the instructor's associate dean/supervisor.
- b. If the problem is not resolved between the student and the instructor at Step 1, Step 2 must be initiated by the student within ten (10) days following the meeting with the instructor or associate dean/supervisor.

Step 2. Calling of Grade Review Committee

- a. A student requests that the associate dean/supervisor initiate a formal grade review by the Division's standing Grade Review Committee. Each Division will determine its unit process for establishing its committee, but all committees will consist of three voting faculty members from within the Division and will exclude the instructor who issued the grade under review.
- b. The student receives a Grade Review Form from the associate dean/supervisor and completes it in writing.
- c. The student submits the completed Grade Review Form to the associate dean/supervisor within ten (10) days of receiving the form.
- d. The associate dean/supervisor sends the instructor a copy of the student's completed Grade Review Form within five (5) days, to be returned with a written response from the instructor within ten (10) days after receiving the form from the associate dean/supervisor.
- e. The associate dean/supervisor will call the Grade Review Committee and the committee will meet within ten (10) days of receipt of the completed Grade Review Form from the instructor to determine whether to dismiss or hear the case.
- f. The Grade Review Committee will dismiss the appeal if:
 1. The student has submitted the same, or substantially the same, complaint to any other formal grievance procedure; or
 2. The allegations, even if true, would not constitute arbitrary and capricious grading; or
 3. The appeal was not timely; or
 4. The student has not conferred with the instructor or with the instructor's associate dean/supervisor in accordance with Step 1 of these procedural steps.
- g. If the request for review is not dismissed, Step 3 follows.

Step 3. Actions of the Grade Review Committee

- a. The Grade Review Committee will submit a copy of the student's written statement to the instructor with a request for a written reply within ten (10) working days if this step has not been taken prior to the convening of the committee. (See Step 2, d. above.) If it then appears that the dispute may be resolved without recourse to the procedures specified in Step 3: b., which follows, the committee will attempt to arrange a mutually agreeable solution between the student and instructor.
- b. If a mutually agreeable solution is not achieved, the Grade Review Committee will proceed to hold an informal, non-adversarial, fact-finding meeting concerning the allegations. Both the student and the instructor will be entitled to be present throughout this meeting and to present any relevant evidence. Neither the student nor the instructor will be accompanied by an advocate or representative. This meeting will not be recorded by any parties and will not be open to the public.
- c. The Grade Review Committee will deliberate privately at the close of the fact-finding meeting. If a majority of the committee members finds the allegation supported by any clear and convincing evidence, the committee members will take any action which they feel would bring about substantial justice and includes, but is not limited to:
 1. Directing the instructor to re-evaluate the student's work.
 2. Directing the instructor to administer a new final or paper in the course.
 3. Directing the cancellation of the student's registration in the course.
 4. Directing the award of a grade of "satisfactory" in the course, except that such a remedy should be used only if no other reasonable alternative is available.
- d. The Grade Review Committee is not authorized to award a letter grade or to reprimand or otherwise take disciplinary action against the instructor. The decision of the committee will be final and will be promptly reported in writing to the parties. The associate dean/supervisor will be responsible for implementing the decision of the Grade Review Committee.

COURSE WITHDRAWALS

Dropping or Withdrawing

Students are encouraged to consult directly with the instructor or with a Student Success Counselor when considering withdrawing from a course. Students will not receive a grade on their transcript when withdrawing during the refund period. After the refund period, any course withdrawn will be issued a 'W' grade. The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session. Students can view their specific withdrawal dates for each class on the student's class schedule which can be obtained by logging into myACCESS and clicking "My Class Schedule" located under the Academic Profile heading.

After the last day to withdraw, students wishing to withdraw will be required to submit a Late Withdrawal Appeal and provide appropriate documentation to the Office of Student Registration Services. Students whose petition to withdraw is approved will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Late Withdrawal Appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to submit a Late Withdrawal Appeal during the week of final exams.

STANDARDS OF ACADEMIC PROGRESS

Academic Warning: Students are placed on Academic Warning when less than 12 College of DuPage credit hours are attempted and the cumulative GPA is below 2.00. Academic warning does not restrict registration but students are encouraged to discuss their lack of satisfactory progress with a counselor.

Academic Probation I: Students are placed on Probation I when 12 or more College of DuPage credit hours are attempted and the cumulative and semester GPA are both less than 2.00. Students must meet with a counselor to review their academic progress prior to enrollment for the next semester. Students are restricted from registration until they comply with this requirement. A registration restriction will remain on the student's record until the cumulative GPA reaches 2.00 or higher. Students will be restored to good standing once their cumulative GPA is 2.00 or higher.

Academic Probation II: Students are placed on Probation II after serving one semester on Probation I with a cumulative and semester GPA less than 2.00. Students must meet with a counselor to review their academic progress prior to enrollment for the next semester. Students are restricted from registration until they comply with this requirement. A registration restriction will remain on the student's record until the cumulative GPA reaches 2.00 or higher. Students will be

restored to good standing once their cumulative GPA is 2.00 or higher.

Academic Suspension I: Students are placed on Suspension I after serving one semester on Probation II with a cumulative and semester GPA less than 2.00. When final grades are posted after the Probation II semester, a student will be withdrawn from current semester courses and issued a refund. The Suspension I status will be in effect for one fall or spring semester following Probation II. A registration restriction will remain on the student's record until the cumulative GPA reaches 2.00 or higher. Students will be restored to good standing once their cumulative GPA is 2.00 or higher.

Academic Suspension II: Students are placed on Suspension II after serving one semester on Suspension I with a cumulative and semester GPA less than 2.00. When final grades are posted after the Suspension I semester, a student will be withdrawn from current semester courses and issued a refund. The Suspension II status will be in effect for 12 consecutive months. A registration restriction will remain on the student's record until the cumulative GPA reaches 2.00 or higher. Students will be restored to good standing once their cumulative GPA is 2.00 or higher.

ACADEMIC REINSTATEMENT

Students will be considered for Academic Reinstatement following their Suspension I and/or II status. Reinstatement is not guaranteed once a student is suspended. If reinstated, the student will need to work with a counselor to create a success plan; course selection will be restricted and no future registration can occur without counselor approval. In the semesters following academic reinstatement, if the semester grade point average is below 2.00, the student will be placed on continued suspension status until the cumulative GPA meets the minimum of 2.00. If the semester GPA falls below 2.00 while the cumulative GPA is below 2.00, the student again will be suspended. Academic warning, probation and suspension notations are recorded on the student's academic record, but are not printed on the official transcript.

EXCESSIVE WITHDRAWAL POLICY

Students with a recurring, overall pattern of withdrawal from College of DuPage courses will be periodically notified of the effect that withdrawal grades can have on progress toward degree/certificate completion and financial aid eligibility. Students failing to make satisfactory academic progress may lose their financial aid funding. Students are encouraged to meet with a counselor or advisor to discuss effective strategies for course selection and completion.

APPEALS FOR ACADEMIC REINSTATEMENT

Appeals relating to the Standards of Academic Progress policy should be made to the Associate Dean, Counseling and Advising.

ACADEMIC FORGIVENESS POLICY

The College of DuPage Academic Forgiveness Policy is for those students who have experienced previous academic difficulty at College of DuPage and now wish to build an academic record that is not weakened by past failures. Students are encouraged to retake classes whenever possible to achieve an improved grade. The College accepts no responsibility for the ways in which a transfer institution or an employer might interpret a student's use of the forgiveness option.

Forgiveness Criteria

A student may apply for forgiveness of past "F" grades if all of the following policy requirements are met:

1. Students seeking academic forgiveness must submit a petition in writing to the Office of Student Records.
2. A period of at least 36 months of non-enrollment has elapsed since the end of the last term of grades to be forgiven (excluding non-credit classes).
3. A minimum of 12 consecutive semester credit hours with no grades of "D," "F," "S," "I" or "X" and no more than two "Ws" must be earned at College of DuPage before the forgiveness policy will be considered for a student. A student must earn the number of credit hours with a grade of "C" or better equal to the number of credit hours of "F" grades to be forgiven. "F" grades for courses below the 1000-level and from other colleges or universities will not be forgiven.
4. A maximum of 18 semester hours of 1000-level or above or 25 quarter hours of 100-level or above will be forgiven.
5. Forgiveness will be granted one time only for each student. Once forgiveness is granted, it is permanent. Repeating the course will not affect or change the forgiven grade.

Procedure for Forgiveness

1. When the eligibility requirements have been fulfilled and forgiveness granted, the student's cumulative grade point average will be recalculated with the "F" grades removed from the calculation. However, the "F" grades will remain on the student's official transcript with a notation indicating that the student has been granted forgiveness.
2. Financial aid eligibility is determined by the Standards of Progress policy for financial aid recipients. If a student is granted academic forgiveness, eligibility for financial aid is not guaranteed.

ACADEMIC RECORDS

Degree Audit

A degree audit reports a student's progress toward the completion of a degree or certificate. The audit lists the categories completed and in-progress, the requirements not met, and courses from which the student may select to complete their degree or certificate.

If a student is working toward a degree or certificate, or is planning to transfer to another college or university, the student may check his/her progress by running a Degree Audit online at myaccess.cod.edu. A student may run an audit of any degree or certificate.

An Illinois Articulation Initiative (IAI) audit reports by category all courses a student has completed that fulfill the General Education Core curriculum. The audit also lists all other COD courses from which a student may select to complete the IAI General Education Core curriculum. The Illinois Articulation Initiative (IAI) is designed to facilitate the transfer of students from one Illinois institution to another.

Official Transcripts

A student may order a copy of their official College of DuPage transcript. See the College website for details on other options for ordering an official transcript, www.cod.edu/registration/records/ordering_transcripts.aspx.

Transfer Credit Evaluation

Students intending to earn a degree or certificate at College of DuPage, and expect to apply credit earned elsewhere, must contact institutions previously attended requesting an official transcript to be sent directly to the Office of Student Records. Credits earned at other regionally accredited colleges/universities are eligible for transfer to College of DuPage. Transcripts are evaluated in the order in which they are received and are completed within three weeks.

Administrative Withdrawal

Students not actively attending classes or engaged in online course activities may be withdrawn from the class by the instructor.

RECOGNITION OF ACADEMIC ACHIEVEMENT

Academic Honors

Each semester College of DuPage recognizes students whose grades reflect outstanding achievement. All students who are currently in good academic standing, enrolled in at least six (6) credit hours of 1000-level or above courses, do not have a current incomplete “I” grade, and whose semester grade point average is 3.50 to 4.00 inclusive, will be awarded Academic Honors. This designation becomes part of the student’s permanent academic record and is printed on the student’s official transcript.

Graduation Requirements

The official determination of a student’s status relative to graduation is made through the Office of Student Records. Students should submit an Application for Degree or Certificate no sooner than one semester before expected completion. Students should run their Degree Audit online to review their progress. When the Degree Audit indicates the program status of “Pending Anticipated Complete,” it is time to apply for graduation. Student Success Counselors or Program Advisors, while not graduation evaluators, are knowledgeable about graduation requirements and can assist students with understanding these requirements, interpreting the Degree Audit, and planning so that all requirements are met.

Graduation Honors

Graduation honors are indicated on the diploma. Beginning with the fall 2014 semester, graduation honors are also indicated on the official transcript. They are designated as follows in three categories: Highest Honors is awarded to students earning a minimum of 40 credits at College of DuPage and a cumulative College of DuPage grade point average of 4.00. High Honors is awarded to students with a cumulative College of DuPage grade point average of 3.60 to 4.00. Honors is awarded to students with a cumulative College of DuPage grade point average of 3.20 to 3.59. Graduation honors are determined from the cumulative grade point average in the semester in which the student completes degree requirements. Students must take at least eight (8) semester hours of credit for letter grades (excluding “S”) to be eligible for honors recognition at graduation.

