

# student services



## Information

### Information Office

Answers to questions about the college, its programs, courses, services, activities, current events, registration, faculty and facilities are provided at the Information office. Brochures about academic programs and student services, catalogs and the *Class Schedule* also are available in the Admissions and Information office.

### Speakers Bureau

The College of DuPage Speakers Bureau, comprised of current and retired C.O.D. faculty and staff, is a popular service available to clubs, organizations, schools and the media.

For more information, call the Speakers Bureau in the Community Development office at (630) 942-2588.

### International Student Services

Prospective students interested in applying for an F-1 or M-1 student visa for international admission to College of DuPage should first contact the International Admission Specialist in the Admissions and Information office at (630) 942-2979.

The International Student office serves students in F-1 and M-1 non-immigrant status who have already received an I-20 document for international admission to College of DuPage. The International Student office provides F-1 and M-1 immigration advising, basic academic advising, cross-cultural and personal advising, and logistical assistance to international students as they pursue their studies at College of DuPage. Service is provided on an appointment basis, with limited scheduled hours for walk-in advising. Please call (630) 942-3328 to schedule an appointment or to request the Open Advising schedule.

## Health and Special Services

The Health Center offers first aid, health education and counseling, and treatment of minor illness. Registered nurses staff the center, which is open days and evenings.

A consulting physician is available one day a week. Physical examinations, necessary blood tests and immunizations are available for a nominal fee for intercollegiate athletes and health career students enrolled at C.O.D. in our program. All students are encouraged to carry accident and health insurance, which is available to students and their families. Enrollment forms are available in the Health Center and online. Health and prevention information about communicable diseases, including AIDS, is available.

The office sponsors college blood drives each year, as well as health awareness symposiums and specific health screenings. Crutches, canes and wheelchairs are available for short-term loans. For information on Health and Special Services, call (630) 942-2154. The TDD number for hearing impaired is (630) 858-9692.

### Extended Absence for Accident or Medical Reasons

When it is necessary to miss classes more than three days because of medical reasons, students should notify the Health Center, which in turn will notify the instructor(s).

### Communicable Diseases

Students are required to report to the Coordinator of Health and Special Services if they are diagnosed as having a reportable communicable disease.

Communicable diseases are those diseases defined by the Illinois Department of Public Health to be contagious, infectious, communicable and dangerous to the public health. A student shall be permitted to remain in class whenever, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others.

### Health Counseling and Education

Students with accident, medical and health problems are invited to visit the Health and Special Services office. The staff of registered nurses will counsel and give advice and referrals regarding health concerns. Health awareness programs and special health screenings are also available through the Health and Special Services office.

### Students With Disabilities

Students with disabilities are mainstreamed at College of DuPage. Support services are available for any student with a documented learning and/or physical/medical disability. The Office of Special Student Services provides notetaking paper, tape recorders, alternative testing, adaptive equipment, sign language interpreters, textbooks on tape and other auxiliary services. Tutoring is available through the Academic Support Center.

### Parking Permits

Parking permits for students with disabilities are available through the Health and Special Services office. Parking permits are issued each term and medical verification is necessary for extended periods.

## Career Services Center

The Career Services Center is a center for job and career-related information and options. Through a variety of resources and services, this center provides students, alumni and community residents a connection with area employers and opportunities for paid and non-paid work experience. These include cooperative education, internships, full- and part-time employment and community service-learning opportunities. The Career Services Center is located in the Student Resource Center (SRC).

### Cooperative Education

Cooperative Education is a college course in which students earn academic credit for working in jobs related to their field of study. Co-op:

- gives students opportunities to try out and practice the skills and theories they have learned in their classes.
- provides relevant on-the-job learning experiences in areas not available in a classroom setting.
- fulfills the demand for education more vitally keyed to the real world.
- can provide funds through on-the-job earnings to help defray college expenses.
- can be flexibly scheduled to meet both students' and employers' needs.

Students work under the supervision of a skilled individual who acts as supervisor and mentor at the work site and a faculty adviser from the field of study. These individuals collaborate in the evaluation of the students' performance.

For more information about Cooperative Education and Internships, call (630) 942-2611.

### Career Services

Career Services alerts industries to the availability of specially trained people and introduces students and alumni to appropriate employers. The office helps students find full- and part-time employment while in college or after they graduate. The office has a variety of resources including:

- Employer resource information
- On-campus interviewing with corporate recruiters
- Career Specialists and the *Job Search Guide* to assist students in their job search
- A library of business and corporate literature
- Career transition assessment/database
- Internet job-matching system posts full- and part-time employment opportunities
- Successful job search class

For more information about Career Services, call (630) 942-2230.

### Service Learning

Service Learning is a teaching and learning methodology that integrates community service with academic instruction, connecting theory to practice. It focuses on critical and reflective thinking, develops civic and social responsibility, and connects students with their communities.

Service Learning promotes and supports the involvement of students, faculty and the community in service learning projects. Service Learning assists faculty in developing course material, facilitates agency selection, coordinates student placement,

provides technical support, offers appropriate training, and serves as the bridge to the community.

Everyone benefits:

- Students become enthusiastic learners.
- Faculty connect service experience and teaching objectives.
- Establishes partnerships between the college and the community.
- Service Learning fosters personal growth, career development, academic achievement and encourages respect for diversity.

For more information about Service Learning, call (630) 942-2655.

### Library

The Library offers its collections and services to students, faculty, staff and community borrowers. The Library's Web site, [www.cod.edu/library](http://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.

#### Regular hours

Monday to Thursday .....7:45 a.m. to 10 p.m.  
 Friday.....7:45 a.m. to 4:30 p.m.  
 Saturday .....11 a.m. to 4 p.m.  
 Sunday.....noon to 6 p.m.

Special hours for intersessions, vacations and holidays will be posted.



### Library Facilities

The 138,000-square-foot Library houses more than 100 public computer workstations, six classrooms, two group viewing rooms, 500 study carrels, and 20 group study rooms, one of which has computer access for students with special needs to work with their tutors.

### Circulation Desk Services

The Circulation Desk checks out materials, including videos and other media, to students, faculty, staff and community members. The Circulation Desk also circulates materials and audiovisual equipment to the classroom, faculty, staff and students, and books the Library's group study rooms.

### The Materials Collection

- Books: 218,000+, including 15,000 in the Reference Collection. Other special collections include the College and Career Information Center, the Natural Sciences Center, and the Juvenile Collection.
- Periodicals: 800 current subscriptions. Most backfiles older than a year are on microfilm. Other major microform sets include ERIC, HRAF and LAC.
- Non-Print: 25,000+ videos (several thousand in a feature film rental collection); 15,000 musical recordings on phonodiscs and CDs; and various other formats including DVDs, audiobooks, CD-ROMs, photographic slide sets, and biological models and specimens.
- Electronic Resources: More than 90 electronic databases containing factual information and access to full-text articles from many thousands of journals, magazines and newspapers. Many of these databases are accessible from off campus via the Library's Web site ([www.cod.edu/library](http://www.cod.edu/library)) or telnet access.

### College and Career Information Center

The College and Career Information Center (CCIC), located in the Library, is a multimedia collection of materials on educational opportunities, college information, career guidance, occupational information, job hunting techniques and standardized test study-guides. Included are college catalogs from more than 600 schools, an additional 2,000 college catalogs available electronically, transfer information and tips on obtaining financial aid. Also available are electronic databases with information on career and educational planning.

### Reference Service

Reference staff is available at all times the Library is open to provide individual reference assistance to users, including research consultation and assistance

with electronic sources of information. In addition, reference librarians give tours, provide library instruction to classes, and assist with interlibrary loan requests. For more detailed information about the Library and its services, inquire at the Reference Center or call (630) 942-3364.

### Academic Support Center

The Academic Support Center, located in the Berg Instructional Center (IC), provides academic assistance and consists of the following five areas:

#### Math Assistance Area

The Math Assistance area offers mathematics help to students enrolled in C.O.D. mathematics classes from basic math to Calculus 2232. These mathematics classes may be taken on campus in Glen Ellyn or at an off-campus location, in a traditional classroom setting or in a flexible setting. The area is open Monday to Saturday. Most students are served on a walk-in basis, but students may schedule appointments during busy times.

The Math Assistance area is staffed by College of DuPage faculty and has computer and video supplements for several courses. Instructors are available to answer questions dealing with homework problems or to clarify concepts that students have found to be confusing in textbooks. The faculty also provide mathematics advising and mathematics course recommendations.

For more information, or to schedule an appointment, call (630) 942-3339.

#### Peer Tutoring Area

Peer tutors provide course-based tutoring to eligible students at no charge. Tutoring is available face to face and online for a variety of C.O.D. courses. Sessions are conducted in an environment conducive to learning. Due to the availability of tutors and tutoring locations, dates and times, some restrictions may apply.

Tutors are enrolled for at least 6 credit hours during the term they tutor, have a cumulative GPA of 2.0 or above, hold demonstrated master proficiency in the subject area they are tutoring, and have successfully completed the tutor application process and pre-service training.

To request tutoring or to become a peer tutor, stop by the Peer Tutoring area of the Academic Support Center.

#### Reading Assistance Area

The Reading Assistance area provides all students with academic resources that enable them to become more successful by strengthening their reading and study skills. This area assists individuals in the following categories:

- Students who face academic reading challenges in courses 1000-level or above;

- Students who are enrolled in developmental reading courses;
- Faculty and staff who need assistance increasing their reading-related knowledge base.

### Speech Communication Area

The Speech Communication area serves the speech communication needs of College of DuPage students, staff and administration by offering assistance in such areas as oral presentations, group presentations, speech organization and development, use of visual aids, use of electronic presentations and presentation materials, interviewing or conferencing, multicultural or international communication, and electronic as well as speech apprehension difficulties.

### Writing Assistance Area

The Writing Assistance Area is open to all College of DuPage students, faculty, staff and community members, free of charge. We foster a Writing Across the Curriculum approach for working with writers. The writing coaches are part-time faculty and student peers from the Liberal Arts Division. The Writing Assistance Area is open from Fall through the Summer terms, Monday through Friday and Saturday mornings at the Addison, Naperville and Westmont centers.

Writing coaches work with writers on a one-to-one basis on a variety of activities and projects. These activities might include narrowing a topic, focusing a thesis, deciding on strategies, and revising. Projects might range from writing a research paper to writing a lab report. Some students will be referred to the Writing Assistance Area while others will seek assistance on their own. Coaching sessions are either scheduled in advance or impromptu, and last half an hour.

The College of DuPage Writing Assistance Area is located in the Academic Support Center in the Berg Instructional Center (IC), Room 3040. Stop by to make an appointment or call (630) 942-3355.

### 90.9fm WDCB Public Radio

WDCB is the public radio station operated by the college to serve the college and the community. WDCB is Chicagoland's only daytime jazz station, broadcasting in stereo at 90.9fm — and on the web at WDCB.org — 24-hours a day, seven days a week. Programming includes a wide variety of music (jazz, acoustic, blues, etc.), news and feature stories specifically relating to college district residents, entertaining and useful information, and much more. A quarterly program schedule is published and may be obtained by writing WDCB in care of the college, or calling (630) 942-4200.

### Bookstore

The campus bookstore sells books, school supplies, greeting cards, gifts and clothing. It also offers passport photos, fax service, free gift wrapping and College of DuPage emblematic items. The bookstore is open Monday to Saturday, with extended hours during the first week of classes each semester. For hours of operation contact the bookstore at (630) 942-2360.

### Off-Campus Textbook Sales

The bookstore operates satellite locations at select regional centers to sell books during the first week of each semester. For more information, contact the campus bookstore at (630) 942-2360.

Textbooks can be ordered online at [www.codbooks.com](http://www.codbooks.com) for shipping or convenient in-store pick-up at the campus bookstore. In addition, you can order textbooks by phone at (630) 942-4186.

### Refunds and Exchanges

Refunds and exchanges are handled at the Buyback/Refund counter during regular bookstore hours. While the quality of all merchandise is guaranteed, some items, unfortunately, are neither returnable nor refundable (e.g., opened software, hardware, calculators or general merchandise, sale items, bar charts, and final text sales). To be considered for a refund or exchange, an original cash register receipt must accompany the merchandise being returned.

### Fall and Spring Semester Refunds

The bookstore will gladly issue full price refunds the first two weeks of the semester for both 16-week and 12-week classes. During 8-week courses, the bookstore will gladly issue full price refunds the first week of each session.

### Summer Semester Refunds

The bookstore will gladly issue full price refunds during the first 10 days of the semester for 10-week courses. Full price refunds will also be offered for the first 7 days of any 8-week and 5-week summer sessions.

Refunds are available if, in all cases:

1. Books have been purchased for the current term.
2. The original cash register receipt is presented.
3. New books have not been marked or damaged. If marked or damaged, the book will be refunded at used price whenever possible.
4. Non-text items must still be in original packaging, or can be exchanged if defective for identical item (software excluded).

Refunds are given as follows:

1. Cash for cash purchases or purchases made with personal check.
2. Charge credit for charge purchases.



### Important Facts About Selling Your Books

The amount you are offered for your book is determined by one of the following conditions:

1. "Retail" is the offer made by the bookstore, a set percentage of the current selling price, usually about 50 percent. You may be offered retail if:
  - A. The professor has turned in an order for this book to be used in the upcoming semester.
  - B. The number of books required for the upcoming semester has not been reached by the bookstore.
  - C. All components that accompany the book are presented with the book.
  
2. "Market Value" is the offer made for books that do not meet the criteria above, and is based on a national supply and demand. You may be offered market value if:
  - A. The professor has not submitted an order and/or the book is not being used again on campus.
  - B. The number of books required for the campus needs has been reached by the bookstore.
  
3. Your book may be considered to have no market value if:
  - A. It is in poor condition — not considered resalable (e.g., water damaged or falling apart).
  - B. It has tear-out or fill-in-the-blank pages that have been torn out or filled in.
  - C. The publisher has announced a newer edition.
  - D. National supply exceeds demand.

### Dining Services

The campus Dining Services department offers a variety of meal options at two convenient service locations. The main cafeteria is located in the Student

Resource Center (SRC) with a satellite facility located in the McAninch Arts Center.

### Student Resource Center (SRC) Ernest E. Gibson Cafeteria

Features food court style service with a full compliment of hot and cold foods and beverages including such traditional items as burgers, french fries, hot entrees, pizza, soup, deli sandwiches and breakfast specials. In addition, such non-traditional items offered include a daily pasta bar, specialty entrees, a salad bar, health-conscious entrees, "ready-to-go" sandwiches and salads, made-to-order subs, as well as Mexican entrees. Snack choices include gourmet cookies, donuts, chips, and a variety of homemade pies and cakes. Hours of operation during the regular academic year at the SRC Cafeteria are 6:30 a.m. to 7 p.m., Monday to Thursday, and 6:30 a.m. to 2 p.m. on Friday.

### McAninch Arts Center (MAC) Café

Serves a continental breakfast daily including donuts, bagels, and a variety of "grab-n-go" items for lunch including pizza, sandwiches, soup, salads and more. Beverage and snack choices are also available. This location is open for breakfast and lunch. Hours of operation during the regular academic year at the Arts Center Café are 8 a.m. to 2 p.m., Monday to Friday.

In addition to the cafeterias, vending machines are located campus-wide, accessible 24 hours a day. Refund information is posted in all vending areas. Please report any vending machine malfunctions to the SRC Dining Services manager on duty or at 942-6666. For further information on foodservice or catering functions, contact Dining Services at (630) 942-2246 or 942-2666.

### Smoking Policy

College of DuPage is a non-smoking campus. Use of tobacco products is prohibited in all indoor college facilities (owned or leased), within designated non-smoking entrances, and in all college-owned vehicles.

Possession of any tobacco products is prohibited by any person under the age of eighteen (18) years.

### 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. 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 Student Activities office, Student Resource Center, and on the college website under Board Policies.

## Public Safety Police Department

The Public Safety 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 Public Safety 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 Public Safety 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 \$100. Fines may be paid by mail or in person to the Cashiers office. To appeal a traffic citation, one must file a form with the Cashiers office within five days of issuance.

## Severe Weather Closing

In the event that it becomes necessary to close the campus or to cancel classes and other activities due to inclement weather, notices will be made several times an hour on 90.9fm WDCB, the college's public radio station. Other stations are notified by the college and may announce cancellations: WBBM-AM (780) and WGN-AM (720). The following television stations air closing or cancellation notices: Channel 2 (CBS); Channel 5 (NBC); Channel 7 (ABC); Channel 9 (WGN) morning news; Channel 32 (FOX); and CLTV News. Students can also check closing status at [www.emergencyclosings.com/ecc/home.jsp](http://www.emergencyclosings.com/ecc/home.jsp). All announcements will contain specific information concerning off-campus classes.

## Public Transportation

Pace provides bus transportation to and from the campus in Glen Ellyn on weekdays and Saturdays. Bus shelters are located in front of the Instructional Center (IC) near exit 4 and next to Building K. 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](http://www.pacebus.com) or call (847) 364-PACE, for up-to-date schedules, fares and route maps.

Pace schedules are available on campus in the Admissions/Information office, the Library and the Student Activities office. A variety of Pace discount passes are for sale in the Student Activities office, Student Resource Center. Regular student discounts are available on Pace buses with a student ID card. Student ID cards are available in the Physical Education and Community Recreation Center (PEC).



## Child Care Services for Students

Child care services are offered for children 3, 4, and 5 years of age while the parent attends credit classes or labs on campus in Glen Ellyn campus. Child care is offered from 7:45 a.m. to 2 p.m., Monday to Thursday and 7:45 a.m. to noon on Friday.

Children are enrolled before each term begins. There is a non-refundable fee per child plus a nominal semester fee based on the number of hours the child is enrolled. Registration is on a first-come basis. The center is located in the new Early Childhood Education Center. Call (630) 942-2422 for registration information.

## Early Childhood Education and Care Demonstration Center

The Demonstration Center for the Early Childhood Education and Care program at College of DuPage provides educational experiences for students who are pursuing careers in the early childhood field. Students observe and interact with young children in the campus demonstration center. The Demonstration Center classes are staffed by teachers who collaborate with the Early Childhood Education and Care faculty to provide curriculum supportive of the developmental needs of children. The center offers preschool classes, scheduled either all day (7 a.m. to 6 p.m.) or part day (8:45 to 11:15 a.m., Monday to Friday, or 1:15 to 3:45 p.m., Tuesday to Friday) and provide children time to play and learn in a class

prepared to enhance their development. Learning experiences and discipline techniques are appropriate for the age and development of each child. There are classes for 2-, 3- and 4-year-old children. There is also an all-day kindergarten class for children ages 5-6.

All classes provide play-based curriculum planned to foster the physical, social, emotional and intellectual development of each child.

For more information about enrollment of a child in the Demonstration Center of the Early Childhood Education and Care program, call (630) 942-2026.

## **Student Rights and Responsibilities**

Student Code of Conduct — from Board Policy 5715  
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.

### **Conduct — Rules and Regulations**

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:

1. Cheating, plagiarism, forgery, misrepresentation and all forms of academic dishonesty (See Board Policy 5050, Course-Related Academic Integrity).
2. Purposely furnishing false information to any College official, faculty member or office.
3. Forgery, alteration or misuse of any College document, record, form or instrument of identification.
4. Failure to meet College financial obligations.
5. 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.
6. Intentional damage, destruction, attempt to damage or destroy or 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.
7. Theft, attempted theft or mutilation of library materials.
8. 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.
9. Illegal or unauthorized use of computing resources as defined in Board Policy and Administrative Procedure 6114, Electronic Communication, including, but not limited to:
  - a. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of a computer account, identification number or password.
  - d. Use of computing facilities to interfere with any other person's work.
  - e. Use of computing facilities to interfere with the operation of the College computing system or any other computing system.
  - f. Unauthorized use or copying of copyrighted software.
  - g. Use of computing facilities to send obscene or abusive messages or images.
  - h. The installation or use of a program whose effect is to damage computer systems, media or files.
  - i. Unauthorized use of computer time for personal or business purposes.
10. Unauthorized use of College telephones, facsimile (fax) machines or other College equipment.
11. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry or attempted unauthorized entry to, occupancy of or use of College premises.
12. 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.
13. Possession, use, distribution or attempt to use or distribute an illegal or controlled substance or look-alike.
14. Possession, use, distribution or attempt to use or distribute alcoholic beverages.
15. Use of tobacco products is prohibited in all indoor College facilities, owned or leased, and in all College-owned vehicles. Refer to Board Policy 6512, Non-Smoking/Smoking Regulations.
16. 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.
17. Gambling of any kind.
18. Violation of published College policies or procedures as stated in College of DuPage Board Policy, College of DuPage administrative

procedures, departmental policies and procedures and Public Safety procedures.

19. Violation of federal, state or local law on college premises or at College-sponsored or supervised activities.
20. Abuse of the judicial system, including, but not limited to:
  - a. Failure to obey the summons of a judicial body or college official
  - b. Falsification, distortion or misrepresentation of information before a judicial body.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in or use of the judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
  - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

#### **Violation of Federal, State or Local Laws and College Discipline**

1. College disciplinary proceedings may be initiated against a student charged with a violation of a federal, state or local law which is also a violation of this code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of the individual's status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and how such matters will be handled internally within the College community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

For more information contact the Dean of Student Services or the C.O.D. web site at [www.cod.edu/resources/studentaffairs/sa.htm](http://www.cod.edu/resources/studentaffairs/sa.htm) affairs.

#### **Course-Related Academic Integrity — Board Policy 5050**

Academic dishonesty is prohibited. An act of academic dishonesty will be met with appropriate disciplinary action.

1. **Course-Related Academic Dishonesty**  
This procedure addresses course-related academic dishonesty. Other types of academic dishonesty are addressed in Board Policy 5715, Student Rights and Responsibilities.
  - A. The definition of course-related academic dishonesty includes, but is not limited to,
    1. Dishonest use of course materials such as student papers, examinations and reports.
    2. Knowingly assisting others in the dishonest use of course papers, examinations and reports.
    3. Knowingly providing course materials such as papers, lab data, reports and/or electronic files to be used by another student as that student's own work.
    4. Plagiarizing — Plagiarism occurs when a student uses language or ideas from materials without acknowledgment and/or when the work is copied from other sources and is submitted as the student's own. Examples of plagiarism include, but are not limited to,
      - a. Copying a phrase, a sentence or a longer passage from a source and submitting it as one's own.
      - b. Summarizing or paraphrasing someone else's ideas without acknowledging the source.
      - c. Submitting group assignments individually as one's own independent work.
  - B. Faculty will make a good faith effort to inform the student of the academic dishonesty action. Faculty may report the student for disciplinary sanction to the Dean of Student Services under Board Policy #5715, Students Rights and Responsibilities.
  - C. Disciplinary action will be pursued in all instances in which it is determined that academic dishonesty has occurred. Disciplinary action may include, but is not limited to,
    1. Assignment of a failing grade for a test, examination or assignment.
    2. Assignment of a failing grade for a course.

Report to the Dean of Student Services without request for formal disciplinary action under Board Policy #5715.

Report to the Dean of Student Services for formal disciplinary action under Board Policy #5715.

For more information contact the Dean of Student Services or check [www.cod.edu/resources/studentaffairs/sa.htm](http://www.cod.edu/resources/studentaffairs/sa.htm).

## Computer Lab Security Policy

Several computing labs are available on campus for students' use in courses and for individual use. The college has a computer security policy on all computer access/use which follows: Any access/use of the College of DuPage computer systems is restricted to duly authorized individuals only. Any unauthorized access/use by any individuals, including administrators, faculty, classified staff, students and the public, of the computer systems, computer network, computer programs, computer software, computer supplies, documentation and/or data will be subject to disciplinary action, civil action and/or criminal prosecution. See Board Procedure 6114 "Electronic Communications" for more details.

See Student Rights and Responsibilities, beginning on page 51 for the disciplinary procedure, sanctions and students' right to appeal.

## Non-Harassment Policy

The Board of Trustees of College of DuPage has established Policy 4074 prohibiting harassment and sexual harassment. Any employee, student or visitor whose behavior contributes to a hostile, offensive or intimidating environment on the basis of an individual's race, color, religion, sex, national origin, age, disability or sexual orientation will be subject to disciplinary action. Student complaints of harassment should be filed with the:

- Affirmative Action officer, Director of Human Resources, if against an employee;
- Public Safety officer, if against a visitor;
- Vice President for Student Affairs, if against a student.

## 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 Records office receives a request for access.* Students should submit to the Records office 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 are 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. *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

### Social Security Number

Providing your Social Security number to the college is voluntary. If you choose not to disclose your Social Security number, the Registration office will issue you an alternate number to be used for college business. The Social Security number is used for administrative purposes only, including registration, payment for tuition and student records. (Family Educational Rights and Privacy Act of 1974)

Note: The social security number is required for all students applying for financial aid.

## Disclosure of Directory Information

The items listed below are designated as "Directory Information" by College of DuPage Board Policy and Procedure 5717 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, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below.

Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you 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 your request to withhold the information listed below but cannot assume responsibility to contact you for subsequent permission to release the information. Regardless of the effect upon you, the college assumes no liability for honoring your instructions that such information be withheld.

Directory Information consists of the following: Name, address, telephone number, date and place of birth, classes and dates of attendance, previous education institution(s) attended, major field of study, awards, honors, and degrees earned, past and present participation in officially recognized sports and activities, height and weight.

If you wish 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 Admissions, Registration and Records. Forms are available both there and in the Records office.

If the form is not received in the Office of the Director of Admissions, Registration and Records by the fourth week of the term, it is assumed that the above information may be disclosed.

## Grievance Policy

Grievances may be categorized for appeal for the following reasons:

1. Discrimination because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation in programs, courses, activities, facilities, financial aid or student employment.
2. Arbitrary and capricious grading
3. Disciplinary sanctions
4. Academic regulations
5. Privacy of educational record

Efforts will be made to resolve the grievance at the point of origin. The following procedures should be followed in sequence:

1. Consult with the teacher, adviser, coordinator or person responsible for the area concerned.

2. Appeal to the director, associate dean, dean or associate vice president, or vice president for the area concerned.
3. Appeal to the appropriate board: Academic Regulations Committee, Accessibility and Special Needs Committee, Judicial Review Board, Traffic Appeals Committee, or Financial Aid Committee.

## Student Appeal Procedures

Students have seven appeal processes to which they may turn if they believe they have been mistreated by rules or action of an individual employee of the college.

### Academic Regulations Committee

This committee is comprised of student, faculty and staff representatives. The committee considers student petitions regarding matters such as conflicts with graduation requirements or 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 Records office and must be for classes taken less than five years before the petition is submitted.

### Financial Aid Committee

The Financial Aid Committees, comprised of staff and faculty representatives, are responsible for the awarding of scholarships and for Financial Aid Standards of Academic Progress appeal reviews. Scholarship applications and Standards of Progress appeals must be submitted to the Office of Student Financial Aid by the posted deadlines. All decisions of the committees are final.

### Judicial Review Board

The Judicial Review Board is composed of faculty, staff and student representatives approved by the president. This body hears appeals from students who think they did not have a fair hearing by the college judicial officer on a disciplinary hearing for violations of the Student Code of Conduct and the Course-Related Academic Integrity policy. An appeal to the Judicial Review Board is submitted through the Vice President for Student Affairs.

### Traffic Appeals Committee

This committee, composed of staff and students, considers appeals of students who feel they have been wrongly ticketed for traffic violations on campus. An initial appeal form must be submitted through the Cashiers office. Appellants must appeal in writing through the Vice President for Student Affairs office. Failure to submit a written appeal results in forfeiture of a student's right to a future hearing. The decision of the Traffic Appeals Committee is final.

**Accessibility and Special Needs Committee**

Comprised of student, staff and faculty representatives, this committee reviews and makes recommendations regarding program and physical accessibility for qualified handicapped individuals. It also serves as an appeal board for inquiries regarding accessibility. Information on the process is available from the Vice President for Student Affairs.

**Grade Review Procedure**

Before requesting a formal review, a student is urged to make every effort to resolve the grievance informally with the teacher 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 5107.

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

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

**Step I.** Student contacts the teacher within 45 calendar days of the last day of the academic term for which the grade was assigned. If the teacher is not available, the student must register the request for the review with the teacher's dean/supervisor. If the problem is not resolved between the student and the teacher, the student must initiate Step II within 10 days following the meeting with the teacher or dean/supervisor.

**Step II.** Student requests that the dean/supervisor initiate a formal grade review by the division's standing Grade Review Committee. The student submits a Grade Review Form received from the dean/supervisor within 10 days of receiving the form from the dean/supervisor. The dean/supervisor sends a copy of the student's completed Grade Review Form within five days, to be returned with a written response from the teacher within 10 days after receiving the form from the dean/supervisor. The dean/supervisor will convene the Grade Review Committee, and the committee will meet within 10 days of receipt of the

completed Grade Review Form from the teacher to determine whether to dismiss or hear the case.

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;
2. The allegations, even if true, would not constitute arbitrary and capricious grading;
3. The appeal was not timely; or
4. The student has not conferred with the teacher or with the teacher's dean/supervisor in accordance with Step I of these procedural steps.

**Step III.** If the request for review is not dismissed, the Grade Review Committee will submit a copy of the student's written statement to the teacher with a request for a written reply within 10 working days. (If this step has not been taken prior to the convening of the committee, see Step II above.) If it appears that the dispute may be resolved between the student and the teacher, the committee will attempt to arrange a mutually agreeable solution between these two parties.

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 teacher will be entitled to be present throughout this meeting and to present any relevant evidence. Neither the student, or the teacher 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.

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 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 teacher to re-evaluate the student's work.
2. Directing the teacher to administer a new final examination 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 "pass" in the course, except that such a remedy should be used only if no other reasonable alternative is available.

The Grade Review Committee is not authorized to award a letter grade. The decision of this committee will be final. The dean/supervisor will be responsible for implementing the decision of the committee.