



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 at (630) 942-2979 or visit the International Student Services office in the Berg Instructional Center (BIC), Room 2084.

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, treatment of minor illness, health education and guidance. Registered nurses staff the center, which is open days and evenings. A consulting physician is available one morning a week. Physical examinations, necessary blood tests and some immunizations are available for a nominal fee for inter-collegiate athletes and health career students enrolled at C.O.D. All students are encouraged to carry accident and health insurance, which is available to students and their families for a nominal fee. Enrollment forms are available in the Health Center and online at: www.universityhealthplans.com. The Health Center sponsors college blood drives each year, 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

Illness or medical concerns should be reported to the instructors by the student. For illness lasting longer than three days, contact the Health Center and additional written notice will be sent to 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 may be permitted to remain in class whenever, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others. A physician letter permitting the student to return to class may be required.

Students With Disabilities

Students with disabilities are mainstreamed at College of DuPage. All students requesting services need to self identify with the Office of Special Student Services and provide appropriate documentation of their disability. Documentation may include a diagnosis of disability, academic history, intellectual assessment and recommendations for accommodations. Support services are available for any student with a documented learning and/or physical/medical disability. Student Services provides notetaking paper, tape recorders, alternative testing, adaptive equipment, sign language interpreters, audio textbooks and other auxiliary services. Tutoring is available for all students 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 and Internship Program

The Cooperative Education and Internship program prepares students to pursue and succeed at Internships and co-ops. Students obtaining work-integrated learning positions, who meet college prerequisites, may enroll for academic credit. Students in academic co-ops and internships are mentored by a C.O.D. faculty adviser and worksite supervisor, which creates an ideal learning partnership leading to career and workforce development. Benefits of the Cooperative Education and Internship Program include:

- An opportunity to develop job search and success skills.
- Relevant on-the-job experience that puts classroom knowledge into practice.
- The possibility of earning academic credit and a paycheck while increasing career competencies and building a professional network.

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

Career Services

Career Services 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
- 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 staff 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.
- Through Service Learning, Faculty and Students connect theory to practice in the real world.
- 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, 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.
 Friday7:45 a.m. to 4:30 p.m.
 Saturday9 a.m. to 4:30 p.m.
 Sundaynoon to 6 p.m.

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

Library Facilities

The 100,000-square-foot Library houses more than 100 public computer workstations, six classrooms, two group viewing rooms, 500 study carrels, and 10 group study rooms.

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: 230,000+, 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: 700 current subscriptions. Most backfiles older than a year are on microfilm. Other major microform sets include ERIC, HRAF and LAC.
- Non-Print: 27,000+ 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 at www.cod.edu/library.

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), Room 2040, provides academic assistance and consists of the following four 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 print, video and computer support material for all C.O.D. math 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 on the Glen Ellyn campus, other select C.O.D. locations and online at bb.cod.edu 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 six 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, call (630) 942-3686 or e-mail tutoring@cod.edu.

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 and Reading Center

The Writing and Reading Center is open to all College of DuPage students, faculty, staff and community members, free of charge in a one-on-one environment. We foster a Writing Across the Curriculum approach for working with writers, ranging from idea generation to final draft. We provide all student readers with academic resources that aide them in becoming more successful students by offering strategies that strengthen their reading and study skills. The Writing and Reading Center assists individuals who:

- Struggle with writing and reading challenges in 1000-level or above courses;
- Enroll in developmental writing and reading courses;
- Need assistance increasing their writing and/or reading-related knowledge base.

The Writing and Reading coaches are part-time faculty and student peers from the Liberal Arts division. They work with writers on a variety of activities and projects. These activities might include narrowing a topic, focusing on a thesis, deciding on clear writing strategies and revising. Projects might range from writing a research project to writing a lab report. The coaches also work with readers on a variety of reading strategies for decoding and understanding assignments and textbooks. Coaches also

offer a variety of study skills such as organizing materials, note-taking and time management activities. Some students will be referred to the Writing and Reading Center while others will seek assistance on their own. Coaching sessions are scheduled in advance or are impromptu. Sessions are 30 to 45 minutes in length.

The College of DuPage Writing and Reading Center is located within the Academic Support Center in the Berg Instructional Center (IC), Room 3040, or at the Addison, Naperville and Westmont Regional Centers, from fall through summer terms. Appointments can be made in IC 3040, online at www.cod.edu/write or by calling (630) 942-3355. For more information, log on to www.cod.edu/write.

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 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 off-campus 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 for shipping or convenient in-store pick-up at the campus bookstore. Online orders can be placed by using the course information on your student schedule.

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 courses. During 8-week courses, the bookstore will offer full price refunds the first week of each session.

Summer Semester Refunds

The bookstore will gladly issue full price refunds during 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 (10-day wait period for checks).
2. Charge credit for charge purchases.
3. Gift card for gift card purchases.

Important Facts About Selling Your Books

A valid picture ID is required to be presented at the time of buyback transaction. 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 operated by Chartwells offers a variety of meal options at three convenient service locations. The E.E. Gibson Café is located on the first floor of the Student Resource Center with hours of operation during the regular academic year from 6:30 a.m. to 7 p.m., Monday through Thursday, and 6:30 a.m. to 2 p.m. on Friday. An additional satellite facility is located in the McAninch Arts Center with convenient hours.

E. E. Gibson Café (SRC)

Features a food court style service with a full complement of hot and cold food selections and beverages, including such traditional items as burgers, french fries, pizza, pasta, soup, hot entrees, sub sandwiches and breakfast specials. In addition, such non-traditional items offered include a daily salad bar, made-to-order wraps, stir fry and other specialty entrees, health-conscious entrees, vegetarian meals, "ready-to-go" sandwiches, salads and sushi. Snack choices include fresh-baked gourmet cookies, muffins, yogurt parfaits, chips, and a variety of pies and cakes.

McAninch Arts Center (MAC) Café

Serves a signature breakfast menu, including fresh bagels and bakery products, toppings, and breakfast sandwiches and a variety of "grab-n-go" items for lunch and dinner, including hot and cold sandwiches, soup, salads, fruit and more. Beverage and snack choices are also available, including a full service Barista station offering coffee, espresso, latte and frozen drinks. This location is open daily for breakfast, lunch and dinner.

For further information on foodservice or catering functions, contact Dining Services at (630) 942-2246 or (630) 942-2666.

Vending

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 a cashier at any dining location or at (630) 942-6666.

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 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 Student Activities office, Student Resource Center, and on the college web site under Board Policies.

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 \$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. All announcements will contain specific information concerning off-campus classes.

Public Transportation

Pace provides bus transportation to and from the campus in Glen Ellyn. Bus shelters are located in front of the Berg Instructional Center (IC) 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 web site, 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

Admissions/Information office and the Student Activities office. A variety of Pace discount passes are for sale in the Student Activities office and 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 (PE).

Child Care Services for Students — Glen Ellyn Campus

Child care services are offered for children 3, 4 and 5 years of age while the parent attends credit classes.

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.

Child Care Services for Students — Off-Campus Centers

For parents in classes at the Carol Stream Community Education Center, the West Chicago Community Education Center, the Addison Center or the Bloomingdale Center child care is available for children ages 3 to 12 at the Carol Stream Community Education Center. For more information, call (630) 942-4888.

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 full-time toddler, preschool and kindergarten classes and part-time 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.

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) 942-4223.

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 Vice President of Enrollment and Student Affairs or the C.O.D. web site at 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 — 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 Vice President of Enrollment and Student Affairs 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.
3. Report to the Vice President of Enrollment and Student Affairs without request for formal disciplinary action under Board Policy #5715.
4. For more information contact the Vice President of Enrollment and Student Affairs or check 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 of Enrollment and 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. (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 Dean of Admission Services and Registrar. Forms are available both there and in the Records office.

If the form is not received in the Office of the Dean of Admission Services and Registrar 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

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 Records office and must be for classes in which an "F" grade was received and was taken less than five years before the petition is submitted.

Financial Aid Committee

The Financial Aid Committee, comprised of staff and faculty representatives, is 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 committee 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 obtained through the Cashiers office. Appellants must appeal in writing through the Vice President for Enrollment and 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 of Enrollment and 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.