# Student Handbook

2025-26

Oakton College

# Academic *Calendar*

## FALL SEMESTER 2025

| | |
|---|---|
| March 24 - 26 | Priority registration for fall 2025 semester |
| **March 27** | **Open registration for fall 2025 semester** |
| August 11 | Faculty return for fall 2025 semester |
| **August 18** | **Fall 2025 semester classes begin** |
| August 25 | Last day to submit proof of residency, business service agreements and joint agreements |
| September 1 | Labor Day holiday, College closed |
| September 15 | Last day to drop from 16-week courses and have course removed from record[1] |
| | Last day to change to Audit for 16-week courses[1] |
| September 19 | Last day for filing Graduation Petitions |
| September 22 | Incomplete (I) grades from summer 2025 semester due[2] |
| September 25 | Any remaining incomplete (I) grade from summer 2025 semester becomes an "F"[2] |
| October 22 | All College Learning Day (No daytime classes and College closed for students and public until 5 p.m. Evening classes that start at 5 p.m. or later will take place.) |
| November 11 | Veterans Day holiday, College closed |
| **November 17** | **Last day to withdraw with a "W" from 16-week courses[1]** |
| | Students will receive a grade in all courses in which they are enrolled after November 17 |
| November 17 - 19 | Priority registration for spring 2026 semester |
| **November 20** | **Open registration for spring 2026 semester** |
| November 27, 28 | Thanksgiving recess, College closed |
| November 29 - 30 | Thanksgiving recess, no classes, College open (most offices closed) |
| December 9, 10 | Evaluation days[3] |
| December 10 | Last day of student attendance |
| **December 15** | **Spring 2026 three-week and four-week Winterim classes begin[1] / Grading Day** |
| December 16 | Grades due |
| Dec. 24 - Jan. 1 | College closed |

## SPRING SEMESTER 2026

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|---|---|
| November 17 - 19 | Priority registration for spring 2026 semester |
| **November 20** | **Open registration for spring 2026 semester** |
| January 2 | Winterim classes end |
| January 12 | Faculty return for spring 2026 semester |
| January 19 | Martin Luther King Jr. Day holiday, College closed |
| **January 20** | **Spring 2026 semester classes begin / Winterim grades due** |
| January 26 | Last day to submit proof of residency, business service agreements and joint agreements |
| February 16 | Presidents' Day holiday, College closed |
| February 17 | Last day to drop from 16-week courses and have course removed from record[1] |
| | Last day to change to Audit for 16-week courses[1] |
| February 20 | Last day for filing Graduation Petitions |
| February 23 | Incomplete (I) grades from fall 2025 semester due |
| February 26 | Any remaining incomplete (I) grade from fall 2025 semester becomes an "F"[2] |
| March 9 - 11 | Priority registration for summer 2026 sessions |
| **March 12** | **Open registration for summer 2026 sessions** |
| March 16 - 22 | Spring break |
| March 23 | Classes resume after spring break |
| March 30 - April 1 | Priority registration for fall 2026 semester |
| **April 2** | **Open registration for fall 2026 semester** |
| **April 20** | **Last day to withdraw with a "W" from 16-week courses[1]** |
| | Students will receive a grade in all courses in which they are enrolled after April 20 |
| May 14, 15 | Evaluation days[3] |
| May 15 | Last day of student attendance |
| **May 18** | **Summer 2026 three-week and four-week Interim classes begin[1] / Grading Day / Commencement** |
| May 19 | Grades due |
| May 25 | Memorial Day holiday, College closed |

## SEVEN- AND EIGHT-WEEK SUMMER SESSIONS 2026

| | |
|---|---|
| March 9 - 11 | Priority registration for summer 2026 sessions |
| **March 12** | **Open registration for summer 2026 sessions** |
| **May 18** | **Summer 2026 three-week and four-week interim classes begin** |
| **June 1** | **Summer 2026 eight-week session classes begin** |
| June 4 | Three-week interim classes end |
| **June 8** | **Summer 2026 seven-week session classes begin** |
| | Three-week interim grades due |
| June 11 | Four-week interim classes end |
| June 15 | Four-week interim grades due / Last day to drop and have course removed from record / Last day to change to Audit |
| June 22 | Juneteenth holiday observance, College closed |
| June 23 | Last day for filing Graduation Petitions |
| July 6 | Independence Day holiday observance, College closed |
| July 7 | Incomplete (I) grades from spring 2026 semester due |
| July 9 | Any remaining incomplete (I) grade from spring 2026 semester becomes an "F"[1] |
| **July 15** | **Last day to withdraw with a "W"** |
| | Students will receive a grade in all courses in which they are enrolled after July 15 |
| July 23 | Classes end |
| July 27 | August interim classes begin / Grades due |
| August 14 | August interim classes end |
| August 18 | August Interim grades due |

The class schedule will be adjusted to allow for the proper number of minutes of instruction, given the loss of time for the July 4 holiday observance.

### College Closings

Oakton provides email, text messages and voice phone call alerts regarding weather-related and emergency closings. To sign up for this free service, log on to *my.oakton.edu* and follow the instructions on how to register for Alert!Oakton.

### Campus closings also are available through:

Website: *oakton.edu*
Radio stations: WBBM/AM 780 and WGN/AM 720
Television stations: CBS (2), NBC (5), ABC (7), WGN (9) and FOX (32)
Phone: 847.635.1600 (listen for the weather prompt)
Social Media: Facebook and Instagram

*Any student who is unable to attend classes or participate in any examination, study or work requirement on a particular day, due to religious beliefs, shall be excused from any such examination, study or work requirement. Such student shall be provided with an opportunity to make up the missed examination, study or work requirement on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance, and provided that the make-up examination, study or work does not create an unreasonable burden upon the College. No fees of any kind shall be charged by Oakton College for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student availing themselves of the provisions of this paragraph.*

Oakton College recognizes the broad diversity of religious beliefs of its constituencies. The College has embraced a practice of shared responsibility in the event a religious observance interferes with class work or assignments. Students who inform instructors in advance of an intended absence for a major religious observance will not be penalized. The instructor will make reasonable accommodations for students, which may include providing a make-up test, altering assignment dates, permitting a student to attend another section of the same course for a class period or similar remedies. Instructors are not responsible for teaching material again. Instructors should inform students of this practice at the beginning of the semester so that arrangements can be made accordingly. Similar consideration is accorded to faculty, staff and administrators and is provided for in the respective contracts.

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*[1] Consult Enrollment Services for deadlines on classes meeting less than 16 weeks.*

*[2] Students must make arrangements with individual faculty members regarding deadlines to submit required work for Incomplete (I) grades.*

*[3] Two days to be used for instruction or final student evaluations or culminating course activities. Classes not scheduled to meet on these days and classes which do not meet for the duration of a semester will ordinarily use the last class session(s) for instruction or final student evaluations or culminating course activities.*

## Office of Student Life and Campus Inclusion

Des Plaines campus, Student Center, Room 1530, 847.635.1699
Skokie campus, Student Center, Room A130, 847.635.1443
*oakton.edu/studentlife*
Visit us on Facebook at *facebook.com/oaktonstudentlife* or Instagram *@oaktonstudentlife*. Connect on our app and get involved at *oakton.presence.io*

The Office of Student Life and Campus Inclusion is the center of student engagement. We offer programs and services that provide critical learning opportunities to enhance the co-curricular experience. We aspire to cultivate students' personal and professional growth while making a positive impact in the College and the community.

Student Life offers a variety of ways for students to develop interpersonal and leadership skills and to become actively involved in the campus and the community. The office also coordinates, develops, and supports social, cultural, and campus-wide activities intended to meet the needs and interests of Oakton students.

The office is located in the Student Center at Des Plaines and Skokie. The Student Center welcomes students to study, relax, chat with friends and enjoy the beautiful view. Student clubs and organizations have access to office spaces and rooms for meetings and study groups.

## Student Groups

**Student Government Association (SGA)**
Oakton's Student Government Association (SGA) provides for, and represents, the academic and social interests of the student body. Working with other student organizations and campus offices, SGA provides many opportunities for students to become involved in campus and community life. SGA recognizes and assists student clubs and organizations, distributes student activity fees and offers extracurricular activities and programs. The group also supports civic efforts, such as voter registration and community leadership.

Elections for executive officers and senator positions occur in the spring. Vacancies are filled by appointment throughout the year. These leaders are required to attend regular weekly meetings and take on leadership responsibilities for SGA projects. Positions with limited duties and responsibilities are also available.

Interested students should stop by the SGA Office at Des Plaines (Room 1530), Skokie (Room A130); call 847.635.7241; email *sga@oakton.edu*.

**Student Judicial Board (SJB)**
The SGA president appoints students who serve on the Student Judicial Board (SJB). Members act as the Parking Appeals Board.They also monitor SGA elections and enforce SGA policies.

Students interested in serving on the SJB should stop by the Student Government Association Office at the Des Plaines campus (Room 1530); call 847.635.1699; or email *studentjudicialboard@oakton.edu*.

**Campus Activities Board (CAB)**
The Campus Activities Board (CAB) is a student organization that coordinates programs and services to enhance each student's Oakton experience through activities that cultivate social, personal, educational and professional growth while making a positive impact within the college community.

We welcome students to become active members and invite those considering taking that extra step to apply for an Executive council member position. Have some fun with us! Contact CAB at *cab@oakton.edu*.

***OCCurrence***
Oakton's student newspaper employs full- and part-time students who participate in all aspects of newspaper production from writing to design and layout. No experience is necessary. The newspaper is also available online at *oaktonoccurrence.com*.

*OCCurrence* Office, Room 1530, Des Plaines, 847.635.1699, *studentlife@oakton.edu*.

**Phi Theta Kappa (PTK)**

Phi Theta Kappa (PTK) is an international Honor Society for two-year colleges with membership requirements: 3.5 GPA and 12 hours accumulated. Active on more than 1,250 campuses around the world, it offers exclusive programs and benefits for members that contribute to a dynamic college experience. Oakton PTK members are members of the Alpha Iota Phi chapter and are campus leaders who can take advantage of many resources that provide academic enrichment, personal development and service opportunities.

Eligible students will be contacted by email. Students can stop by the Office of Student Life and  Campus Inclusion at either campus or email *ptk@oakton.edu*.

**Clubs**

Students participate in more than 40 diverse clubs and organizations. The Office of Student Life and Campus Inclusion advises students on how to join or start a new club. Get involved! Sign up for a club and let the fun begin.

Clubs available to students may include the following:

**Academic/Pre-Professional**

Computer Science

Biology

DECA (future business professionals)

Early Childhood Education (ECE)

Graphic Design

Great Books

Institute of Electronic and Electrical Engineering (IEEE)

Oakton Aspiring Educators

Philosophy

Physical Therapist Assistant (PTA)

Politics

Psychology

Society of Women Engineers (SWE)

**Cultural/Ethnic**

Asian American Unity Club

Black Student Union (BSU)

Latiné

International Students Club

Japanese Culture

Korean Culture

Muslim Student Association (MSA)

Pilipino in Alliance Yearning for Opportunities (PAYO)

South Asian

**Faith-Based**

Hillel

Mission Bible

**Honor Societies**

Honors Student Organization (HSO)

**Literary/Performing/Recreational/Media**

Anime

Card and Board Game

Chess

Creative Writing

Dance Team Nocturnals

Fine Arts

Liberation Artists

Oakton Auto Club

Oakton Octaves

Star Wars

Stitch Happen

**Social Action/Service-Oriented**

Ceramics

Diversability

Diverse D.U.R.A. Outreach

Environmental

First Generation

Habitat for Humanity

Oakton Helping Others (OHO)

Pride!

Students for Global Health and Sustainability (SGHS)

UNICEF

The list of clubs may change throughout the year depending on the student interest.

To engage with student groups, visit them by using our student engagement platform called Involve at *oakton.presence.io* (login required). Check out their meetings and events.

For more information, call the Office of Student Life and Campus Inclusion, email us at *studentlife@oakton.edu*, or  visit our office.

## Athletics

**Des Plaines campus, Room 1336, 847.635.1753**
*oakton-owls.com*

The Athletics Department provides students with the opportunity to participate in intercollegiate athletics. Students may also participate in organized fitness, intramural and recreational programming.

**Intercollegiate Athletics**
Oakton College competes in the Illinois Skyway Collegiate Conference and is a member of the National Junior CollegeAthletic Association (NJCAA).

Oakton intercollegiate sports include:
**Fall -** Men's and women's golf, women's volleyball, men's and women's cross-country, men's and women's soccer and men's and women's tennis.
**Winter -** Men's and women's basketball.
**Spring -** Men's and women's tennis, men's baseball, women's softball and men's and women's golf.

To participate in intercollegiate sports, students must be enrolled in a minimum of 12 credit hours and maintain good academic standing. Also, student athletes are recruited by Oakton coaches from high schools and clubs to compete. If interested, please complete our prospective athlete form, *Prospective Athlete Form - Oakton College* (oakton-owls.com) or call 847.635.1753.

**Athletic Scholarship Opportunities**
Some student athletes receive athletic scholarships to cover tuition and fees, these are distributed at the discretion of our coaches.

**Intramural Athletics**
The intramural athletics program offers tournament and special event competitions for teams and individuals. Competitions are based upon student interest and space availability.

To participate in intramural sports, students must sign up for a single day event (usually on the day of the event).

**Fitness Center**
Located at the Des Plaines campus, Room 1156, the Fitness Center offers classes and memberships. Course selections include Physical Fitness I and II, Weight Training and Fitness Center. Take courses in any order and complete your workouts at any time during operating hours.

Fitness Center memberships are free for students. Memberships are available on an annual or semester basis for community members. Register at the Alliance for Lifelong Learning Office in Room 1420 at the Des Plaines campus.

The center features Torque Cybex, Octane, Free Motion and Precor equipment and a functional turf area. There are 8 different resistance machines to exercise all major muscle groups; 2 olympic racks and free weights; 9 aerobic machines, including Arch Trainer, Zero Runner, Lateral X, treadmills, elliptical, water rower and a recumbent bikes. A warm-up area, TV and audio amenities and locker rooms are available. For rates or questions, email *fitnesscenter@oakton.edu* or call 847.635.1839.

# Performing Arts

Oakton's Performing Arts Department stages dozens of performances each year. Plays, concerts and events encourage student involvement in every aspect of production—from performing on stage to creating the magic backstage to working as a volunteer usher. The Performing Arts Center (PAC) comprises two performance spaces: the Footlik Theater and Studio One. Both spaces boast modern technology mirroring professional venues and providing a state-of-the-art experience to audiences and performers alike. Opportunities for student participation include:

**Performance:** Actors, musicians and other live performers can audition for plays, staged readings and musical ensembles. For more information, actors may contact Dan Cunningham at *dcunning@oakton.edu*; musicians may contact Glenna Sprague at *gsprague@oakton.edu*.

**Tech Crew:** The tech crew offers students a hands-on, backstage experience. Students are paid to work behind the scenes on all performing arts productions. Carpenters, painters, mechanical tinkerers and artists are needed. Contact Matt Kooi at *mkooi@oakton.edu*.

**Student Ushers:** Instead of purchasing a ticket for a show, become a volunteer usher and watch the show for free. Ushers arrive early before the show and help patrons find their seats. Contact Dan Cunningham for details at *dcunning@oakton.edu*.

**Workshops:** Each semester, Speech and Performing Arts offers several workshops focused on performance. Contact Robert Gynn for details at *bgynn@oakton.edu.*

**Box Office Staff:** Students learn the front-of-house business and are paid to sell tickets, coordinate auditions and rehearsals, and generate publicity. Contact Dan Cunningham for details at *dcunning@oakton.edu.*

**Speak Easy:** Students who need help with public speaking classes may take advantage of out-of-class tutoring through Speak Easy, a program for Oakton speech students. Contact Robert Gynn at *bgynn@oakton.edu*.

**Speech Team:** Become a public speaking competitor as a member of this extracurricular team. Contact David Nadolski for information at *dnadolsk@oakton.edu*.

**Ticket Box Office**
Purchase tickets to performing arts events at *oakton.edu/tickets*, the Box Office (Room 1350, Des Plaines), or by calling 847.635.1900. Cash, checks and credit cards (Visa, MasterCard or Discover) are accepted.

For more information about the Performing Arts at Oakton, contact:
Robert Gynn, Chair of Speech and Performing Arts, 847.635.1843, *bgynn@oakton.edu*
Glenna Sprague, Coordinator of Music, 847.635.1905, *gsprague@oakton.edu*
Dan Cunnigham, Production Coordinator, 847.635.1897, *dcunning@oakton.edu*

# Enrollment *Services*

## Enrollment Center

Des Plaines campus, Room 1860, 847.635.1700
Skokie campus, Room A100, 847.635.1700
*oakton.edu/admission/enrollment*

**The Enrollment Center is a one-stop location for the offices visited by students including:**
• Admission
• Academic Advising
• Career and Transfer Services, including student employment services: oakton.edu/studentservices/career_services
• Financial Assistance
• Registration and Records
• TRIO Student Support Services: *oakton.edu/studentservices/trio*

**General Admission**
Applying for admission to Oakton's credit programs or associate degree programs may differ for first-time students, returning students, health careers students and international students. Contact the Office of Admission or visit *oakton.edu/admission* for more information about general admission procedures.

**Admission for Limited Enrollment Programs**
The requirements for many health career programs require a special application for admission. Check out Oakton's health career programs at *oakton.edu/healthcareers.*

**Registration**
Registration typically begins several months before the start of a semester and ends on the first day of classes, or until the class reaches maximum enrollment. Students may register online or in person (registration via the telephone is not available).

Online registration is available at *my.oakton.edu* or in exceptional cases, students can submit an Add/Drop form in person with a photo ID at the Enrollment Center. Refer to the "Web Services of myOakton" section of this handbook for instructions to register online.

**In-District Residency**
To receive in-district tuition, applicants must submit proof of residency with documentation showing they lived within District 535 for at least 30 days prior to the start of the semester for which they are registering. Refer to the "Residency Policy" of this handbook under "Selected Admission and Enrollment Policies and Procedures" for more information.

**Career/Joint Agreement for Oakton District Residents Attending Other Community Colleges**
Residents of Community College District 535 who are seeking an Associate of Applied Science degree or certificate not available at Oakton College may apply for a career agreement to attend another community college in Illinois that offers that curriculum. Through a career agreement, a district resident is entitled to pay that college's in-district tuition rate. (See Career/Joint Agreements section of this handbook for details.)

## Financial Assistance

Des Plaines campus, Enrollment Center, Room 1740, 847.635.1700
Skokie campus, Enrollment Center, Room A100
*oakton.edu/finaid*

The Office of Student Financial Assistance provides federal, state, and institutional grants and scholarships to qualified students who, without such assistance, would be unable to attend Oakton. The office also determines student loan eligibility and may be able to offer employment in a community service position.

**How to apply for federal, state, institutional grants, loans and community service jobs:**
• Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov.
• Apply before March 31. Applications after March 31 are processed, but funds are limited.
• Get assistance filling out the FAFSA at the Enrollment Center.
• Respond to letters and return required information to the Enrollment Center. Additional information is needed after completing the FAFSA in order to determine a student's financial aid eligibility.

*Tip: The FAFSA must be submitted each academic year, to determine annual eligibility.*

Eligible undocumented students who are disqualified from federal financial aid may apply for state financial aid through the Alternative Application for Illinois Financial Aid.
Go to *studentportal.isac.org/en/alternativeapp* for more information and the application.

**How to apply for institutional scholarships:**
• Go to oakton.academicworks.com for a list of scholarships and the application.
• Apply by May 15 for greatest consideration. Applications received after May 15 are reviewed, but fewer scholarships are available.

*Tip: Improve your chances by writing a scholarship essay without grammar and spelling mistakes.*

**How to apply for private scholarships:**
Seek private scholarships from community groups. Information is available at *oakton.edu*.

**Helpful information:**
• Oakton offers academic merit scholarships for incoming, in-district high school students who have a 3.0 GPA, composite ACT score of 26 or higher or SAT score of 1240, and have completed a rigorous high school curriculum as noted on the scholarship application.
• Help may be available for students experiencing a financial crisis through the Enrollment Center.

## Business Educational Service Contract

District Resident Tuition for Full-time Employees of District Companies
A student who lives outside of Community College District 535, but works full time for an approved district company, may be eligible for district resident tuition through Oakton's Business Educational Service Contract program. Tuition and fee payments are a student's responsibility unless otherwise agreed upon in writing by the employer.

To be eligible, these criteria must be met:
**1.** The company is located within Oakton's district.
**2.** A Business Educational Service Contract is completed, signed and submitted with the most recent pay stub by the designated deadline for each semester. Please consult the website or Business Educational Service Contract for specific contract deadlines. This form is available at *oakton.edu/admission/forms* and at the Enrollment Centers, Room 1860 at the Des Plaines campus and Room A100 at the Skokie campus.
**3.** The company must be fully operational and the employee must be employed and paid by the first day of the semester for which this tuition benefit is sought.
**4.** The student must be a full-time employee (an average of 35 hours/week).

## Auditing a Course

A student who wishes to audit a course is required to pay full tuition, course fees and an audit fee of $10 per credit hour for the course. The student will receive a grade of "V" for the course. Faculty members may elect to limit the extent of evaluation made available to the audit student. Students wishing to change from "credit" to "audit" status must submit a Request to Audit Class(es) form to the Enrollment Center within the first four weeks of the semester (pro-rated for classes of less than 16 weeks in length). The Request to Audit Class(es) form is available at *oakton.edu/forms*. Once a course is changed to audit status, it cannot be changed back to credit status later in the semester. To receive credit for a course that has been audited, a student must repeat the course for credit.

An audited course is not covered by financial aid and will not be considered for standards of academic progress or athletic eligibility; however, an audited course is included in the academic standards for financial aid recipients.

## Change of Address and Personal Information

Students must notify the Enrollment Services if their permanent address changes by completing a Request to Change Student Record form at *oakton.edu/_pdfs/admissions-forms/change_record.pdf*. If the College becomes aware that a student's permanent address is incorrect, registration will be restricted and the student must show new proof of residency. Changes in tuition rates resulting from changes in the student's permanent address primarily will be made at the beginning of the semester/term following the change in residence. Contact Enrollment Services at 847.635.1700 or *enrollmentcenter@oakton.edu* for more information.

Students may maintain different types of addresses.

**Permanent address:** The permanent address is where the student lives most of the time and is used to determine residency. (See the Residency Policy in this handbook for more information.)

**Mailing address:** A mailing address to designate where mail should be sent. (See Personal Information in the Web Services section of this handbook for details.) Note: Some departments, such as Financial Assistance, only mail documents to the student's permanent address on file.

**Business address:** This indicates an address of employment. (See Personal Information in the Web Services section of this handbook for details.)

**Parent address:** Students may create a parent address that may be used for correspondence directed to their parents or guardians. (See Personal Information in the Web Services section of this handbook for details.)

## Official Transcript Request

To have an official Oakton College transcript sent to another college, university, employer or agency, a transcript request must be submitted online at *www.parchment.com/u/registration/33941*. Transcripts will not be released for any person who has a non-financial hold with the College. A transcript requires approximately five working days for processing and a fee of $10 per transcript (rush orders are $20 per transcript).

## Application for Graduation and Commencement Ceremony

Students must complete an online application for graduation prior to graduation. The application for graduation can be accessed by logging into *myOakton*. Applications for graduation must be submitted one semester prior to the semester the student expects to complete all academic requirements for the degree or certificate. Refer to the academic calendar for deadlines. Students are not required to participate in the Commencement ceremony to receive a degree or certificate. There is no charge to apply for graduation or to participate in the ceremony. Assistance with this process is available at the Enrollment Center.

Students who applied for graduation and completed their degrees or certificates are eligible to participate in the Commencement ceremony and  will be contacted by the Office of Student Life and Campus Inclusion. Cap and gown orders are placed in mid-March. For up-to-date information, check *oakton.edu*. For more about commencement, contact the Office of Student Life and Campus Inclusion at *commencement@oakton.edu* or call 847.635.1699.

## Office of Advising, Transitions and Student Success

Des Plaines campus, Enrollment Center, Room 1860
Skokie campus, Enrollment Center, Room A100, 847.635.1700
*oakton.edu/advising*
Hours: Monday - Thursday, 8:30 a.m. - 6 p.m.; Friday, 8:30 a.m. - 5 p.m.
Note: Hours change between semesters and during the summer.

The Office of Advising, Transitions and Student Success assists students with their transitional and educational needs as they pursue their academic goals. Advisors help students transition to college through new student orientation and continue to advise students throughout their Oakton career by recommending courses, discussing academic progress, and assisting with degree and transfer planning. Contact the office for more information about services including:

**New Student Onboarding**
New student onboarding is goal-driven. Degree-seeking students must first complete an online orientation intended for students to reflect on their academic and career goals, learn about degree options and requirements, and discover on-campus resources and involvement opportunities. After online orientation, students meet with an advisor to select courses for their first term.

Certificate-seeking and visiting students are required to complete an online orientation and can elect to meet with an advisor prior to registration.

**Educational Planning**
Create a semester-by-semester educational plan with your advisor and select courses that work best for achieving academic success. Advisors also facilitate workshops and offer virtual resources to help develop students' academic and professional interests.

**Degree, Certificate and Transfer Planning**
Get help with interpreting Oakton's degree or certificate requirements, or obtain assistance with the transfer process to a bachelor degree-granting college or university. Individual appointments, workshops and college/university visits are available each semester.

## Access and Disability Resource Center (ADRC)

The ADRC supports an accessible Oakton experience for students with documented disabilities by collaborating with various offices and departments within the College. If a student is experiencing a barrier to a classroom or other learning activity because of the effects of a disability and the learning environment, the student may contact the Access and Disability Resource Center and request accommodations and services to address the barrier. In order to request accommodations, students will be asked to participate in an interactive process, including completing an application and intake appointment, as well as submitting disability documentation. While many accommodations can be implemented more quickly, students should allow at least four weeks for this process. For more information, visit *oakton.edu/studentservices/disability_services*.

## Office of Access, Equity and Diversity

The Office of Access, Equity and Diversity partners with students, staff, and faculty to fulfill the access and equity goals and mission of the College. With research and assessment to inform practice, we impact student success by providing student success programs and services that facilitate a welcoming, safe, and inclusive campus environment for all students. By offering an array of academic, cultural, social, and outreach programs, trainings, and services that are open to all, we help to positively impact the sense of belonging and academic success of students.

The Office of Access, Equity and Diversity offers two major components of service and programming that include diversity, inclusion and equity-related programs, as well as compliance and student rights and responsibilities programs. The office leads through programmatic and service-oriented operations and by partnering with several councils, teams and departments across the institution.

**Diversity, Inclusion and Equity Programs**
Oakton programs are open to all students in compliance with state and federal laws.

**¡ÀNDALE! at Oakton:** The Association to Nurture and Develop the Advancement of Latino/a/x Students in Education supports students through workshops, academic support, study groups, mentoring, leadership skill development and multicultural events. Contact ¡ÀNDALE! at *andale@oakton.edu* or 847.376.7298.

**B.L.A.C.K. Student Success Program:** The Building Lasting African Culture and Knowledge (B.L.A.C.K.) Student Success Program supports students during the enrollment, retention and completion of their education at Oakton. Students have the opportunity to participate in cultural acknowledgment and celebrations, critical conversations, and access to mentoring and leadership opportunities. BSSP also provides information and resources for undocumented and DACA students. Contact BSSP at *bssp@oakton.edu* or 847.376.7796.

**Center for Campus Inclusion and Diversity:** The CCID provides a safe space that offers support, educational experiences and interactive learning opportunities. It represents the needs and concerns of historically underserved student identities, and helps them access opportunities through programs, services and resources related to equity, diversity and inclusion. These opportunities include roundtable discussions, critical conversations, webcasts, workshops, special events and self-care resources such as the Caring Closet. Contact 847.635.1837 for more information.

**Caring Closet:** Oakton's Caring Closet, located in Room 1433 (Des Plaines) and Room A130 (Skokie), is a space where Oakton students can access nonperishable food and self-care items, such as soap and deodorant, at no cost. Students can access items by completing an online shopping sheet (requires login) or stopping by the Caring Closet when campus is open. Students are notified when their items are available to pick up at the designated time and location. An Oakton ID is required for pick-up. All information is private and confidential.

**Diversity Council:** Oakton's Diversity Council partners with the Office of Institutional Equity and Inclusion to foster a more inclusive, diverse and equitable campus. The Council actively engages the College community and champions initiatives that align with Oakton's commitment to equity. For more details, contact 847.635.1815 or *diversitycouncil@oakton.edu*.

**LGBTQIA2+ at Oakton:** Oakton recognizes the need for a welcoming campus where students are respected, valued and supported. This mission is achieved through educational and informative training opportunities, services and resources, and Title IX compliance.

The LGBTQIA2+ Advisory Council at Oakton is dedicated to the College's anti-bias values and works to institutionalize policy that advocates for the LGBTQIA2+ community. Examples of this work are to provide gender-inclusive restrooms, SafeZone trainings, and more inclusive classroom instruction.

**Gender-Inclusive Restrooms:** The College affirms every student's right to use restrooms that align with their gender identity and does not require anyone to use facilities that feel inconsistent with their identity. Gender-inclusive restrooms, which are available across campus, provide options for individuals of any gender and may include both single-user and multi-user facilities designed for privacy and inclusivity. There are eight gender-inclusive restrooms at the Des Plaines campus, including four restrooms on the first floor, 1470, 1914, 1915, 1916, and four restrooms on the second floor, 2914, 2915, 2916, and 2214. There is one gender-inclusive restroom at the Skokie campus, Room A181.

**Undocumented and DACA Student Support Group:** Supporting undocumented and DACA students, their families, and allies through advocacy, training and employee education, the group helps to identify and promote financial resources and remove barriers to admissions and student success. For more information, contact our equity coordinators at *undocumentedstudentsupport@oakton.edu* or call 847.635.1699.

**Compliance, Student Rights and Responsibilities Programs**

**Title IX Compliance:** The Oakton College Title IX operation offers responses and support for the fair, prompt and equitable investigation and adjudication of sexual misconduct, discrimination and harassment complaints. Contact 847.635.1751 for more information.

**Code of Student Conduct:** The Code of Student Conduct offers mediation, consultation and adjudication on academic integrity and behavioral conduct. Contact 847.635.1751 for more information.

## Career and Transfer Center

**Des Plaines campus, Room 2901, 847.635.1735**

*ctc@oakton.edu*

**oakton.edu/careers**

The Career and Transfer Center offers comprehensive support to help students explore and achieve their career and transfer goals. Providing resources and guidance to align academic efforts with career aspirations and transfer pathways. Below is a list of current services and programs.

**Career and Major Exploration:** Choosing a major and career path is a personal journey. Students received guidance through assessments and career development tools to identify strengths, interests, and values that align with potential career paths. Through exploration activities, students gain a deeper understanding of personal academic and professional goals.

**Career Planning and Job Search Support:** Help students develop essential career skills, including resume and cover letter writing, networking, and leveraging AI-powered job search tools. Offered services include *Big Interview* for mock interviews and *Focus 2 Career* for career planning, ensuring students confidently navigate their career journeys.

**Job Search Coaching:** Offering personalized job search coaching to help students refine their career goals, develop job search strategies, and confidently pursue employment opportunities. Whether perfecting application materials or preparing for interviews, staff provides tailored guidance to support students in securing their next opportunity.

**Online Job Board:** Looking for a job? Students can use *collegecentral.com/oakton* to connect with local employers, search for openings, and showcase their resume. Need help? Stop by the Career and Transfer Center for assistance!

**On-Campus Recruiting:** Ready to work? Meet employers hiring for part-time and full-time jobs—right on campus! Visit the Career and Transfer Center or *oakton.edu/careers* for upcoming events.

**Transfer Support:** Staff assists students with transfer applications, personal statements, and Transferology. Through transfer fairs, on-site recruitment, and other opportunities, we connect students with collegiate partners, transfer guides, and university representatives.

**On-Campus College Visits:** Individual colleges and universities visit Oakton throughout the year to meet with students and discuss their transfer options. For a list of upcoming in-person and virtual visits, check the College's Events Page at *events.oakton.edu*.

**Transfer Events:** The Career and Transfer Center offers specialized transfer events to help students navigate the transfer process, connect with institutions, and explore academic pathways. Hosting signature events like *Transfer Tailgate* provides a dynamic opportunity to engage with multiple colleges and universities in a fun and interactive setting.

## Student Employment

**Student Employee Program**

The Career and Transfer Center offers student employment opportunities and supports the professional development of student employees. Student employees are students of Community College District 535 (Oakton College) employed in non-classified personnel positions. To learn more visit *oakton.edu/careers*.

See a complete list at *oaktonstudentemployee.applicantpro.com*.

**Position Levels**

Student employee positions are categorized by level of skill required:

**Level 1** positions require basic skills;
**Level 2** positions require some specialized skills;
**Level 3** positions require the most specialized skills and duties.
For current wages, please refer to the Student Employee Manual or visit *oakton.edu/careers*.

**Other Rules and Restrictions**

A comprehensive list of student employee program policies and limitations can be found in the Student Employee Manual available in the Career and Transfer Center at the Des Plaines campus or the Enrollment Center at the Skokie campus and online at *oakton.edu/careers*.

## Learning Center

Des Plaines campus, Room 2400, 847.635.1658
Skokie campus, Room A200, 847.635.1434
*oakton.edu/learn*

The Learning Center at Oakton College is a go-to resource for academic success—and best of all, it is free! It provides the tools, strategies and support to help students thrive in their studies and future careers. Here is a sneak peek of the services available to help students succeed:

**Subject-Based Tutoring:** Whether students are tackling Accounting, Biology, Chemistry, Computer Science, Math, Physics, or more, the tutoring services are available in-person and remotely. And the best part? It is a drop-in, so no appointment is necessary! Just stop by and get the needed support. For residents of District #535, contact 847.635.1658 or email *learningcenter@oakton.edu* to learn more.

**Writing Tutoring:** Students receive writing help to perfect their papers and essays with personalized writing tutoring! Whether it is a personal statement, a scholarship essay, or a graded assignment, the tutors will help students polish their work. Need quick feedback on grammar or organization? Asynchronous writing tutoring is available for minor issues. To schedule an appointment, contact the Learning Center.

**Academic Coaching:** Our Academic Coaches offer mentorship and one-on-one support to help students navigate their academic journey. During an academic coaching session, a coach will help explore academic concerns and identify resources to support academic success. The coach will provide support, assess strengths, needs and devise a personalized plan of action in the following areas: time management, procrastination, test preparation, and note-taking, among others. Ready to take the study game to the next level? Email *learningcenter@oakton.edu* to schedule a session!

**Academic Success Workshops:** Success in college is more than just hitting the books—it is about strategy! Join our Academic Success and Beyond Workshop Series, a collaboration between the Learning Center and TRIO Student Support Services. These workshops provide tips and tools to help students build smart study habits, stay organized, and maximize their potential throughout college.

## Testing Center

**Des Plaines campus, Room 2409, 847.635.1939**
**Skokie campus, Room A135, 847.635.1446**
*www.oakton.edu/academics/academic-services/testing-services*
*testingcenter@oakton.edu*

The Testing Center administers placement tests for incoming students, pre-admission tests for Oakton's nursing program, tests for students taking an Oakton online class and make-up exams for students studying on campus. CLEP and other certification tests are also administered at the Des Plaines campus by appointment. For the most current information about the Testing Center, please refer to Oakton's website.

### Placement Tests
There are three placement exams for reading, writing and math. New students to the College should submit an application with the Enrollment Center before testing. The enrollment staff will guide students and help them understand which placement tests, if any, they need to take. Reading and writing test results are valid for three years, mathematics results are valid for two years. For more information about placement testing, see www.oakton.edu/academics/academic-services/testing-services.

## Bookstore

**Des Plaines campus, Room 1160, 847.635.1680**
**Skokie campus, Room A161, 847.635.1421**
*oakton.edu/life-at-oakton/bookstore*

The Bookstore is a one-stop shop to buy textbooks, notebooks, folders, calculators and other supplies. In addition, the store sells Oakton gear, such as sweatshirts, t-shirts, and hats, as well as gift items and snacks. Students at the Skokie campus may also pay tuition at the Bookstore.

### Textbooks
New and used books are available. Bring your class schedule to purchase textbooks at the campus where your classes meet. Bookstore shelves are organized alphabetically by class and section number (e.g. EGL 101 001). *Note: Different course sections may require different books. Shop early most textbooks are available one week before classes begin.*

### Rental Textbooks
The Bookstore offers specific titles as rental textbooks each semester. Stop by the store or contact the manager for details.

### Textbook Return Policy
1. A receipt is required for exchanges/refunds.
2. All sales are final after the first two weeks of a 16-week semester.
3. For classes less than 16 weeks in duration, the return period is one week from the date of purchase. All sales are final after the first day of class.
4. Books marked in any way are not returnable.
5. All shrink-wrapped books/items must be sealed and unopened to qualify for a refund.
6. If a check is used to purchase an item, students will receive a credit slip redeemable for cash in 14 days.

### Book Buyback
Book buyback occurs for a few days at the end of each semester (fall, spring and summer), giving students the opportunity to return books and to check refund eligibility. Be sure to keep CDs or handbooks that were included with a textbook at time of purchase, because the textbook alone is of no value.

# The Library

**Des Plaines campus, Room 1606 (Summer - Fall 2025), Room 1406 (Spring 2026), 847.635.1642**
**Skokie campus, Room A200, 847.635.1432**
*oakton.edu/library*

**On-Campus Hours (Spring and fall):**
Monday - Thursday, 8 a.m. - 8 p.m.
Friday, 7:30 a.m. - 7:30 p.m.
Weekends: **Online Reference** 9 a.m. - 3 p.m.; On-Campus, Closed

**Contact us on social:** Facebook @occlibrary, Instagram @oaktonlibrary, YouTube @oaktonlibrary. TikTok @oaktonlibrary, Threads @oaktonlibrary, Spotify @oaktonlibrary

The Oakton Library is an essential resource for student success. Librarians offer research consultations to individual students and small groups at both campus libraries and online at *asklibrary.oakton.edu*. Librarians are also available for chat sessions, shared-screen database searches, and email requests. Books, calculators, computers, hotspots, DVDs and other items can be checked out at the Skokie and Des Plaines campus libraries. Students can access online articles, e-books, and streaming videos through Search O.W.L. - Oakton's Whole Library Catalog. Click Search O.W.L. on the library's web page to begin searching.

**Student O.W.L. ID/Library Card**

To apply for a digital or print Oakton ID/Library card, students must be registered for a current or future class. Students may request an ID in person or online at *oakton.libwizard.com/f/librarycard*. For other options, call 847.635.1608.

**Research Assistance**

- Students can go to the Skokie and Des Plaines campus libraries during regular Library hours to get research help from librarians.
- Students can get online research help from librarians asklibrary.oakton.edu. Librarians are available for chat sessions, shared-screen database searches, and email requests. Or, students can browse the Ask A Librarian FAQ list to find answers to frequently asked questions.
- Students can schedule an online or on-campus individual or group research consultation appointment with a librarian at oakton.libcal.com/appointments.
- Students can drop-in on free research workshops offered by librarians. Library workshops are listed on the events schedule at *oakton.libcal.com/calendar/learning*.
- Students can use their *myOakton* login in Search O.W.L. to find and read free full-text ebooks and articles or to view streaming videos at any time and on most devices.

**Library Assistance**

- Students can get help in the Skokie and Des Plaines campus libraries to locate books, technology and other learning resources for their course assignments.
- Students can get assistance in using Search O.W.L. to request free delivery of library items between the Skokie and Des Plaines campus libraries through Intercampus Loan services.
- Students can get assistance in using Search O.W.L. to request free delivery of I-Share materials from over 90 Illinois academic and research libraries through Interlibrary Loan Services.
- Students can get assistance in using OCLC WorldCat Interlibrary Loan to request free delivery of books and articles from libraries across the United States.
- Students can ask questions about Intercampus Loan and Interlibrary Loan at the Circulation desks at the Skokie and Des Plaines campus libraries, by calling 847.635.1642, or by emailing *renewlib@oakton.edu*.

**What academic support assistance and technology are available in the Library?**

- Research Assistance • Phone and laptop chargers • Calculators • Intercampus and Interlibrary Loan Assistance
- Headphones • Scanner and Copy Machine • Study Room (Skokie) • Open Study Spaces with Wi-Fi • Printer • Computers
- DVD Collection Viewing Stations • Hotspots • White Boards

**What special collections of books, articles and other learning resources are available in the Library?**

- Textbook Reserves for many current courses
- Teacher's Resource Center
- Early Childhood
- Juvenile books
- ESL resources
- FDLP Government Documents
- Paralegal book collection
- Oakton Archives (by appointment: *archives@oakton.edu*)
- Academic research books
- Fiction books
- Popular movies on DVD
- International movies on DVD
- Very Short Introduction series

**Information on how items circulate can be found online at *researchguides.oakton.edu/circulation.***

## Student Computing

**Student Equipment Loans**
Oakton offers equipment loans through the library at both campuses.

**Open Computer Lab Locations and Important Numbers**

| Des Plaines campus | Skokie campus |
| --- | --- |
| Room 2622, 847.635.2627 | Room P230, 847.635.1488 |

Computer lab hours, posted in each lab, vary by lab and from semester to semester. For information about lab hours, contact the appropriate lab; for assistance, please call the IT Help Desk at 847.635.1965.

**Lab Access**
- Oakton's computer labs are open to all registered credit students, and non-credit students in computer classes.
- Des Plaines students working on group projects may use the study group project rooms in the lower level of the library.
- Oakton allows remote access to select computer labs - information is available in the Digital Backpack on myOakton.

**Network, Gmail and system access**
- All Network (campus computer access) accounts are linked to registration. A student's network account login and password are the same as their registration login and password.
- Network accounts are disabled when the student is no longer enrolled and are immediately disabled when students are dropped from classes for non-payment. A student must re-register to reactivate their account.
- New credit students who have applied but are not registered will have a restricted Gmail account that only sends to and receives emails from oakton.edu email addresses.
- Credit students who do not register within 45 days after the final day of student attendance of a term will have their Gmail account reverted to a restricted account.
- Class-related software issues, contact your instructor.
- Desire2Learn (D2L) issues, please use the "Need Help" button in D2L.
- Software help may be available through the Learning Center tutors.
- All other technology issues, please contact the IT Help Desk at 847.635.1965 or *helpdesk@oakton.edu*.*

*\*Lab and Help Desk staff members assist with Oakton's network services and general applications (not home computer problems).*

**User Responsibilities**
Users of Oakton's technology facilities and resources have the following responsibilities:
- **Follow the College's policies.** Users are responsible for knowing and adhering to policies. Read through all policies in this handbook and contact the Information Technology Help Desk at 847.635.1965 with any questions.
- **Keep labs clean.** Keep food or drinks outside the lab and remove any papers from your area before leaving.
- **Keep the labs a productive work environment.** The labs are quiet work places. Use a soft voice. Turn off cell phones and try not to disturb other lab users. Only IT employees may move, repair, reconfigure or modify the computer systems.
- **Protect your work.** Unplanned and occasional failures may occur. Save work frequently and make back-up copies as appropriate.

**General Policies**
1. Read the Policy for Responsible Use of Information Technology on page 46 of this handbook, which outlines appropriate use of College facilities and resources (including any equipment loans).
2. Each user receives a unique login ID and password that may not be used by any other user.
3. Users should be conscientious of others who need to use the computing facilities and not generate excessive network traffic by downloading non-academic material.
4. Use of network resources to harass, offend or annoy other network users is not allowed.
5. Material that is obscene, defamatory, or violates the College's non-discrimination and sexual harassment policies is not allowed.
6. Oakton technology facilities and resources cannot be used for commercial purposes (including for-profit use or use for work outside the College).

**Copyright**

Software and other digital media are protected by copyright law. Copying software and other digital media violates federal law and the College's policies. Suspected violations will be vigorously investigated and, if warranted, appropriate penalties applied. Specifically, users do not have the right to:

• Make copies of copyrighted software or digital media;

• Receive and use unauthorized copies of software or digital media;

• Distribute or create areas for distribution of unauthorized software or other digital media.

# Information Technology Services for Students

**Printing**

To reduce paper waste in computer labs, Oakton provides students with $20 printing credits in their PaperCut print account (equivalent to 400 black and white sheets) each term. Additional printing credit can be added by logging in to *myOakton*, going to Discover, and searching for PaperCut. Note: Whether provided by Oakton or purchased, printing credits will not transfer or rollover between terms. The balance is reset every term to the Oakton-provided $20 printing credit.

**Digital Backpack**

Students can access various information technology resources and services through the "Digital Backpack," which is available by searching for "Digital Backpack," including G Suite docs, drive, sheets, calendar, Zoom and more. Students need to agree to follow Oakton's acceptable use policy before using any G Suite applications.

**Google Workspace**

All students have access to Google Workspace through the Google card *myOakton*. Students need to agree to follow Oakton's acceptable use policy. Students not currently enrolled in classes will have their Google account designated inactive, including their Gmail account.

**GMail**

Credit students are all given GMail accounts. All official communication will be sent to a student's GMail account.

**Preferred Email**

Preferred email is either the non-Oakton email address provided on the online application (or set at a later date) or the Oakton email address. If a non-Oakton email is set as the preferred email, email to the user from Oakton will be sent to both the GMail account and the preferred email account. Students not currently enrolled in classes will have their email designated inactive and their email account deleted after the start of each term.

**Wi-Fi Networking**

Wireless access is available in most public areas of the College and most parking lots. Users must adhere to the Technology Use Policy. For more information on how to access the wireless network, including how to connect to the secure "Oakton" network with higher bandwidth, search for "Wifi" on Oakton's website.

**Course Materials and Tools**

Most Oakton courses use Desire2Learn for course management; many math classes use MyLabs. More information about online courses and using D2L is available at *oakton.edu/online*.

If a course does not use Desire2Learn or MyLabsPlus, the instructor will provide course access information to students.

## Cyber Cafés

**Des Plaines campus (near Student Center and on the west end of the building) Skokie campus (in Student Cafe)**

Oakton encourages students to use the cyber cafés for non-academic and group projects. The cyber cafés require login and offer Internet access, printers and limited software. Beverages and food are permitted in these areas. Students are expected to clean up after themselves, and be considerate of others in the vicinity by keeping noise level to a minimum. Students can print from their own devices to these printers using Mobility Print in PaperCut, available through *myOakton*.

## Wellness Center

**Des Plaines campus, Room 1200, 847.635.1885**
**Skokie campus, Room A175, 847.635.1419**

*oakton.edu/life-at-oakton/health-and-wellness*
*wellness@oakton.edu*

Oakton College's Wellness Center supports the academic success, physical health and mental well-being of all students by providing the highest quality services in a timely and confidential manner.

**Counseling Services** provides a free professional and confidential service for students who want to discuss personal or emotional concerns. Counselors help students to sort through thoughts and feelings and examine issues that may be interfering with their academic success. All services are confidential, non-judgmental and individualized.

**Counseling Services can help you with:**

- Academic difficulties
- Problems in relationships
- Family problems
- Troubling past experiences
- Indecision over major or career choices
- Discomfort in social situations or shyness
- Loneliness, depression and anxiety
- Sexual or cultural identity issues
- Life changes such as pregnancy or illness
- Crisis such as assault or victimization
- Suicidal feelings
- Grieving over death or loss

**Health Services** is committed to providing health through prevention, education and healing services. Health Services' registered nurses support students in making informed decisions about health-related matters. All services are confidential and available free or at a minimal charge to Oakton College students and employees.

**Health Services can help you with:**

- Treatment of minor injury or illnesses
- Over-the-counter medications
- Physical exams and laboratory testing referrals for health career and EMT students
- Athletic physical exams
- Blood glucose testing
- Blood pressure screening
- Health and wellness information
- Health, birth control and sexual health resources
- Immunization clinics
- Pregnancy tests
- Tuberculosis skin tests for BNAT and EMT students

# Language Labs

Des Plaines campus, Room 2446, 847.635.1612
Skokie campus, Room C132, 847.635.1493
*oakton.edu/languages*

Fall and Spring Hours: Monday - Thursday, 8 a.m. - 9 p.m.; Friday remote, 8 a.m. - 4:45 p.m.
Summer Hours: Monday - Thursday, 8 a.m. - 9 p.m.; Closed Friday, Saturday and Sunday
Note: Hours may change between semesters.

**Services and Tutoring**
The language labs provide support to students taking courses in Arabic, Chinese, French, German, Hebrew, Hindi, Urdu, Italian, Japanese, Korean, Polish, Russian, Spanish and English as a Second Language (ESL). Services provided include: multimedia PCs with Internet access, a library of ESL audio materials with books, modern language and ESL software. Limited modern language tutoring is available for enrolled language students. The labs also offer ESL and various modern language conversation groups each semester. Lab personnel assist students with lab equipment and the selection of appropriate materials.

**Lab Usage**
Designed to be used primarily by students enrolled in Oakton credit courses, the labs offer priority access to teachers and students in these classes. On a space-available basis, students enrolled in Alliance for Lifelong Learning (ALL) courses or interested in using the labs' materials and facilities may be accommodated.

The labs operate according to the Oakton academic calendar. During breaks between semesters, lab hours may vary.

# Student *Services*

## Police and Emergency Management

Des Plaines campus, Room 1280, 847.635.1880
Skokie campus, Room C100, 847.635.1880

The Police Department's officers promote community-oriented policing, which encourages the participation of the entire College community to reduce the opportunities for crime and disorder.

Oakton's Police officers are academy-trained, state-certified, sworn law enforcement officers and are granted the same authority as municipal police officers and county sheriffs. They are identified by their navy-blue uniforms.
Staff members dressed in blue polo shirts are guards and have responsibility for providing general security.

Oakton's Police duties include:
• Conducting interior and exterior patrols of the campuses.
• Seeking to deter and prevent criminal activity.
• Responding to medical emergencies.
• Assisting individuals with disabilities.
• Providing parking lot escorts.
• Opening and securing buildings and rooms.
• Attending to emergency preparedness.
• Operating lost and found.
• Responding to hazardous conditions.
• Parking and traffic enforcement, traffic control, accident investigation and motorist assistance.
• Detecting and investigating crime, enforcing the College's alcohol and substance abuse policies as well as criminal laws.
• Responsible for mandates under the Clery Act.

Any person who is the victim of a crime, observes suspicious activity on campus, has safety concerns, or information related to a police matter, should immediately contact Oakton's Police Department.

## Cafeterias

Des Plaines campus hours*: Monday - Thursday, 8 a.m. - 6:30 p.m.; Friday, 7:30 a.m. - 2 p.m.
*Closed on Saturday and Sunday.*

Skokie campus hours*: Monday - Thursday, 8 a.m. - 2 p.m., when regular classes are in session.
*Closed on Friday, Saturday and Sunday.*

*\*Hours are subject to change.*

Food service at both campuses offers hot entrees, grilled items, salads, soups, sandwiches, beverages, ice cream and more. Credit cards accepted.

## Student Lounges

Student lounges are ideal locations to study, take a break or chat with friends. These lounges, located around campus, usually include couches, chairs and tables, and vending machines.
**Des Plaines campus lounges:** Rooms 2115, 2155, 2521, 2601, 3606
**Skokie campus lounges:** Rooms A150, C118, C130, C218, C258

**Student Life Lounge at Skokie, Room A190**
Student clubs and organizations will be able to book this room for meetings and activities and may feature some movies sponsored by the Campus Activities Board.

# Honors at Oakton

Oakton's Honors program offers academically talented students the advantages of a traditional liberal arts college education: small classes, committed faculty and challenging courses at an affordable cost. Honors students have access to exciting learning opportunities, such as team-taught seminars, research-focused lab courses and off-campus studies. With instructor-consent, Honors students design and complete an independent Honors project within non-Honors courses and receive Honors credit. The Honors program enables students to develop close relationships with faculty members and fellow Honors students.

Honors students may take one or several honors courses (designated on the transcript as Honors courses) or pursue the Honors Scholar designation that requires 18 hours of Honors course work, including one Honors Core Seminar.

**To be automatically admitted to Oakton's Honors program:**
• Current Oakton students need a 3.5 GPA after at least 12 credit hours or a 3.25 GPA with a faculty recommendation.
• Students who are transferring to Oakton from another college need a 3.5 GPA or above.
• Students coming directly from high school need an ACT score of 25 or above or an SAT score of 1200 or above.

All students who are interested in the program but who do not currently meet these criteria are encouraged to come in for an interview.

For more information on Honors at Oakton, contact Charles Townsend, the Honors program coordinator. Email *honors@oakton.edu* or visit *oakton.edu/honors* for more information or to apply online.

# TRIO Student Support Services

The mission of TRIO Student Support Services is to provide comprehensive support empowering eligible students to overcome academic, economic and social barriers to their education. TRIO staff foster close, supportive student/advisor relationships and assist students with educational goals at Oakton.

**TRIO services include:**
• Course Selection Advising
• Tutoring Assistance
• One-on-one Transfer Assistance
• College Visits
• Financial Aid and FAFSA Guidance
• Financial Literacy Education

To participate, students must be U.S. citizens or have permanent residency and meet one of the following criteria: be a first-generation college student (neither parent/legal guardian has a four-year college degree); demonstrate financial need; or have a documented disability.

TRIO Student Support Services is funded by a grant from the U.S. Department of Education. For more information, visit Room 2901 (2nd floor of the Enrollment Center) in Des Plaines or the Learning Commons in Skokie, call 847.635.1265, email *trio@oakton.edu* or visit *oakton.edu/academics/academic-services/trio*.

# Web Services of *myOakton*

## *myOakton*

*myOakton* web portal can be accessed through the Oakton home page or *my.oakton.edu*. *myOakton* offers services and information that support students in their college activities. The portal allows students to add, rearrange, and remove cards (unless locked) to create a customized landing page, and is a quick gateway to register, access email and D2L, pay their bill and more.

For information about online learning at Oakton, visit *oakton.edu/academics/distance_online_learning.*

### Home

### Announcements

**Campus announcements** provide information of interest to everyone at Oakton, such as College closures because of inclement weather.

**Personal announcements** target specific groups at Oakton, such as the Student Government Association.

### Alert!Oakton

Provides notification about weather-related and emergency closings at Oakton. Sign up for email, text message or voicemail alerts.

### Degree Audit

Students may find out how close they are to a degree or certificate with an unofficial degree audit. This online tool enables students (with an advisor) to select courses needed to complete the course of study.

### Register/Pay/Grades

### Personal Information

Students can view and update contact information.

**Address Information**
Students can update mailing, business, and parent addresses and phone numbers. Permanent address and telephone information must be updated through the Enrollment Center since this information determines in-district residency. Contact the Enrollment Center at 847.635.1700 or *enrollmentcenter@oakton.edu*.

**Email Address Information**
Each student is assigned an email account designated as the preferred email address. Students may add other email addresses and designate them as the preferred. All emails generated by the College are sent to the preferred email address.

### Student Services

• **Student Profile:** View academic standing, registration permits and current program of study.
• **Concise Student Schedule:** Located within the Student Profile. This schedule provides course registration at a glance, including detailed course information, class room number, refund and withdrawal deadlines, and instructor email address.
• **Register for Credit Classes:** Find detailed information about each class including meeting time, location and instructor.
• **Bill and Payment:** View term charges, make tuition payments, set-up payment plan, approve e-refunds and authorize other people to have access to billing statements.

**Student Records**
• **Final Grades:** Grades are reported at the end of term. Short course grades are posted throughout the term. The College calculates GPA and academic standing at the end of the semester.
• **Academic Transcript:** View academic record including credit and noncredit courses.
• **View Holds:** Students may see detailed information about Holds and Restrictions.
• **Apply for Graduation:** Petition to graduate and receive a degree or certificate.
• **Tax Notification:** Provides Form 1098-T details required for determining federal higher education tax credits.

# Selected Admission and Enrollment *Policies and Procedures*

## Residency Policy

**Proof of Residency**

The following will govern the determination of residency of a student, for tuition and to validate residency for the purpose of state funding and/or grants:

The College requires students to show evidence, as reasonably as may be required, to demonstrate where they live and intend to maintain a true and permanent home. The Enrollment Center needs such evidence by the **date designated for each semester or term**. Visit *oakton.edu/paying-for-college/proof-of-residency.php* for a list of accepted documents. Students who do not present proof of residency or other evidence entitling them to in-district tuition by the deadline, are charged out-of-district tuition for that term. Students who submit proof of residency after the semester/term deadline are charged a late submission fee.

**In-District Students**

Students whose legal residence is within the boundaries of Community College District 535 for at least 30 days immediately prior to the beginning of the term they are attending, will be classified as in-district students and will be so identified for the purpose of state funding. Attending classes for 30 days is not sufficient to meet the residency requirement. Students who move into the district or state, for reasons other than attending the community college, may be exempt from the 30-day requirement if they demonstrate a verifiable interest in establishing permanent residency via the Residency Appeal process.

**Out-of-District Students**

Students whose legal residence is outside of the boundaries of Community College District 535, but within the state of Illinois, will be classified as out-of-district. Although students may be allowed to pay in-district tuition rates resulting from an agreement between an eligible in-district business or another community college, their place of residency will remain out-of-district and be so identified for the purpose of state funding.

**Out-of-State Students**

Students whose legal residence is outside the boundaries of the state of Illinois will be classified as out-of-state. Although students may be allowed to pay in-district tuition rates resulting from an agreement between industry or other educational institutions, their place of residency will remain out-of-state and will be so identified for the purpose of state funding. F1 International students are not eligible for in-district tuition regardless of residency or employment status.

**Residency Appeal**

If the published residency documents cannot be provided by the student, an appeal may be submitted. Appeals are reviewed by a committee and approval is not guaranteed. For information about the Residency Appeal process, see: *oakton.edu/paying-for-college/proof-of-residency.php*.

**Change of Address**

Students will notify the Enrollment Center of changes in their permanent address. Students must make such notifications in writing, listing both the old and the new address. If the student does not inform the College of a change in address or if the College becomes aware that an address given by the student is incorrect, the student must demonstrate proof of residence for the correct address. Adjustments in tuition rates resulting from changes in the place of residence will be made at the beginning of the semester/term following the change of residence.

## Student Classification Policy

**Full-time Students**

Students taking 12 semester hours of coursework or more will be considered full time. Students receiving benefits under various financial assistance programs may contact the Enrollment Center regarding full-time status.

**Part-time Students**

Students taking fewer than 12 semester hours of coursework will be considered part time.

NOTE:

The following Oakton College policies and procedures* contain information relevant to your tenure at the College.

The complete publication of all College policies are available upon request from the Office of Student Affairs, Room 2817, Des Plaines, 847.635.1739.

*Policies and procedures are subject to change. For up-to-date information, visit oakton.edu.*

## Payment Policy

### Due Dates
Payment deadlines appear in the *Schedule of Classes* and at *oakton.edu/paying-for-college/payment-options.php*.

Payments not received by the due date **may** result in a student being **dropped from all courses**. If full payment is not received and a student drops class(es) or is dropped by the College, the student's obligation for the outstanding bill remains. Students who re-register after being dropped for non-payment will be charged a re-registration fee.

### Credit Cards
Oakton College accepts debit cards, Visa, MasterCard, and Discover for payment of tuition, fees, and other purchases. Credit card payments may be assessed a convenience fee. Questions may be directed to the Cashier's Office.

### EZ Pay Tuition Payment Plan
To help students meet their educational expenses, Oakton offers a tuition payment plan. This is not a loan; there is no credit check, no interest or finance charges, and no debt is accrued. The cost for this convenient payment plan is a nonrefundable fee of $25 per semester.

Tuition and fees can be paid in any of the following ways:
• Automated bank payment (ACH): payments are electronically deducted from a checking or savings account.
• Credit card/debit cards (Visa, MasterCard and Discover accepted).

For details and to enroll, visit *my.oakton.edu.*

All financial aid recipients must enroll in the Financial Aid EZ Pay payment plan. The Financial Aid EZ Pay payment plan appears as a payment option in the student's *myOakton* account, once an Oakton financial aid advisor has determined the student's eligibility for a grant, scholarship, veteran's benefit or student loan; and presented the student with a Financial Assistance Decision and notification letter at least one week prior to the tuition payment due date. Financial aid recipients have the responsibility to meet payment obligations and maintain awareness of deadline dates, including completing their financial aid application on time.

## Tuition Policy

Tuition rates are recommended by College administrators in accordance with ICCB guidelines, approved by the Board of Trustees, and are subject to change without notice. Students are responsible for one of the following three types of tuition:

### In-District Tuition
In-district tuition is for students who are legal residents of Community College District 535 for at least 30 days immediately prior to the date classes begin.

### Out-of-District Tuition
Out-of-district tuition is for students who are legal residents of Illinois but who live outside of Community College District 535. These students pay higher tuition rates than in-district residents.

### Out-of-State Tuition
Out-of-state tuition is for all students who do not maintain a legal residence in the state of Illinois and pay tuition rates higher than out-of-district residents.

### Online Courses
All online and hybrid courses are charged the in-district tuition rate.

## Exemptions

**Business Service Agreement** (see Business Educational Service Contract)

### United States Military Personnel
Military personnel who are stationed within the Oakton College district will pay in-district tuition and fees as established by the Board of Trustees.

### Senior Citizens
District residents who are 60 years of age or over, prior to the date classes begin for the term for which they are registering, are exempt from paying 50 percent of the tuition rate established for in-district residents. The Senior Citizen Course Act (110 ILLS 990) permits senior citizens, 65 years of age or over, to enroll in regularly scheduled credit courses at public institutions of higher education without the payment of tuition. This benefit does not include payment of fees. Students must meet age, residency and income criteria.

# Career/Joint Agreements

**Career/Joint Agreement for Oakton District Residents Attending Other Community Colleges**
Residents of Community College District 535 who are seeking an associate of applied science degree or certificate program not available at Oakton may apply for a Career/Joint agreement to attend another community college in Illinois that offers that curriculum. Through a Career/Joint agreement, a district resident will be entitled to pay that college's district resident tuition rate.

Tuition assistance will not be issued for enrollment in individual courses or for courses that are outside of the curriculum required for a particular degree or certificate.

Applications must be submitted at least 30 days prior to the beginning of the semester. The application can be found at: *oakton.edu/admission/forms*.

Residents of other community college districts who wish to enroll at Oakton in a program not offered in their area should apply for a Career/Joint agreement at their local community college.

The terms, conditions and deadlines for these programs vary from college to college and are defined on Oakton's website under career agreement or academic catalog.

Oakton College is a part of the Comprehensive Agreement Regarding the Expansion of Educational Resources, CAREER.

**In-District Schools**
The in-district tuition rate applies to employees or currently enrolled students at the district school where Oakton courses are taught. The College may impose additional fees to cover extraordinary costs.

# Fees

Oakton's president establishes fees in consultation with the Board of Trustees. Fees are subject to change without prior notice, and all fees, except course fees, are non-refundable. Refunds of course fees are based on the tuition refund schedule.

All fees will be published in the *Academic Catalog* and *Schedule of Classes*.

**Application Fee**
New students must pay a one-time non-refundable fee to cover the cost of processing student applications.

**Audit Fee**
Students electing to audit a class will pay an audit fee to help offset lost revenue from state apportionment.

**Construction Fee**
Oakton's construction fee helps fund capital projects approved in the College's Master Plan such as the Lee Center for Science and Health Careers; remodeling Des Plaines classrooms; building the new Student Center, and the Enrollment Center; installing WiFi throughout the campuses; and resurfacing parking lots. Student input played a major role in developing and supporting the five-year Master Plan for these projects.

**Course Fees**
Certain courses require additional fees noted in class schedules. These vary for each course.

**Late Proof of Residency**
District residency must be proven before the deadline published in the class schedule, or a late fee is charged.

**Registration Fee**
A registration fee is charged each term/session. It is refunded if the student withdraws from all courses during the first week of the term.

**Re-registration Fee**
Any student dropped for nonpayment who then requests to be re-registered for the same semester, must pay this fee.

**Returned Check**
A service fee is assessed for any check returned by the bank.

**Student Activities Fee**
All registered students pay an activity fee based on semester hours of enrollment. Student activities fees are managed and distributed by the Student Government Association. There are exceptions for residents 60 years of age or over.

**Transcript Fee**
Students pay a transcript fee to offset processing costs.

# Selected Admission and Enrollment *Policies and Procedures*

## Refunds Policy

The refund rate is dependent on when a student drops a class. Students are responsible for dropping courses through one of these options:
• *myOakton*
• In person
• Written notification to the Enrollment Center

The class schedule, published for each term and Oakton's website provide information based on the number of weeks in a course. Students may view their concise student schedule in *myOakton* for personalized refund deadlines.
Visit *oakton.edu/admission/costs_financial_aid/tuition_fees/refunds* or contact the Enrollment Center for more information.

## Enrollment Restrictions

To help students benefit from instruction and achieve success at Oakton, the College will place the following restrictions on enrollment:

**1.** Some students may be required to complete placement tests in reading, writing and mathematics before registration.
All students are required to successfully complete an online orientation prior to registering for classes.
For information about your specific steps related to your academic goals, please go to your New Student Portal Admission Checklist or visit *oakton.edu/admission/orientation*.
For information about placement visit *oakton.edu/admission/placement*.
**2.** In compliance with the state of Illinois and Illinois Board of Higher Education (IBHE) baccalaureate admissions requirements, students seeking the A.A. or A.S. degree must have met high school course requirements or make up these deficiencies.
**3.** Students may be placed on an enrollment restriction at the discretion of an administrator and may be required to meet with a designated College employee prior to registration.

## Military Service Policy

If a student withdraws from Oakton College after the midpoint of the semester or session, because of induction into or extended active duty with the United States armed services, the student may be awarded full academic credit for each course they are is still registered in, provided the instructor is able to evaluate the student's attainment of the objectives of the course at the time, and award an appropriate grade.

If this evaluation is not possible or if the student withdraws prior to the midpoint of the semester or session, the student will be given a complete refund of all tuition and fees paid, and no academic credit.

To benefit from this policy a copy of the induction notice and/or orders calling for extended active duty must be submitted by the student. Members of a National Guard unit or a reserve unit, must be called to active duty in lieu of induction to be eligible.

## The Gramm-Leach-Bliley Act

**Notice to Students**
Oakton College, Community College District 535, gives the following notice and information to advise its students of the College's compliance with the Gramm-Leach-Bliley Act (GLB Act).

The GLB Act ensures the security and confidentiality of personal information collected by institutions that provide financial services to their customers and/or clients. The Financial Privacy Rule governs the collection and disclosure of customers' personal financial information by financial institutions. The Safeguards Rule requires all financial institutions to design, implement and maintain safeguards to protect customer information. The Safeguards Rule applies not only to financial institutions that collect information from their own customers, but also to financial institutions—such as credit reporting agencies—that receive customer information from other financial institutions.

Oakton College is in compliance with the Information Security and Safeguards requirements of the GLB Act.

For more information on the GLB Act or financial privacy go to *ftc.gov/privacy*.

*Notice To All Current and Former Students*

# The Family Educational Rights and Privacy Act of 1974

**Annual Notice to Students**

The following notice and information are given by Oakton College, Community College District 535, to advise its students of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA).

FERPA established the right of students to inspect and review their education records; provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants students the right to file complaints with the U.S. Department of Education's Family Policy Compliance Office concerning alleged failures of the College to comply with FERPA; and makes provisions for notice to the students concerning their rights.

FERPA also provides that personally identifiable information ("PII") from students' education records will not be disclosed without the student's written permission, with certain exceptions. One of these exceptions permits a post-secondary institution to disclose PII from education records to designated authorized representatives, including local education agencies, in connection with the audit or evaluation of state or federally supported education programs. As allowed by this provision of FERPA, Oakton will, on occasion, disclose personally identifiable information from student education records to local education agencies or other authorized entities, for the purpose of evaluating high school educational programs to assess and improve their effectiveness in preparing high school students for courses at Oakton. Agencies or entities, which receive such PII, may not redisclose or make it public. The College is required to keep records of such disclosures, and students have a right to review the record of disclosures of PII from their education records.

Oakton College has adopted policies and procedures implementing FERPA, which are contained in the Oakton College Student Handbook. Copies of the Student Handbook are available in the Office of Student Life.

Students who wish to review their education records must complete the appropriate form and submit it to the director of Registrar Services at the Enrollment Center. Students will be notified in writing of a date and time they may come to review the records.

The following student data is hereby designated as "Directory Information" and may be disclosed or released by the College for any purpose and at its discretion: student name; College issued email address; dates of attendance; enrollment status (e.g., part-time, full-time), class level (e.g., freshman, sophomore); past or present participation in officially recognized activities and sports; height and weight of student athletes; degrees earned with dates; honors and awards received; prior educational institutions attended; course of study; and hometown (defined as residency where one was born or grew up).

To have all Directory Information withheld, the student must give written notice, in person or if by mail, certified mail return receipt requested, and addressed to the director of Registrar Services at the Enrollment Center. Initial notice or changes may be made at any time; however, notification must be made in writing, and to the director of Registrar Services at the Enrollment Center, following the directions above.

This notice will be published annually in the Student Handbook, posted on the official bulletin board of the College, and posted on the College website. Copies of FERPA, the U.S. Department of Education FERPA regulations, Oakton College policies and procedures, the Oakton College Student Handbook, and forms for use in requesting to exercise rights under FERPA, are available in the Enrollment Center at the Des Plaines and Skokie campuses.

Information related to the Student Right to Know graduation and completion rate data may be secured from the Enrollment Center. For further information or to make an appointment, contact the director of Registrar Services at the Des Plaines campus.

**Oakton College Definition of Emergency**

An emergency is any circumstance that poses a genuine risk to or that has already disturbed the safety and well-being of students.

Emergencies include, but are not confined to, the following types of events and incidents:

| | | |
|---|---|---|
| Arrest, incarceration or deportation | Intoxication or drug overdose | Sexual assault or rape |
| Criminal assaults | Local political crisis | Suicide threat |
| Disappearance or kidnapping | Natural disasters | Terrorist threat or attack |
| Hospitalization for any reason | Serious illness, physical or emotional, injury or death | |

Should any of these events occur, we reserve the right (although we are not required) to notify the students' parent(s), related individual or to provide information to authorities on a "need-to-know" basis.

**Student Records-Confidentiality Procedure**

A. General Provisions

1. The terms used in this policy are defined in the federal Family Educational Rights and Privacy Act (Public Law 93-380, 20 U.S.C. Sec. 1232g, et seq.), referred to herein as FERPA. Copies of FERPA are on file in the Enrollment Center and are available for inspection by appointment during regular business hours.

2. The right of access to student records is limited to students unless a specific exception is contained in FERPA. In general, parents of students who are 18 years of age or over, are not permitted to inspect student records without permission from the student.

3. Students are not permitted to inspect financial records of their parents or other documents, such as confidential letters of recommendation, except as provided in FERPA.

4. Students may waive the protection provided by FERPA, but are not required to do so.

5. If a student would like to grant permission for the Office of Student Affairs to release information about their student records to a third party, please complete the Student Information Release Authorization Form, available at the Enrollment Center and online.

B. Procedure for Inspection

1. Current or former students, who desire to inspect their records, must submit the appropriate form to the Enrollment Center. The request will specify, with reasonable certainty, the portions of the record to be inspected. The request will be forwarded to the custodian of the record, and a copy will be sent to the Office of Student Affairs.

2. The record is available for inspection during regular business hours of the College. The custodian of the record will advise the student, in writing, of the date, time and place the record may be inspected.

3. No record may be removed from the file. Copies of any record permitted to be inspected will be provided to the student upon payment to the College of the actual cost of reproducing and providing such copies.

4. No person, other than the student, may inspect the record unless the student authorizes such person to do so by written notice to the Enrollment Center prior to the inspection.

C. Challenge to Content of Record

1. A student who believes that any material contained in the record is inaccurate, misleading or violates the student's rights, may challenge that material as provided herein and in FERPA.

2. Grades are not subject to challenge by this procedure.

3. The application for a hearing to challenge material contained in the record is to be filed in the Enrollment Center on the appropriate form.

4. An administrator appointed by the vice president for Student Affairs will notify the student of the date, time and place of the hearing. The student may present evidence at the hearing, and may be represented by an attorney. The hearing will be recorded by electronic means. Stenographic transcripts of the proceedings are available at an additional cost.

5. After the hearing, the administrator will prepare a report containing findings of fact and conclusions about the manner in which the record is to be corrected, if at all.

6. The student may appeal the decision of the administrator to Oakton's president by a written request filed within 15 days after receiving the decision from the administrator. The president will review the record of the hearing and affirm or reverse, either in whole or in part, the administrator's decision or return the matter to the administrator for further proceedings.

7. Within five days after receiving the president's decision, the student may appeal the same to the Board of Trustees. The appeal will be set for the next convenient meeting of the Board. At such meeting, the Board will review the record before the administrator and the president's decision, and may affirm or reverse, either in whole or in part, the decisions of the president and the administrator or return the matter to the administrator for further proceedings.

# Attendance Policy

Oakton does not set College-wide requirements on class attendance. Individual instructors; however, may stipulate class attendance requirements consistent with the objectives of their courses. Students are responsible for meeting the requirements of courses, including those governing attendance. Students who are not in attendance for a course may be dropped by the instructor at the end of the first week of the class or at the midterm.

# Grade Reporting System

Faculty members are responsible, in accordance with course requirements, and through a fair, professional application of reasonable academic standards, for determining and reporting grades (or indicators) for students enrolled in credit courses at Oakton.

The grade reporting system will consist of 22 letter symbols. Twelve symbols are grades, nine of which are passing; ten symbols are current indicators of a student's status or activity in a course, and five symbols are historic indicators.

**Grades:**
**A - Excellent**
B - Good
C - Satisfactory
D - Minimal passing
F - Failure
F20 - Failure (Created for Spring 2020)
P20 - Satisfactory (Created for Spring 2020; criteria
    for pass was a standard grade of D or higher)

**Indicators:**
FZ - Forgiveness (an "F" grade forgiven for satisfactory
    performance—no penalty)
I - Incomplete (by student request and faculty agreement)
IR/IS - Incomplete (Development Classes Only)
I20 - Incomplete (Created for Spring 2020)
J - Course Drop (Student initiated course drop during
    the zero percent refund period)
N - Nonattendance (reported at mid-term)
Q - No grade submitted by instructor
V - Audit
W - Withdrawal

**Grades (developmental classes only)**
AS - Excellent
BS - Good
CS - Satisfactory
DS - Minimal Passing
FR/FS - Failure
P - Successful Completion

**Indicators-Historic:**
O - Withdrawal (withdrawal from course after mid-term
    to the end of the 10th week of the regular term; not
    used after August 1996)
R - Repeat (not used after August 1984)
T - Successful Completion (not used after August 1988)
X - Course Still in Progress (not used after August 1984)
Z - Forgiveness (an "F" grade forgiven for satisfactory
    performance—no penalty internal only; not used after
    August 2006)

# Standards of Academic Progress

Oakton College requires that students make satisfactory progress toward achieving their educational goals. **The fundamental standard of academic progress will be the attainment of a 2.0 grade point average (GPA) at the end of each term and cumulatively.**

GPA is computed using A, B, C, D and F grades. Indicators of N, W, P, I, IR, FR, IP and Q will not be used in the calculation. F grades and the "I" indicator for developmental classes will not be calculated into the GPA or for determining the Standards of Academic Progress. The GPA and academic standing will be recalculated when an "I" is converted to a grade.

The Standards of Academic Progress will apply after a student has attempted 9 credit hours (including developmental courses).

**Categories of Standards:**

**Good Standing**
Students who attain a minimum GPA of 2.0 at the end of each term and cumulatively are in good standing.

**Academic Probation**
Students who attain an end of term **or** cumulative GPA below a 2.0 will be placed on academic probation.

Students in this category will be limited in one or more of the following ways: the number of hours for which they may enroll; specific courses for which they may enroll; and/or enrollment only after meeting with an academic advisor.

**Academic Suspension**

A student who has two consecutive terms* with an end of term and cumulative GPA below a 2.0 will be placed on academic suspension.These students will be suspended from the College for one full term (fall, spring or summer).

Readmission after this period requires students to complete the *Authorization Request for Student Re-Enrollment* form which must be submitted to an academic advisor at least four weeks prior to the start of the re-enrollment term.

A student wishing to re-enroll after their suspension time has been served (or upon successful appeal) will be limited in one or more of the following ways: the number of hours for which they may enroll; specific courses for which they may enroll; and/or enrollment allowed only after meeting with an academic advisor.

**Note:** Students requesting to re-enroll before their suspension period has been served may appeal. Instructions for appeals are contained in the *Authorization Request for Student Re-Enrollment* form.

*Consecutive terms are those in which a student is enrolled, whether or not there were intervening terms in which the student was not enrolled.*

**Academic Dismissal**

Students who have returned to the College after one term of academic suspension and who attain an end of term **and** cumulative GPA below a 2.0 will be placed on academic dismissal. These students will be dismissed from the College for a period of 12 consecutive months.

Readmission after this period requires students to complete the *Authorization Request for Student Re-Enrollment* form which must be submitted to the Office of the Vice-President for Student Affairs at least four weeks prior to the start of the term for which the student is seeking re-enrollment.

A student wishing to re-enroll after their dismissal time has been served (or upon successful appeal) will be limited in one or more of the following ways: the number of hours for which they may enroll; specific courses for which they may enroll; and/or enrollment allowed only after meeting with an academic advisor.

**Note:** Students requesting to re-enroll before their dismissal period has been served may appeal. Instructions for appeals are contained in the *Authorization Request for Student Re-Enrollment* form.

For more information about Standards of Academic Progress, visit *oakton.edu/academics/academic-services/advising/soap-simplified.php*.

## Academic Honors

In recognition of academic excellence, the Board of Trustees establishes categories to honor students for their academic performances.

The following standards will apply after a student has completed 12 credit hours (excluding developmental courses) with a grade point average of 2.0 or better at Oakton. Determination of eligibility for honors for students who receive an "I" indicator will be deferred until the "I" indicator is replaced with a grade.

**Term Honors**

Term honors are awarded to students who meet standards of academic progress at the end of both the fall and spring terms, and who meet the following criteria:

For students enrolled in six or more credits at the 100 level or above.
1. President's Scholars: term grade point average of 4.0
2. High Honors: term grade point average between 3.75 and 3.99
3. Honors: term grade point average between 3.50 and 3.74

For students enrolled for one - five credits at the 100 level or above
Commendation term grade point average of 3.50 - 4.00

**Graduation Honors**

Students receive graduation honors when they receive an associate degree or certificate, and when their cumulative grade point average for all courses taken at Oakton meets the following criteria:
1. President's Scholars: cumulative grade point average of 4.0
2. High Honors: cumulative grade point average between 3.75 and 3.99
3. Honors: cumulative grade point average between 3.50 and 3.74

# Course Repetitions

Students may repeat courses previously taken an unlimited number of times, unless restricted. (Refer to the *Academic Catalog* for courses that have a restriction on the number of times a course can be repeated.) Each course attempt will be reflected on the student's academic record with only the highest grade counted in GPA calculation. Courses designated as repeatable, up to a certain number of attempts or credit hours, will have each course attempt reflected on the student's academic record, with the credit hours and grades earned up to the limit counted in GPA calculation.

# Incomplete Grade Statement

An incomplete grade is given by an instructor so that a student can have an opportunity to successfully complete unfinished course work in a given timeframe beyond the term for which the student enrolled in the course. A student or instructor may request a grade of "I" (incomplete) for unfinished work in a course, provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable (as determined by the instructor). To be considered for an incomplete grade, the student must have made significant, successful progress towards the completion of the course. The work to be completed will be identified by the instructor. The unfinished work must be satisfactorily completed by the date agreed upon by the instructor and student. The date must not be any later than the deadline for completion of incomplete grades as specified in the College Academic Calendar at which point "I" grades rollover to "F" grades unless a Grade Change Form is submitted by the instructor. At the instructor's discretion, students may request/be granted an extension to submit the remaining work at a later date. If the extension deadline is in a subsequent semester the student should not register for the course for which they are seeking to complete the incomplete grade.

Normally, incomplete grade requests should be made after the final withdrawal date for the class (detailed withdrawal dates are listed on the student's concise student schedule).

**Incomplete Grade Process**
1. The student **or instructor** may initiate a discussion about an incomplete grade if coursework is incomplete due to unavoidable or uncontrollable circumstances. The student must have made significant progress towards the completion of the course at the time of the request.
   If the instructor agrees that the student is eligible for an incomplete the instructor and student jointly complete the Incomplete Grade Agreement Form (Sections 1 & 2).*
2. The instructor submits the signed Incomplete Grade Agreement Form to the student, copying the division office via the respective division email. A copy of the Incomplete Grade Agreement Form will be stored electronically by the respective division office.
3. For approved Incomplete Grade Requests, the instructor assigns a grade of incomplete "I" as the final grade in Banner.
4. If the student successfully completes the required assignments by the due date, the instructor completes and submits a grade change via the Grade Change Form.
5. If the student does not successfully complete the required assignments by the due date the instructor has three options:
   a. The instructor may work with the student to extend the incomplete. If the instructor extends the incomplete, the Incomplete Grade Agreement Form should be updated with the new due date and emailed to the student, copying the division office via the respective division email who will in turn notify Registrar Services, or
   b. The instructor will complete a Change of Grade Form to record the grade the student earned at the end of the term if noncompletion of the work described in the agreement by the agreed upon date results in a final grade that is higher than an F, or
   c. The instructor will allow the grade to automatically rollover to F (no Grade Change Form needed).

*The Grade Change Form provides a path for a grade change after the end of the term if both parties can not agree to an incomplete for any reason and may be pursued at the agreement of the student and instructor.*

# Appeal of a Final Grade

1. Students who wish to appeal a final grade must first meet with the faculty member to review the criteria applied in assigning that grade.
2. After this initial review, if students are not satisfied, they may next appeal in writing to the faculty member's dean. Once the appeal is read, the dean will meet with the faculty member to review the criteria applied to the student's performance in assigning the final grade. When the faculty member and the dean have reached a decision, the dean will communicate that decision in writing to the student.
3. If students are still not satisfied with the grade assigned, they may appeal in writing to the vice president for Academic Affairs for further review. When the faculty member and the vice president have reached a decision, the vice president will communicate the decision in writing to the student.
4. The action of the vice president for Academic Affairs is final.
5. This process will normally be accomplished within one semester of the original grade's assignment.

## Forgiveness of Failing Grades

Students may petition in writing to the Enrollment Center to have "F", "FR" or "FS" grades removed from use in calculating the cumulative grade point average (GPA) under one of the following circumstances:

1. The student has earned 15 hours or fewer, of "F", "FR" or "FS" grades and, in subsequent terms, has earned 15 consecutive hours with no grades of "D," "F," "FR" or "FS". Courses must be 100-level or above.
2. The student has earned more than 15 hours of "F", "FR" or "FS" and has earned, in subsequent terms, a consecutive number of credit hours, with no grade of "D," "F," "FR" or "FS" equal to the number of hours of "F", "FR" or "FS". Courses must be 100-level or above.

Credits earned at other colleges or universities cannot be applied to expunge an "F" grade. When an "F", "FR" or "FS" grade is assigned as a result of academic dishonesty, the Forgiveness Policy will not apply.

The Forgiveness Policy cannot be invoked before the necessary credits are earned. A student may have the Forgiveness Policy invoked only once, but can have multiple "F" grades expunged.

When the Forgiveness Policy is applied, a student's cumulative grade point average (GPA) will be recalculated with "F" grades expunged from the calculation. If this new GPA is 2.0 or above, and the student has met all other degree requirements, the student will be eligible for graduation. An indicator of "FZ" will be placed on the official transcript indicating that an "F" grade has been forgiven.

## Withdrawal from Classes

The student is responsible for notifying the College when dropping or withdrawing from a class or classes. A student can withdraw through online services, in myOakton, or in person at the Enrollment Center. Failure to attend class or to pay tuition and fees does not constitute withdrawal.

Failure to drop a course within the refund period will result in tuition and fees being due in full. Students who officially drop a class or classes through the no refund drop period will not have the class or classes listed on their official transcript. Students who withdraw from a class after the no refund drop period ends, and within the withdrawal deadline, will have the class or classes, listed on their official transcript with a grade of "W." See the *Class Schedule* and student's concise student schedule in *myOakton* for specific refund, drop and withdrawal dates. The "W" indicator will appear on the official transcript, but will not be counted in the calculation of the grade point average or in determining academic status.

An "N" indicator may be assigned at mid-term by the instructor to a student who registers for a class or classes, but then fails to attend or attends only for a few days or weeks, but does not formally withdraw. The "N" is an indicator used to determine if state apportionment can be claimed.

The vice president for Student Affairs may withdraw a student at any time as a result of disciplinary action. In addition, the vice president or administrative designee may permit a student to withdraw at any time during the term by petition under special circumstances, e.g., medical emergencies.

## Mandatory Enrollment Process

Students who place into developmental education English or ESL courses must begin their developmental English or ESL sequence in their first term at the College. A registration hold will be placed on the accounts of students who do not enroll in their placement course within their first six credit hours.

# Student Academic Integrity Policy

Students and faculty members at Oakton College have a shared commitment to the integrity of their learning environment, and to well established rights and responsibilities, in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor, and openness to constructive criticism characterizes the change and growth that result from academic endeavors at Oakton. Academic honesty is vital to these endeavors; it is essential to the life and meaning of any academic community. In the absence of acknowledged standards of honesty, faculty members, students, and our community cannot have confidence, in either the intellectual achievement and knowledge or the implicit promise of potential for continued growth that college education implies. All members of the Oakton community are responsible; therefore, for maintaining the College's standards of integrity. Students, faculty, and staff share the responsibility and authority for making known acts of apparent academic dishonesty.[1]

Even though all members of the College community share the mutual obligation of academic integrity, Oakton's faculty members are primarily responsible for maintaining standards. As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. In so doing, faculty members must be able to examine work that students submit for academic credit in confidence that it is original. Academic evaluation; therefore, incorporates a trust as well as a responsibility. The trust includes the fundamental expectation that a student's work is free from academic dishonesty of any type; the responsibility includes the obligation to challenge any dishonesty encountered.

What students learn at Oakton goes beyond the acquisition of knowledge or skill. Learning also involves commitment to the principles of scholarship, acceptance of a sense of mutual obligation in inquiry, adherence to standards of honesty and acknowledgment, and participation in relationships of trust in the lifelong pursuit of wisdom. The virtues associated with these values develop in an environment of freedom and personal responsibility. In such an environment, mistakes of judgment by students that faculty members deem to be based on ignorance of the established standards of scholarship, can be corrected immediately and informally by faculty members in cooperation with their students, and nothing that follows in this policy or related procedures is meant to prohibit this proper resolution of such learning opportunities for students.

# Code of Student Conduct (Student Code)

**Preamble**

Oakton College is responsible for providing equal access to its educational opportunities and preventing interference with those educational opportunities by maintaining an orderly, civil and safe educational environment.
To that end, the Board of Trustees, recognizing both the rights and responsibilities that accrue to students as citizens or residents and guests of the United States, the State of Illinois, and Community College District 535, authorizes the president to develop a Code of Student Conduct and implementation procedures. The Code of Student Conduct provides fair and reasonable rules and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College. Sanctions imposed for violating the Code of Student Conduct may range from warning through expulsion.

**Statement of Principles**

Students and faculty members at Oakton have a shared commitment to the integrity of their learning environment, and to well established rights and responsibilities, in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor and openness to constructive criticism characterize the change and growth that result from academic endeavors at Oakton.

**Code of Student Conduct Mission Statement**

To provide a safe and civil environment based on Oakton's Code of Student Conduct that exemplifies the College's values of equity, active learning, personal responsibility and respect for others.

*Students at Oakton are expected to demonstrate qualities of morality, honesty, civility, honor and respect. It is the College's expectation that students behave responsibly, in regards to academic integrity and to respect the rights, privileges, and property of all members of the Oakton community.*

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[1] *Oakton College is intellectually indebted to the following institutions, whose policies on academic integrity influenced this policy: College of DuPage; College of Lake County; Dartmouth College; Illinois State University; Joliet Junior College; Miami University of Ohio; Moraine Valley Community College; Northwestern University; Pennsylvania State University; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; Indiana University; University of Iowa; University of Massachusetts, Amherst; University of Maryland at College Park; University of Michigan; University of Nebraska–Lincoln; University of North Carolina, Charlotte; University of Wisconsin at LaCrosse; University of Wisconsin at Madison; and William Rainey Harper College.*

Oakton College is intellectually indebted to Edward N. Stoner II and Kathy L. Cerminara, "Harnessing the 'Spirit of Insubordination': A Model Student Disciplinary Code." The Journal of College and University Law, Volume 17, Fall 1990, No. 2, pp. 89-121, as well as Stanford University.

# Selected *Academic and Student Conduct Policies*

**Goals of the Student Conduct Process**
1. To reinforce academic and student conduct that promotes Oakton's values to be a positive and inclusive learning environment.
2. To educate students and Oakton employees of students' rights and responsibilities as they relate to these processes.
3. To identify skills, strategies and educational resources that support student development and help them avoid future violations.

**Code of Student Conduct Updates**
Oakton College, through the vice president of Student Affairs or designee, reserves the right to change the policies within the Code of Student Conduct. Notice is not required for a new policy to take effect; however, Oakton will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the vice president of Student Affairs or designee.

**ARTICLE I. PROSCRIBED CONDUCT**

**A. Jurisdiction of the College**
Generally, Oakton jurisdiction and discipline will be limited to conduct that occurs on campus premises and other instructional sites or conduct that adversely affects the College community and/or the pursuit of its objectives.

**B. Conduct – Rules and Regulations**
Students at Oakton College are expected to demonstrate qualities of morality, honesty, civility, honor and respect. Behavior that violates this standard includes, but is not limited to, the list below.[3] Any student found to have committed the following misconduct is subject to the Conduct Procedures outlined in Article III of the Code of Student Conduct:

1. Acts of Academic Dishonesty.* The Code of Student Conduct prohibits violations of academic integrity, including but not limited to:

   a. Abuse of Academic Materials: Destroying, stealing or making inaccessible library, laboratory, or other academic resource materials or attempting to do so; stealing or otherwise obtaining, advance copies of placement tests, examinations or other course materials or attempting to do so; duplicating copyrighted software without authorization or using such software on College computers; "hacking" on College computers or installing "virus" programs.

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

   c. Cheating: In any work submitted for evaluation (tests or assignments), copying or attempting to copy from another student's work; using, or attempting to use, unauthorized[2] information, notes, study aids or other materials; any unauthorized collaboration with others, who may or may not be students, in work to be presented for a grade; altering graded work after it has been returned, then submitting the work to be re-graded; tampering with the academic work of other students.

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

   e. Falsification and Fabrication: Altering, counterfeiting, or inventing information or material, presented in an academic evaluation activity; "padding" a bibliography with fabricated titles or works not consulted or providing false citations in footnotes; using inappropriate methods for collecting or generating data or including a substantially inaccurate account of the method by which the data were gathered or collected.

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

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

   h. Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source or sources) or submitting material that is not entirely one's own work without attributing the unoriginal portions to the correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge. Assignments may be submitted using the Turnitin suite of tools that provide instructors with information about the authenticity of submitted work.

*Any student found responsible of violating the Acts of Academic Honesty policy may be subject to both academic and disciplinary sanctions.*

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[2] *Throughout this code, authorization is legitimate only if given by the faculty member or another employee responsible for the supervision and/or evaluation of the student's work.*
[3] *Statement derived from Stanford University Fundamental Standard, page 4, Student Conduct Policies.*

**2.** Acts of Dishonesty, including but not limited to:
   a. Furnishing false information to any College official, faculty member or office.
   b. Forgery, alteration, or misuse of any College document, record or instrument of identification.
   c. Tampering with the election of any College recognized student organization.[4]
   d. Academic dishonesty as defined in Conduct Rules and Regulations Policy B1, "Acts of Academic Dishonesty."
   e. Violation of copyright and/or failure to acknowledge the source of material submitted for evaluation or publication.

**3.** Speech and Related Behavior:[5]
   a. Any verbal, written, electronic, or physical behavior, such as a disparaging comment, epithet, slur, insult or other expressive outburst, that is directed at a particular person or a group of persons, and which creates an environment wherein the verbal, written, electronic, or physical behavior is inherently likely to provoke a violent reaction, whether or not it actually does so.[6]
   b. Behavior by any student, in class or out of class, which for any reason materially disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.[7]
   c. Participation in a campus demonstration which:
      i. Disrupts the normal operations of the College and infringes on the rights of other members of the College community;
      ii. Leads or incites others to imminent lawless action or which is likely to incite such action;
      iii. Disrupts the scheduled and/or normal activities within any campus building or area.
   d. Disruption or obstruction, of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus or other authorized non-College activities, when the act occurs on College premises.
   e. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, sexual assault, and/or other conduct that threatens or endangers, the health or safety of any person.
   f. For a full copy of the policy and procedures on sexual misconduct, including but not limited to, sexual harassment, sexual assault, domestic violence, dating violence, and stalking or to learn more about reporting procedures and resources available to survivors of sexual violence, visit *oakton.edu/about/title_ix*.
   g. Participating in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et al.), whether in fact or as a hoax.
   h. Acts of hazing include participation in any act or activity, by an organization or group, or by a member of the organization or group, in which a member(s) or prospective member(s) is subjected to an activity that might cause or create, a substantial risk to one's physical or mental health. Hazing includes any act or activity that might cause, but is not limited to, the following: Fear or intimidation; embarrassment or ridicule; physical exhaustion, endangerment, harm, mutilation, or alteration of any part(s) of the body; mental fatigue, harassment, or duress; and defacement, damage, or destruction of property. The intent of the act or the consent or the cooperation of the hazing recipient shall not constitute a defense of hazing. The College or the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either on or off campus.[8]

**4.** Attempted or actual theft of, and/or damage to, property of the College or property of a member of the College community or other personal or public property.

**5.** Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

**6.** Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises.

**7.** Violation of published College policies, rules or regulations.

**8.** Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.

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[4] *Also see Policy 5155, Student Academic Integrity. Most instances of academic dishonesty will be handled through those procedures.*

[5] *Don Gehring, professor and director doctoral program in higher education administration, Bowling Green State University, Bowling Green, Ohio, et.al.*

[6] *The above verbal behavior is typically known as "fighting words" and is considered to be of such slight social value that any benefit that may be derived from these words is clearly outweighed by their costs to order and morality. "Fighting words" are included within that category of speech that is unprotected by the First Amendment. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person, are in the context used and, as a matter of common knowledge, inherently likely to provoke a violent reaction, whether or not they actually do so. The speech must not merely breach decorum, but instead must likely lead the addressee to react in a violent manner. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics.*

[7] *In enforcing the above rule, the College may subject a student's speech or conduct to reasonable and nondiscriminatory time, place, and manner restrictions, which are narrowly tailored and leave open ample alternative means of communication.*

[8] *Statement derived from Northern Illinois University, page 15, Student Code of Conduct.*

**9.** Use, possession, or distribution of cannabis, narcotics, or other controlled substances, except as expressly permitted by law.

**10.** Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and College regulations; public intoxication.

**11.** Possession on College premises of firearms, explosives, other weapons or dangerous chemicals that are illegal or unauthorized by the College.

**12.** Obstruction of the free flow of pedestrian or vehicular traffic, on College premises or at College-sponsored or supervised functions.

**13.** Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in, by the College.

**14.** Use or operation of personal transport devices within campus buildings such as hoverboards, skateboards, bicycles, self-balancing scooters, battery-operated scooters, hands-free Segways, etc., with the exception of prior authorization or written consent from the president or the Access and Disability Resource Center.

**15.** Theft or other abuse of computer time, including, but not limited to:
   a. Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Unauthorized use of another individual's identification and password.
   d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
   e. Use of computing facilities to send obscene, threatening or abusive messages.
   f. Use of computing facilities to interfere with normal operation of the College computing system.
   g. Use of computing facilities to violate College policy and/or local, state or national law.

**16.** 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. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
   h. Failure to comply with the sanction(s) imposed under the Student Code.
   i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

### C. Violation of Law and College Rights and Responsibilities

**1.** If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of this code, disciplinary action may be taken, and sanctions imposed for grave misconduct that demonstrates flagrant disregard for or poses a threat to the College community. The vice president for Student Affairs will review these cases to determine appropriate action.

**2.** College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code, viz., 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 Student Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus.

**3.** 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 status as a student. If the alleged offense is also the subject of a proceeding by a conduct officer or hearing panel under the Student Code; however, Oakton may advise off-campus authorities about the Student Code and how such matters will be handled internally within the College community. Oakton will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

### ARTICLE II. CONDUCT AUTHORITY

**A.** In matters involving these procedures, the vice president for Student Affairs will designate a conduct officer or a hearing panel to hear each case.

**B.** In matters involving these procedures, the vice president for Student Affairs will develop procedures for the administration of the conduct program and rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.

**C.** Decisions made by the conduct officer or hearing panel are derived from a preponderance of evidence standard ("more likely than not") and will be final, pending the normal appeal process.

**D.** A mediator may be designated as an arbiter/mediator of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration/mediation, and to be bound by the decision with no right of appeal.

**E.** In the event of a complaint that launches a Title IX investigation, per U.S. Department of Education guidelines, mediation can be offered instead of a full investigation and adjudication if all parties agree to mediation to resolve the complaint.

**ARTICLE III. CONDUCT PROCEDURES**
**A. Discovery and Procedure on Acts of Academic Dishonesty**
As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. During this process of judgment, a faculty member may discover that a student's activity or the material that a student has submitted contains irregularities that appear to be violations of the Code of Student Conduct Policy B1, "Acts of Academic Dishonesty." Discovery of irregularities may occur through a report made by a student or College employee, to the faculty member directly involved. If no faculty member is directly involved, the person who discovers the irregularity will notify the administrator responsible for the unit in which the alleged activity took place, (e.g., the assistant director of Student Success for irregularities during assessment or the director of Systems and Network Services for incidents in a computer lab). For the rest of the process, that administrator or another designated administrator will be responsible for executing those academic integrity duties normally assigned to the faculty member directly involved.

The following procedures will be used to adjudicate Acts of Academic Dishonesty:

**1.** If it is determined that an academic irregularity has occurred, but is unintended (e.g., the result of the student's misunderstanding of the assignment or ignorance of research conventions), the faculty member may consider it appropriate to use this opportunity to advance the student's learning by requiring a redo of the work in question. In such a case, the instructor may grade only the final product and may not impose any penalty. Learning opportunities are to be settled between the faculty member and the student. No report, to either the division dean or the vice president for Student Affairs, is necessary.

**2.** In cases where a faculty member finds that a student has intentionally committed any act of academic dishonesty, the faculty member may, in the exercise of their professional judgment, impose an academic sanction rather than a disciplinary sanction. Before imposing an academic sanction the faculty member shall first attempt to discuss the matter with the student. When an academic sanction is imposed which causes the student to receive a lowered course grade, the faculty member shall make a report in writing of the facts of the case and the academic sanction imposed against the student to the faculty member's department chairperson or head and to the Conduct Officer. The student shall be provided with a copy of this report. Further, the faculty member may recommend the institution of disciplinary proceedings against the student for violation of this Student Code, if the faculty member in the exercise of their professional judgment believes that such action is warranted. The faculty member should also contact the vice president for Student Affairs or designee to review whether or not this would be the first filed complaint of academic dishonesty against the student.

**3.** In instances where a code violation has occurred that would result in a sanction no greater than failure in the assignment or test, and for which the student accepts responsibility, the faculty member may choose to resolve the complaint by documentation (Faculty Resolution of an Academic Integrity Violation). The procedure for doing so requires a meeting between the faculty member and the student to discuss the violation. If the faculty member is confident that the student understands and acknowledges the wrongdoing, and affirms that there are no prior violations, and if the student is willing to accept the penalty considered appropriate by the faculty member, then the faculty member and the student can resolve the complaint themselves by signing the resolution document. This document is then reviewed by the division dean and then kept on file in the Office of Student Affairs for three years. If the Office of Student Affairs determines that the student has been responsible for prior violations, the matter may be referred to an administrative meeting in accordance with the Student Code of Conduct.

**4.** In cases where a faculty member's finding of academic dishonesty is admitted by the student and an academic sanction is imposed which the student believes to be too severe, the student shall have the right to appeal the severity of the academic sanction through the applicable grade appeal procedure.

**5.** In cases where a faculty member's finding of academic dishonesty is disputed by the student, the matter shall be referred to the conduct officer for disposition in accordance with the Code of Student Conduct. Any student may choose to participate in an administrative meeting rather than a learning opportunity or faculty resolution. Any student who denies complicity in an alleged act of academic dishonesty must be afforded the due process of an administrative meeting or hearing panel. The vice president of Student Affairs or designee will determine the type of official meeting offered to the student to determine responsibility.

**B. Charges, Administrative Meetings and the Committee on Student and Academic Misconduct (Hearing Panel)**

**1.** Any member of the College community may file charges against any student for misconduct. Charges will be prepared in writing and directed to the vice president for Student Affairs who is responsible for the administration of the student conduct process. Any charge should be submitted as soon as possible after the event takes place, preferably within 30 days.

**2.** The vice president for Student Affairs will appoint a designee who may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the conduct officer. Such disposition can be appealed in writing (ordinarily with the assistant vice president for Student Affairs or designee). Appeal decisions will be final and there will be no subsequent meetings or hearings.

A student who wishes to appeal the outcome of the hearing should do so within the deadline on the outcome letter received (ordinarily, (10) ten school days/two weeks from the date of the letter). Addressed to the vice president or designee, the appeal must be in writing, and must state the grounds for appeal: procedural error, new evidence not offered for consideration, excessive/inappropriate sanctions, or involuntary withdrawal. A student wishing to appear in person should say so in the written appeal; a meeting may be arranged that is convenient to both parties. In the event of an appeal, decision(s) will be final. If a student does not appeal by the deadline specified in the outcome letter, the decision(s) of the conduct officer or the hearing panel will be final.

**3.** All specific charges will be presented to the responding student via email. The student must contact the Office of Student Affairs within the date specified in the notification email to schedule an administrative meeting, or at the discretion of the Office of Student Affairs, a hearing panel. In cases where a student has been suspended pending a meeting/hearing, the meeting/hearing should normally take place within three working days. Maximum time limits for scheduling meetings/hearings may be extended at the discretion of the conduct officer or hearing panel.

**4.** In notifying the student, the conduct officer or hearing panel may also include the information that the student's registration may be placed on temporary hold until the question of irregularity has been settled. In this event, the student would be unable to withdraw from the current semester's classes or to register for classes in a subsequent semester. If the matter has not been resolved by the end of the student's current academic term, and the alleged impropriety is of an academic nature, an Incomplete (I) grade will be assigned until the matter is resolved.

**5.** Meetings will be conducted by a conduct officer and hearings will be conducted by the hearing panel according to the following guidelines:

**a.** Meetings/hearings will normally be conducted in private.

**b.** Admission of any person to the meeting/hearing will be at the discretion of the conduct officer or hearing panel.

**c.** In cases involving more than one responding student, the conduct officer or the chair of the hearing panel may, with discretion, permit the meetings/hearings concerning each student to be conducted separately.

**d.** The complainant and the responding student have the right to be assisted by any advisor/support person they choose, at their own expense. The advisor/support person may be an attorney, for which the student will bear the costs or expenses associated with hiring an attorney. The complainant and/or the responding student is responsible for presenting their own case and; therefore, advisors/support persons are not permitted to speak or participate directly, in any conduct meeting/hearing.

**e.** The complainant, the responding student, and the conduct officer or hearing panel will have the privilege of presenting witnesses, subject to the right of further questioning by the conduct officer or hearing panel.

**f.** Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the conduct officer or at the discretion of the chair of the hearing panel.

**g.** All procedural questions are subject to the final decision of the conduct officer or the chair of the hearing panel.

**h.** After the meeting/hearing, the conduct officer or hearing panel will determine (by majority vote in the case of a hearing panel) whether the responding student has violated each section of the alleged violations of the Student Code.

**i.** The conduct officer or hearing panel's determination will be based on a preponderance of evidence–whether it is more likely than not that the responding student violated the Student Code.

**6.** A single verbatim record, such as a tape recording, will be kept of all panel hearings. The record will then become property of Oakton.

**7.** Except in the case of a student charged with failing to obey the summons of a conduct officer, hearing panel, or other College official, no student may be found to have violated the Student Code solely because the student failed to appear for the meeting/hearing. In all cases, the evidence in support of the charges will be presented and considered. In the event a student fails to appear for their meeting/hearing, a decision may be made in the absence of the student's input.

**C. Sanctions**

**1.** The following sanctions may be imposed upon any student found to have violated the Code of Student Conduct. All sanctions will be issued via email and a copy will be placed in the student's file:

a. **Warning:** A notice in writing to the student that the student is violating, or has violated, institutional regulations.

b. **Disciplinary Probation:** A reprimand for violation of specified regulations. Probation is for a designated period of time, and includes the probability of more severe disciplinary sanctions, if the student is found to be in violation of any institutional regulation(s) during their probationary period.

c. **Loss of Privileges:** Denial of access to privileges commonly available to applicants, students, and alumni of Oakton College. These privileges may include, but are not limited to: Access to particular student employee positions on campus; access to libraries; access to computer facilities; access to counseling services; access to academic advising services; access to career and placement services; access to scholarships; access to academic honors; etc.

d. **Fines:** Previously established and published fines may be imposed.

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

f. **Academic Sanctions for Course Violations:** In violations of the Code of Student Conduct policy B1, "Acts of Academic Dishonesty," one or more of the following sanctions may be assigned in addition to any sanctions available in Section C1:

   i. An "F" grade for the activity in which the violation occurred;

   ii. An "F" grade for the course in which the violation occurred and immediate dismissal from the course;

   iii. A course grade of "F" that is not subject to the College's Forgiveness Policy (allowing for the removal of "F" grades) and, attached to the transcript, a letter indicated that the student has been found to have violated the Code of Student Conduct. This letter will remain in the student's file for a minimum of one year, and a maximum of three years, as determined by the conduct officer or hearing panel.

g. **Academic Sanctions for Assessment Test Violations:** In violations of the Code of Student Conduct policy B1, "Acts of Academic Dishonesty," students found responsible will be required to take future assessment tests under supervision in the Testing Center. Additionally, one or more of the following sanctions may be assigned in addition to any sanctions available in Section C1:

   i. Be limited in registering for the next term to only the course(s) indicated by the new placement score(s);

   ii. Be required to take the course(s) indicated by the new placement test score(s) in addition to any others in the next term's schedule;

   iii. Be restricted from registering from any Oakton courses for a semester or longer, as determined by the conduct officer or hearing panel;

   iv. Be immediately withdrawn from any courses in which the student might be enrolled currently. The conduct officer or hearing panel has the discretion to add a letter attached to the transcript indicating the student has been found to have violated the Code of Student Conduct. This letter will remain in the student's file for up to five years, as determined by the conduct officer or hearing panel.

h. **Discretionary Sanctions:** Work assignments, service to the College or neighboring communities or other related discretionary assignments. (Such assignments must have the prior approval of the conduct officer or hearing panel.)

i. **Educational Sanctions:** Developmental activities related to specific acts of misconduct. The goal is to reduce the probability of repeat behavior, to give students the opportunity to demonstrate personal growth, and to appropriately challenge students (Mackin, M. B., 1993, ASJA Presentation).

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

k. **College Suspension:** Separation of the student from the College for a definite period of time, after which the student may be eligible to return. Conditions for readmission will be specified in the student's conduct outcome letter.

l. **College Expulsion:** Permanent separation of the student from the College. "Administrative Dismissal" will be placed on the student's transcript.

2. More than one of the sanctions listed above may be imposed for any single violation by the conduct officer or hearing panel.

3. Other than College expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, but will become a part of the student's confidential disciplinary record maintained by the Office of Student Affairs. Upon separation from the College for a year or more, and upon application to the vice president of Student Affairs, the student's confidential record may be expunged of disciplinary actions. Cases involving the imposition of sanctions, other than College suspension or College expulsion, will be automatically expunged from the student's confidential record seven years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in Section C1, A through E.
   b. Deactivation—loss of all privileges, including College recognition, for a specified period of time.

**5.** In each case in which a conduct officer or hearing panel determines that a student has violated the Student Code, the sanction(s) will be determined and imposed by the vice president for Student Affairs or designee. The vice president is not limited to sanctions recommended by the conduct officer or the hearing panel. Following the administrative meeting or panel hearing, the responding student will be advised via an email outcome letter of the case decision, any applicable sanction(s) imposed, if any, as well as the options to appeal the decision.

### D. Interim Suspension

In certain circumstances, the vice president for Student Affairs or designee may impose a College suspension prior to the administrative meeting or panel hearing.

**1.** Interim suspension may be imposed only:
    **a.** To ensure the safety and well-being of members of the College community or preservation of College property.
    **b.** To ensure the student's own physical or emotional safety and well-being.
    **c.** If the student poses a definite threat of disruption or interference with the normal operations of the College.

**2.** During the interim suspension, students will be denied access to the campus (including classes) and/or all other College activities or privileges, for which the student might otherwise be eligible, as the vice president for Student Affairs or designee, may determine to be appropriate.

### E. Appeals

After being found in violation of the Code of Student Conduct, a student has the right to appeal the outcome of the administrative student conduct process.

**1.** A decision reached by the conduct officer or hearing panel, or a sanction imposed, may be appealed by the responding student within ten (10) school days/two weeks from the date of the outcome letter. Such appeals will be submitted in writing to the vice president for Student Affairs, and the appeal should specifically contain the student's name and contact information, the date of the decision or action, the reason for appeal, and the name of the student's personal advocate, if any.

**2.** The letter of appeal shall specifically allege and factually support one or more of the following grounds:
    **a.** A procedural error or irregularity that materially affected the decision, including due process to the appealing party.
    **b.** New evidence that was not reasonably available to the appealing party prior to the hearing which would have materially affected the decision.
    **c.** Significantly excessive conduct sanctions compared to the nature of the violation.
    **d.** Non-attendance at a hearing by a respondent or witness does not constitute new evidence, nor does disagreement with the sanction itself constitute a legitimate grounds for appeal.

**3.** In the event of an appeal, the decision(s) of the vice president for Student Affairs or designee is final.

**4.** In the event that the student does not appeal within the required period of time, the decision(s) of the administrative meeting or hearing panel will be considered final.

### ARTICLE IV. Definitions

**1.** The term "College" means Oakton College.

**2.** The term "student," for the purposes of this Code, includes all persons applying for admission or taking courses provided by Oakton, whether it be full time, part time, or in a non-credit capacity. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are also considered "students."

**3.** The term "hearing panel" refers to the Committee on Student and Academic Misconduct.

**4.** The term "faculty member" means any person hired by the College to conduct classroom/laboratory/practicum activities.

**5.** The term "official" includes any person employed by the College performing assigned administrative or professional staff responsibilities.

**6.** The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation will be determined by the vice president for Student Affairs or designee.

**7.** The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).

**8.** The term "organization" means any collective that has complied with the formal requirements for College recognition.

**9.** The term "judicial body" means any person or persons, (such as a conduct officer or hearing panel) authorized by the vice president for Student Affairs to determine whether a student has violated the Student and/or Academic Code and to recommend imposition of any applicable sanctions.

**10.** The term "will" is used in the imperative sense.

**11.** The term "may" is used in the permissive sense.

**12.** The vice president for Student Affairs is that person designated by the College president to be responsible for the administration of the Student and Academic Codes of Conduct.

**13.** The terms "cheating" and "plagiarism" are described in Policy 5102, Student Academic Integrity.

**14.** The term "sexual assault" is described in Policy 1102.

**ARTICLE V. Interpretation and Revision**

**A.** Any question of interpretation regarding the Student Code will be referred to the vice president for Student Affairs or designee, for final determination.

**B.** The Student Code will be reviewed periodically under the direction of the vice president for Student Affairs.

**ARTICLE VI. INVOLUNTARY WITHDRAWAL PROCEDURE AND RISK ASSESSMENT TO DETERMINE APPROPRIATE RESPONSE (RADAR)**

Oakton College prioritizes student welfare and community safety before anything else.

When a student demonstrates conduct that violates Oakton's Code of Student Conduct or other published policies, that behavior will be addressed through the student conduct process. The procedures listed below are not intended to be disciplinary in nature but rather outline criteria for when and how a student may be involuntarily withdrawn from the campus.

A student should not be subject to involuntary withdrawal under these procedures when disciplinary, academic, or other administrative responses are available. There may be situations in which both, this procedure, and the Code of Student Conduct and/or other Oakton published policies are applicable.

**A. Criteria for Involuntary Withdrawal**
Students may be involuntarily withdrawn from Oakton if it is determined in accordance with the procedures listed below, that students:
**1.** Pose a significant danger or threat of causing harm to self or others;
**2.** Substantially impede the lawful activities of other members of the College community; or
**3.** Are unreasonably disruptive to the normal teaching and learning environment.

**B. Determination for Involuntary Withdrawal**
The involuntary withdrawal process begins when the vice president for Student Affairs and/or the RADAR (Risk Assessment to Determine Appropriate Response) team receives a referral or other information regarding a student who appears to be demonstrating behavior consistent with one or more of the criteria listed above. After reviewing the information received based on:
**1.** The nature, duration, and severity of the risk of harm or impediment;
**2.** The probability that impediment or harm will actually occur; and
**3.** Whether accommodations requested by the student, if any, are reasonable and can be provided by Oakton to sufficiently mitigate the risk of harm or impediment.
**4.** The RADAR team determines that the student has demonstrated behavior consistent with one or more of the criteria for involuntary withdrawal from the College as stated above.

Before making a final recommendation to the vice president for Student Affairs, the RADAR team will provide the student with written notice of its consideration of involuntary withdrawal, and of the student's right to request an administrative meeting with a designated Student Affairs officer.

**C. Administrative Meeting with Student**
If the student requests an administrative meeting the student will be provided with the opportunity, during this meeting, to:
**1.** Present relevant information for consideration by the RADAR team;
**2.** Ask questions regarding requirements or recommendations; and
**3.** Be assisted by an advisor/support person for help throughout the process. Advisors/support persons are not permitted to speak or participate directly in the meeting.

Following this meeting, a member of the RADAR team will inform the student of the team's determination and provide information regarding rights to appeal this decision to the vice president for Student Affairs. The student will also be provided with a description of the conditions which must be met for returning to Oakton.

Prior to proceeding with the involuntary withdrawal process, the RADAR team will encourage the student to voluntarily withdraw under individualized conditions for readmission. Any conditions for readmission following a voluntary or involuntary withdrawal shall be issued to the student in writing by the RADAR team.

**D. Interim Involuntary Withdrawal**
The RADAR team reserves the right to impose an immediate and interim involuntary withdrawal if it determines that the student poses an immediate danger or threat of causing harm to themselves, others, any part of the College property, or the community.

The RADAR team will provide the student with written notice of an interim involuntary withdrawal, and of the student's right to request an administrative meeting with a designated Student Affairs administrator. Following this meeting, the RADAR team may either continue or cancel the interim involuntary withdrawal. If the interim involuntary withdrawal is continued, the procedures regarding involuntary withdrawal will proceed as described in the above section.

**E. Appeal Process**

In the event a student disagrees with the decision of the RADAR team for a withdrawal, they may appeal this decision in writing to the vice president for Student Affairs or designee, within 48 hours (2 school days) after receiving the team's written decision. The vice president for Student Affairs or designee will consider the written findings and the decision of the RADAR team, the summary of the meeting with the student (if a meeting was requested), and any written documentation considered by members of the RADAR team in rendering its decision.

Appeals must be based on one or more of the following grounds:

**1.** Facts contained in the RADAR team's decision include inaccurate information;

**2.** New and relevant information have come to light that was not previously available to the RADAR team for consideration. In such cases, the new information may be offered to the vice president for Student Affairs or designee, for consideration on appeal;

**3.** Due process was violated and was not afforded to the student in question under the "Involuntary Withdrawal Procedures" outlined by Oakton.

The vice president for Student Affairs or designee shall issue a written decision within five business days after receiving the appeal. This decision shall be final.

**F. Interim Suspension Pending Appeal**

An interim suspension will remain in effect pending appeal.

**G. Conditions of Involuntary Withdrawal**

Students who have been involuntarily withdrawn from Oakton are generally not permitted to be on campus or campus property or participate in College-sponsored activities or events. However, a student who has been involuntarily withdrawn or suspended on an interim basis pending an appeal may be on campus, with the permission of the vice president for Student Affairs or designee for the purposes of participating in the processes detailed in the above sections or as otherwise required and appropriate in the discretion of the vice president for Student Affairs or designee.

Students are responsible for contacting appropriate Oakton offices and departments in order to ensure that their academic and financial affairs (including financial aid) are in order. All determinations as to the effect of an involuntary withdrawal in these areas will be made by the applicable College areas in accordance with existing Oakton policies and procedures.

**H. Applying for Readmission**

Students who are involuntarily withdrawn from the College will have a hold placed on their records that will prevent them from being readmitted or re-enrolled in the College, except as stated in this paragraph. Students may request readmission or re-enrollment, to the College by providing to the vice president for Student Affairs, appropriate documentation from a licensed healthcare provider, of their choice, who has conducted a comprehensive evaluation and assessment of the student and concluded that the student does not pose a serious threat of harm to self or others. In cases where the RADAR team has imposed conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions. The decision to readmit a student who has been involuntarily withdrawn remains the sole discretion of the vice president for Student Affairs.

**ARTICLE VII. COMMITTEE ON STUDENT AND ACADEMIC CONDUCT**

The Committee on Student and Academic Conduct consists of 20 members: Eight full-time faculty members—including two from each academic division—selected by the Faculty Senate; four administrators, including the assistant director of Student Success; at least two academic deans, selected by the vice president for Student Affairs; five full-time staff selected by the OCCSA; and three students selected by the Student Government Association (SGA). In addition, the assistant vice president for Student Affairs serves in a continuing capacity as an ex-officio member. Faculty, staff, and administrators serve two-year, staggered terms. Students serve for one year, although terms may be renewed for an additional year at the discretion of the SGA.

The vice president for Student Affairs (or designee) is responsible for supervising the activities and records of the committee, including its meetings as a committee of the whole; its meetings as a hearing panel; and all forms, files, and administrative activities related to routine business.

Each allegation forwarded to the vice president for Student Affairs is adjudicated either through an administrative meeting conducted by a designated conduct officer—ordinarily the coordinator for Access, Equity, and Student Rights—or through a formal hearing conducted by a five-member hearing panel (at least one administrator, one faculty member, one staff person, and one student) selected from the committee by the vice president or designee. In addition, the assistant vice president for Access, Equity, and Diversity (non-voting member) chairs the panel and moderates the hearing.

In addition to resolving student and academic conduct allegations via hearing panels, the committee:

**a.** Conducts periodic reviews of the Codes of Student and Academic Conduct and their associated procedures, and makes recommendations to the vice president for Student Affairs regarding modifications, updates, and changes;

**b.** Develops an outreach and informational plan to assist faculty in promoting academic integrity and preventing cheating, inappropriate or unacceptable behavior among students;

**c.** Participates in periodic professional development training on current disciplinary practices, as well as equity/anti-bias practices and other training sessions;

**d.** Recommends creative sanctioning options for use by hearing panels;

**e.** Recommends and/or undertakes research projects related to student and academic conduct issues;

**f.** Participates in the preparation and dissemination of an annual report of its activities including a synopsis of academic integrity and student behavioral complaints, cases, outcomes, emerging trends and issues (in aggregate form).

# Nondiscrimination Policy

Oakton College does not discriminate on the basis of race, color, creed, religion, national origin, disability, age, marital status, military status, socioeconomic status, sex or gender, gender identity or sexual orientation in admission to, and participation in, its educational programs, College activities and services, or in its employment practices.

Inquiries regarding compliance with nondiscrimination policies and regulations should be directed to the chief diversity officer/assistant vice president for Student Affairs or the chief human resources officer, Oakton College, 1600 East Golf Road, Des Plaines, Illinois 60016, 847.635.1600.

# Sexual Misconduct Policy

It is the intent of this policy to prevent any occurrence of sexual misconduct at the College and to inform all members of the College community of the procedures to follow if questions or problems arise. To provide an environment conducive to learning and to professional performance and development, the College shall not tolerate sexual misconduct in any form by any employee, student, or third person.

Oakton College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other prohibited acts (whether sexual in nature or not) that are forms of sex-based discrimination include dating violence, domestic violence, and stalking.

The College issues this statement of policy to inform the community of our comprehensive plan that addresses sexual misconduct and our educational programs and procedures that attend to matters of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and after it is reported to a College official. In this context, the College reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the community.

To oversee the implementation of this policy, Oakton College has established a team of staff members and administrators that includes the Title IX coordinator and representatives from Student Affairs, Human Resources, Oakton Police, and Student Conduct. The team will meet at least once annually to develop, review, and revise protocols, policies, and procedures for addressing domestic and sexual violence on campus.

For a full copy of the policy and procedures, visit *oakton.edu/about/title_ix* or call the Office of Student Affairs at 847.635.1739, or *studentaffairs@oakton.edu*.

# Sexual Misconduct Complaint Procedure

The Sexual Misconduct Complaint Procedure is guided by State and Federal guidelines, and is subject to change based upon current policies and procedures.

Any student, employee or third party who believes they have been subject to any form of sexual misconduct or any student, employee or third party who believes that they have witnessed an incident of sexual misconduct, should report the incident to the vice president for Student Affairs, the chief human resources officer, the Title IX coordinator or a designee (the "administrator"). When possible, the report should be made in writing or completed online. The procedures and to fill out a report online can be found at *oakton.edu/about/title_ix/reporting*. Any College employee who receives a complaint of sexual misconduct shall immediately forward such complaint to the administrator. Complaints should be submitted no later than sixty days following the date of the alleged incident of misconduct. The administrator may waive this deadline in appropriate circumstances.

The initiation of a complaint of sexual misconduct will not result in retaliation, bias or intimidation against the complainant or any witnesses involved in any investigation. An individual found to have engaged in retaliation, bias or intimidation prohibited by this policy, shall be subject to discipline.

The administrator shall investigate any information brought to the attention of the College indicating an occurrence of sexual misconduct. Upon the completion of the investigation, the administrator shall determine whether the charges are substantiated, and the appropriate disciplinary and corrective action up to and including the suspension or expulsion of the offending party. The administrator should notify the respondent of their decision and any disciplinary and corrective action in writing.

If either the complainant or respondent disagrees with the decision of the administrator, they may appeal the decision to Oakton's president or designee by submitting a written request to the administrator within 14 days of receiving the administrator's decision. The president will review the administrator's decision, reports, and other pertinent information and will issue their decision within 14 days of the appeal. The decision of the president shall be final.

The College has procedures in place that serve to be sensitive to those who report sexual misconduct, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as academic, transportation, and working accommodations, if reasonably available. Students and employees should contact the Office of Student Affairs at 847.635.1739 or the Department of Human Resources at 847.635.1675 to discuss these resources and accommodations.

## Sexual Assault, Domestic Violence, and Title IX: Community Resources

After an incident of sexual assault and domestic violence, the survivor should consider seeking medical attention as soon as possible at one of the listed hospitals. In Illinois, evidence must be collected even if a survivor chooses not to file a report with law enforcement. Hospitals are required to notify the local police department that treatment has been given to a sexual assault survivor; however the survivor is not required to file a report.

**Paramedic and Law Enforcement**

**EMERGENCY: CALL 911**
**Des Plaines:** Non-emergency 847.391.5400, *desplaines.org*
**Skokie:** Non-emergency 847.982.5900, *skokie.org*

**Area Medical Centers and Hospitals**

**Alexian Brothers Medical Center** • 800 West Biesterfield Road, Elk Grove Village, 60007 • 847.981.3599 (ER)
**Glenbrook Hospital** • 2100 Pfingsten Road, Glenview, 60025 • 847.657.5632 (ER)
**St. Alexius Medical Center** • 1555 North Barrington Road, Hoffman Estates, 60194 • 847.490.6930 (ER)
**St. Francis Hospital** • 355 Ridge Avenue, Evanston, 60202 • 847.316.4000 (ER)
**Lutheran General Hospital** • *1775 Dempster Street, Park Ridge, 60068* • 847.723.5154 (ER)
**Northwest Community Hospital** • *800 West Central Road, Arlington Heights, 60005* • 847.618.4000 (ER)
**Skokie Hospital** • *9600 Gross Point Road, Skokie, 60076* • 847.933.6950 (ER)

**Community Resources**

**Life Span**
Des Plaines: 847.824.0382; *life-span.org,* 24-hour Crisis Line: 847.532.9540
• Legal Services • Individual Parent and Child Counseling • Violence prevention programming • Community Education

**Northwest Center Against Sexual Assault**
Arlington Heights: 847.806.6526; *nwcasa.org,* 24-hour Crisis Line: 888.802.8890
• Advocacy • Crisis Intervention • Counseling • Prevention and Education

**YWCA Evanston/North Shore (Residential Services)**
Evanston: 877.718.1868, *ywca-ens.org/what-we-do/domestic-violence*
• 24-hour domestic violence hotline • Emergency shelter • Community-based services • Relationship violence prevention
• Legal advocacy

**Crisis Hotlines**

Evanston: 847.864.8445, 24-hour Crisis Line: 877.718.1868

Chicago Rape Crisis Hotline: 24-hour Crisis Line: 888.293.2080
• Anonymous • Provides immediate support and crisis intervention • Provides information and referrals to survivors, significant others and professionals

Illinois Domestic Violence Hotline: 877.863.6338

**State and National Resources**
Resources available to persons who report being the survivor of sexual assault, domestic violence, dating violence, or stalking, include:
• Illinois Coalition Against Sexual Assault, *icasa.org*
• Illinois Coalition Against Domestic Violence, *ilcadv.org*
• National Center on Domestic Violence, Trauma, and Mental Health (Chicago and Illinois Domestic Violence Agencies and Organizations), *ncdvtmh.org*
• Rape, Abuse, and Incest National Network, *www.rainn.org*
• Department of Justice, *justice.gov/ovw/sexual-assault*
• Department of Education, Office of Civil Rights, *www2.ed.gov/about/offices/list/ocr*

# Required Sex Offender Registration at Oakton College

Effective January 1, 2012, the Sex Offender Registration Act requires that any sex offender or sexual predator, who will be employed at or enrolled in, classes at Oakton for five or more days or an aggregate of more than 30 days in a calendar year must also *register within three days of attendance or employment at Oakton by reporting in person to the Oakton Police Department*. Students/employees who fail to register their status as a sex offender are in violation of the registration act and face arrest and dismissal from the College.

# Sex Crimes Prevention Reporting

The Campus Sex Crimes Prevention Act, which became effective on October 28, 2002, is a federal law that provides for tracking convicted sex offenders enrolled at or employed by, institutions of higher education. This act requires Colleges to issue a statement advising the campus community where information concerning registered sex offenders may be obtained, and makes the College responsible for providing the name, address, birth date, place of employment, school attended, and offense, to any individual on campus requesting information concerning sex offenders attending or employed by the College.

The Illinois State Police maintains a list of all sex offenders required to register in the State of Illinois. Working with the Illinois State Police, the Oakton College Police Department also maintains a sex offender list that contains the names and information for all known sex offenders enrolled at or employed by the College. This database is updated daily and can be found at *isp.illinois.gov/Sor/Disclaimer.* Using a specific student or employee name and county of residence, a search of the database to identify the individual's status can be completed.

# Substance Abuse Policy

As an educational institution, the College has an obligation to encourage those responsible behaviors that enable individuals to participate in learning opportunities. In recognition of the magnitude and seriousness of substance abuse in society, and of the harmful effects on individuals, families, and the community, this policy has, as its purpose, to influence attitudes through education, and to prohibit substance abuse. Abuse of alcohol and the use, possession or distribution of controlled substances, and the consumption of alcohol on campus (except where specifically permitted by law) are prohibited because of concern for the health and welfare of members of the College community, and about behavior that may violate the rights of others. While it is not the intent of this policy to regulate the conduct of persons not under the College's control, it is the intent of this policy to regulate the conduct of all persons on campus or attending College-sponsored functions.

It is the College's policy to prohibit the unlawful use, possession or distribution of legally controlled substances or the consumption of alcohol (except as provided by law), by persons on campus or at College-sponsored activities. It is also College policy to provide information to the College community about the detrimental effects of the use of drugs and the consumption of alcohol.

Unlawful use, possession or distribution of any controlled substance is prohibited on campus or at any College sponsored activity.

The consumption of any alcohol is prohibited on campus. Any exception to this policy must be authorized in advance in writing by Oakton's president. When authorized, the consumption of alcoholic beverages is restricted to active participants in an educational or cultural conference on campus. Furthermore, the College representative in charge of any such activity on campus or any College-sponsored activity held off campus, may deny the right of any or all, persons to consume alcohol at such an activity when, in the discretion of such representative, the consumption of alcohol has become unreasonable. Violation of this policy is subject to disciplinary sanction. This policy does not regulate the use of medication taken under the direction of a physician. The College hereby enacts this policy to conform with the Federal Drug-Free Schools and Communities Act of 1989 (20 U.S.C. §5145, Public Law 101-226). In conformance with the act, the president will develop and implement a program and rules to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Download the full brochure from the Admission web page (*oakton.edu/about/policies-and-legal-notices/substance-abuse-policy.php*). Go to "Register for Class" on the left and then "Student Right to Know."

## Policy for Responsible Use of Information Technology at Oakton College

(Adopted by the Board of Trustees of Community College District 535 in March, 1994 as Policy 8330.2; renumbered as Policy 1106 on 7/1/01)

In pursuit of its mission of offering exceptional teaching, educational excellence, and public service, the Board of Trustees of Oakton College provides access to information technology facilities and resources for students, faculty members, staff members, and other authorized users within institutional priorities and financial capabilities.

Access to Oakton's information technology facilities and resources is a privilege granted to students, faculty members, and staff members and other authorized users. Access to Oakton information technology facilities and resources may be granted by the data owners of that information based on the data owner's judgment of the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the College.

Oakton reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources. Data owners—whether departments, units, students, faculty members, or staff members—may allow individuals, other than students, faculty members, and staff members, access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement; College policy; or any federal, state, county or local law or ordinance. Oakton information technology facilities and resources are to be used for the College-related activities for which they are intended and authorized. The information technology facilities and resources are not to be used for commercial purposes or non-Oakton related activities without written authorization. With authorization, Oakton may require payment of appropriate fees. This policy applies equally to all computers and peripherals owned or leased by Oakton.

Information technology provides an important means of communication, both public and private. Authorized users and system administrators will respect the privacy of person-to-person communications in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and television). For faculty members, the principle of academic freedom will apply to public communications in all these forms. In accordance with guidelines in procedure, Oakton may monitor individual usage of any information technology facilities and resources. The College reserves the right to monitor and record the usage of all information technology facilities and resources if threatening or abusive behavior has been reported.

All users of Oakton's information technology facilities and resources must act responsibly and maintain the integrity of the resources. All users must also respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. Oakton's policy requires that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any, and all systems, including those at the College and those on networks to which Oakton's systems are connected. Access to information technology facilities and resources without proper authorization from the data owner(s), unauthorized use of Oakton computing facilities, and intentional or negligent corruption or misuse of information technology facilities and resources are direct violations of Oakton's standards of conduct as outlined in Oakton College Policies and Procedures, collective bargaining agreements, and the Student Handbook, and may also be considered civil or criminal offenses.

**Implementation**
Oakton's president is responsible for supervising adoption of guidelines to implement this policy. System administrators may adopt additional guidelines for use of their own systems.

**Enforcement**
Alleged violations of this policy will be processed according to the judicial processes outlined in the Oakton College Policies and Procedures Manual, collective bargaining agreements, and the Code of Student Conduct. Oakton treats access and use violations of information technology facilities and resources seriously. Oakton will pursue criminal and civil prosecution of violators as it deems necessary.

# Communicable Disease Procedure

**I. IDENTIFICATION AND PRELIMINARY REVIEW**

Upon being informed that a student has, or is reasonably suspected of having, a communicable disease for which exclusion may be warranted, as set forth in the Appendix, an employee of the College shall inform the vice president for Student Affairs or designee responsible for convening the multi-disciplinary team. The vice president or designee, shall then conduct a preliminary review to determine if it is appropriate to convene the multi-disciplinary team. If the decision is made to convene the team, the team will apply the procedures contained in Sections III and IV of this policy to determine if it is safe for the student to continue in attendance at Oakton or to participate in particular programs or activities.

**II. TEMPORARY EXCLUSION**

Pending determination of a student's continued attendance status by the multi-disciplinary team, a student with a communicable disease or a student who is reasonably suspected of having a communicable disease, may be temporarily excluded from the campuses.

**III. EVALUATION**

Each student with a communicable disease, and every student reasonably suspected of having a communicable disease, shall submit, at Oakton's request, to a physical examination provided at the College's expense. Students with a communicable disease, and students reasonably suspected of having a communicable disease, shall be evaluated by a multi-disciplinary team convened by the vice president or designee. The team will consult with the student, the physician, and other consultants, designated by the student, about the student's condition. Every effort will be made to complete the evaluation in a prompt, timely, and confidential manner.

**IV. ATTENDANCE DECISION**

After completing an evaluation, one or more conferences will be convened for the purpose of determining whether the student may attend the College. The vice president will appoint a multi-disciplinary team consisting of appropriate College employees, a physician, public health personnel, the College's legal counsel, and other consultants as necessary. The College president will not serve on the multi-disciplinary team.

Recommendations concerning the student's attendance will be made at these multi-disciplinary conferences by the vice president or designee, and will be made on a case-by-case basis.

In conjunction with the guidelines set forth in the Communicable Disease Prevention Act, 410 ILCS 315, the Control of Communicable Diseases Code, 77 Ill. Adm. Code §§690.100-.800, the Control of Tuberculosis Code, 77 Ill. Adm. Code, §§ 696.100-.210, and the Control of Sexually Transmissible Diseases Code, 77 Ill. Adm. Code, §§ 693.10-.140, the attendance decision will be based upon the following factors: (1) the risk of transmission of the disease to others; (2) the health risk to the particular student; (3) reasonable accommodations that can be made without undue hardship to reduce the health risk to the student and others; and (4) recommendations from any pertinent Centers for Disease Control and Prevention and Illinois Department of Public Health publications.

The vice president's or designee's, attendance decision will be communicated in writing to the student, the parents or guardian, if appropriate, and Oakton's president.

**V. SUBSEQUENT EVALUATIONS**

The multi-disciplinary team will periodically re-evaluate the student to determine whether the attendance decision continues to be appropriate based upon the standards set forth in Section IV. The frequency of the re-evaluations will be determined by the team. In the event a change in the student's medical condition occurs, the multi-disciplinary team will determine if a change in attendance is appropriate. If an emergency medical situation occurs, the vice president or designee will have the right to take appropriate action. Any such action that results in an emergency removal of a student will be reviewed by the multi-disciplinary team as soon as possible.

**VI. APPEAL PROCESS**

A decision regarding a student's placement may be appealed in writing to the College president within 10 days of the attendance decision. If such an appeal is not submitted within 10 days of the attendance decision, the right to appeal will be deemed waived. The College president will respond in writing to the student's appeal within five days of receiving it.

## VII. CONFIDENTIALITY

### A. Student's Right to Privacy
Oakton will respect the right to privacy of individual students to the greatest extent possible.

### B. Disclosure of Student's Medical Condition
The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to detect situations in which the potential for transmission may increase. Only those persons deemed to have "a direct need to know" will be provided with the appropriate information and apprised of the requirements of confidentiality.

### VIII. REQUIRED REPORTING
Under Section 690.200 of the Illinois Communicable Diseases Code, Oakton personnel having knowledge of a known or suspected case or carrier of any communicable disease listed in the Appendix are required to make a report to the local health authority within the appropriate time frame specified in the Appendix. The local health authority will, in turn, notify the Illinois Department of Public Health.

Reports may be made by mail, telephone, fax or online. The time frames within which College personnel must report to the local health authority vary, according to the classification of the particular communicable disease, as set forth in the Appendix.

### IX. ADDITIONAL RULES AND REGULATIONS
Oakton's president or designee, may establish additional rules and regulations designed to implement this policy.

### References
Communicable Disease Prevention Act, 410 ILCS 315
Control of Communicable Diseases Code, 77 Ill. Adm. Code, §§ 696.100-.800
Control of Tuberculosis Code, 77 Ill. Adm. Code, §§ 696.100-.210
Control of Sexually Transmissible Diseases Code, 77 Ill. Adm. Code, §§ 693.10-.140
HIV/AIDS Confidentiality and Testing Code, 77 Ill. Adm. Code, §§ 697.10-.420
Communicable Disease Guide (2002), Illinois Department of Public Health

### Appendix

#### 1. Class I
**a) The following diseases must be reported immediately within three hours following initial clinical suspicion:**

1. Anthrax
2. Botulism, foodborne
3. Plague
4. Q-fever
5. Brucellosis
6. Influenza A, novel virus
7. Smallpox
8. Tularemia
9. Severe Acute Respiratory Syndrome (SARS)
10. Any suspected bio-terrorist threat or event
11. Any unusual case or cluster of cases that may indicate a public health hazard

**b) The following diseases must be reported within 24 hours after initial clinical suspicion:**

1. Any unusual case or cluster of cases that may indicate a public health hazard
2. Botulism, infant, wound or other
3. Cholera
4. Chicken Pox
5. Diphtheria
6. Enteric E. coli infections
7. Foodborne or waterborne illness
8. Haemophilus influenzae, invasive
9. Hantavirus pulmonary syndrome
10. Hemolytic uremic syndrome, post-diarrheal
11. Hepatitis A
12. Measles
13. Mumps
14. Neisseria meningitidis, invasive
15. Pertussis or whooping cough
16. Poliomyelitis
17. Rabies, human and potential human exposure
18. Rubella
19. Smallpox, complication of vaccination
20. S. aureus, methicillin resistant (MRSA)
21. S. aureus infections with intermediate or high level resistance to vancomycin
22. Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections
23. Typhoid fever
24. Typhus

**2. Class II**
**The following diseases must be reported within seven (7) days after initial clinical suspicion:**

1. Acquired immune deficiency syndrome (AIDS)
2. Arboviruses (including WNV)
3. Brucellosis
4. Chancroid
5. Chlamydia
6. Creutzfeldt-Jakob Disease
7. Cryptosporidiosis
8. Cyclosporiasis
9. Ehrlichiosis and Anaplasmosis
10. Giardiasis
11. Gonorrhea
12. Hepatitis B, C, D
13. Histoplasmosis
14. Human immunodeficiency virus (HIV) infection
15. Influenza, deaths
16. Legionellosis
17. Leprosy
18. Leptospirosis
19. Listeriosis
20. Lyme Disease
21. Malaria
22. Ophthalmia neonatorum (gonococcal)
23. Psittacosis
24. Q fever
25. Reye syndrome
26. Rocky Mountain spotted fever
27. Salmonellosis, other than typhoid
28. Shigellosis
29. S. pneumonia, invasive
30. Syphilis
31. Tetanus
32. Toxic shock syndrome due to S. aureus
33. Trichinosis
34. Tularemia
35. Vibriosis (non-cholera)
36. Yersiniosis

**3. Unknown Diseases and Conditions**
The occurrence of any increase in incidence of any disease or condition or unknown of unusual origin also should be reported, along with major signs and symptoms.

## Police Department: Traffic/Parking

The Police Department provides a safe, learning environment and protects College property. Officers of the department are certified police officers. The Police Department also provides a variety of public services, as well as the standard services of a Police Department.

**Appointment of Oakton's Police Officers and Traffic/Parking Regulations**

**I. APPOINTMENT OF POLICE OFFICERS**
In accordance with the Illinois Revised Statutes (Chapter 110, Section, 805, Paragraphs 42.1 and 42.2), the Board of Trustees of Community College District 535 will hereby confer authority on, and appoint members of, the Police Department to protect the properties and interest of Oakton, its students and personnel, as well as enforce the traffic and parking regulations of the College as established below.

**II. TRAFFIC CONTROL DEVICES AND SIGNS**
• The drivers of all vehicles must obey traffic control devices and signs on all College roads and parking lots.
• No unauthorized vehicle is permitted on walkways or grass areas of the campus grounds.
• Parking in aisles or fire lanes is prohibited.

**III. SPEED REGULATION CODE**
• Twenty-five miles per hour on College roadways unless otherwise noted.
• Ten miles per hour in parking lots; and
• Ten miles per hour in fire lanes.
• The fact that the speed of a vehicle does not exceed the applicable maximum speed limit does not relieve the driver from the duty to decrease speed by reason of weather, road conditions or other safety considerations.

**IV. PARKING REGULATION CODE**
**Registration**
Vehicles operated by Oakton personnel must be properly registered through the Police Department with a valid College parking decal appropriately displayed (i.e., the lower right-hand corner of the front window).

**Parking Regulations**
• No vehicle is permitted to park or stand on the roadways or driveways of the parking areas at any time.
• In emergencies, vehicles will be moved to the nearest shoulder of the roadway.
• Parking in a visitor, handicapped, reserved or restricted area or space, without authorization will constitute a violation.
• Requests for special parking privileges, based on physical or medical reasons, must be authorized by the Health Services personnel and are valid for a two-week period only, with one renewal permit allowed.
• No vehicle is permitted to be parked overnight on campus grounds without prior authorization from the Police Department.
• Illegally parked or abandoned vehicles may be towed away at the owner's expense in accordance with the ordinance of the City of Des Plaines or Village of Skokie.

**Parking Areas**

All vehicles will be parked in the appropriate parking areas. Parking areas will be designated by the College administration which will include the following classifications:

- Visitors
- Reserved
- Handicapped
- Motorcycles
- Students
- Bicycles
- Faculty/Staff/Administrators

## V. PARKING AND TRAFFIC VIOLATIONS

Parking and traffic violators will be required to pay fines as established below:

- Parking in areas other than the appropriate (i.e., faculty/staff/administrator) parking area will be subject to a $10 fine(s) for each violation.
- Parking in fire lanes ($50) and handicapped space ($250) will be subject to a fine for each violation.
- Parking in visitor, motorcycle or reserved space or parking in restricted aisles/driveways/roadways will be subject to a $10 fine(s) for each violation.
- All traffic moving violations (i.e., exceeding posted speed limit; driving in a hazardous manner; failing to obey traffic signs) will be subject to a $40 fine(s).
- All moving and equipment violations will be subject to a $40 fine(s).

## VI. PENALTIES

Violators will be required to pay the appropriate fine within 30 days after the violation has been occurred or adjudicated. The following penalties will be applicable after the 30 days have expired.

**Students:** Grade reports, transcripts, and registration will be withheld.

**College Employees:** Amount of unpaid parking/traffic citation fines will be deducted from the individual's payroll check.

## VII. APPEALS PROCESS (DUE PROCESS)

Anyone who has received a citation for an alleged violation will have the right to appeal. Request for appeal must be in writing. Appeal forms may be obtained from, and returned to, either the Police Department or the Office of Student Life and Campus Inclusion (for students) within 21 calendar days following the receipt of the citation. The appeal must contain a statement of the specific grounds for appeal. Hearings will take place on the first Monday of each month. If the designated Monday is a holiday, the hearings will take place as soon as possible thereafter. Failure to appear at the hearing will constitute withdrawal of the request for appeal unless a written request for a delay with sufficient reason(s) has been received by the Office of Student Life and Campus Inclusion or Police Department prior to the scheduled hearing date. The chief of police or designee, will be at the hearings to present evidence and/or give oral statements.

**Students:** A student may appeal to the Student Judicial Board comprised of four students to be appointed by the president of the Student Government Association. The senior manager of Student Life and Campus Inclusion or designee, will also be a member of the Student Judicial Board. Two students and the senior manager of Student Life and Campus Inclusion or designee, will constitute a quorum. The decision made by a majority vote of those present will be considered as final.

**College Employees:** College employees may appeal to the Traffic Appeals Board comprised of a faculty member or alternate, a staff member or their alternate, all appointed by the president. The vice president for Business and Finance or designee, also will be a member of the Appeals Board. The decision made by the majority of this body will be considered final.

## Beverage Consumption Policy

Consumption of beverages shall be limited to the cafeteria, offices, lounges, and areas adjacent to vending machines.

## Smoke-Free Campus Policy

Effective July 1, 2015, the College will comply with the Smoke Free Campus Act (110 ILCS 64) that prohibits smoking on College property, including in all indoor and outdoor space and in all College-owned vehicles.

**Definition:** "Smoking" means the lighting or burning of any type of cigar, cigarette, electronic cigarette, pipe or any other smoking equipment, whether filled with tobacco or any other type of material.

Littering of any smoking product or any other waste product on College property is prohibited.

This policy applies to any individual on College property, including but not limited to students, faculty, staff, other employees, subcontractors, volunteers, visitors, and members of the public.

Violation may result in monetary fines issued by Oakton Police and/or disciplinary actions by the appropriate administrative office.

**Important Notice:** Notwithstanding the Cannabis Regulation and Tax Act (effective January 1, 2020), which legalized the recreational use of cannabis by adults ages 21 and older in Illinois, Oakton College prohibits the use, possession and distribution of cannabis, whether recreational or medicinal, while on any College property or while participating in any College-sponsored on-campus or off-campus program, activity, or event. For more information, please refer to the Drug Free Schools and Communities Act.

**Smoking Violations**
Violators of the smoke-free campus policy will be required to pay fines as established below:
• Smoking on campus property will be subject to a $50 fine for each violation. A warning may be issued for the first offense.
• Noncompliant students may be referred for disciplinary actions by the appropriate administrative office.
• Noncompliant College employees may be referred to their respective supervisor.

**Penalties**
Violators will be required to pay the appropriate fine within 30 calendar days after the violation has been issued or adjudicated. The following penalties will be applicable after 30 calendar days have expired.
**Students:** Grade reports, transcripts, and registration will be withheld.
**College employees:** The amount of the unpaid smoking citation fines will be deducted from the individual's payroll check.

**Appeals Process (Due Process)**
Anyone who has received a citation for an alleged violation will have the right to appeal. The request for an appeal must be in writing. Appeal forms may be obtained from and returned to either the Office of Student Life and Campus Inclusion (for students) or CRN (for employees) within 30 calendar days following the receipt of the citation. The appeal must contain a statement of the specific grounds for appeal. Hearings will be on the first Monday of each month. In the event that the designated Monday is a holiday, the hearings will be scheduled as soon as possible. Failure to appear at the hearing will constitute withdrawal of the request for appeal unless a written request for a delay, with sufficient reason(s) given, has been received by the Office of Student Life and Campus Inclusion or by CRN prior to the scheduled hearing date. The chief of CRN or designee will be at the hearings to present evidence and/or to give oral statements.

**Students:** A student may appeal to the Student Judicial Board, which will be comprised of four students to be appointed by the president of the Student Government Association. The senior manager of Student Life and Campus Inclusion or designee also will be a non-voting member of the Student Judicial Board. Two students and the senior manager of Student Life and Campus Inclusion or designee will constitute a quorum. The decision made by a majority vote of those present will be considered as final.

**College Employees:** An employee may appeal to the Appeals Board, which will be comprised of a faculty member (or alternate) and a staff member (or alternate), all appointed by the president of Oakton College. The vice president for Business and Finance or designee also will be a member of the Appeals Board. The decision made by the majority of this body will be considered as final.

## Free Speech and Expression Policy

**I. Purpose**
Oakton College is committed to maintaining an educational environment that fosters the free exchange of thoughts and ideas. This document outlines the policy and procedures regarding free speech and expression at Oakton College.

**II. Policy**
In accordance with the First Amendment of the United States Constitution, it is the policy of Oakton College to protect the speech rights of students, faculty, staff, community members, and the public, while preserving the order necessary for Oakton to achieve its educational purpose. The College reserves its right to limit the time, place, and manner of speech and expression in order to foster a safe and inclusive campus environment in compliance with such time, place, and manner restrictions, Oakton policies and procedures, and applicable laws.

For more information on Oakton's Campus Free Speech and Procedural Guidelines, contact the Office of Student Life and Campus Inclusion.

# Our Mission, Vision and Values

## Mission

Oakton is the community's college. By providing access to quality education throughout a lifetime, we empower and transform our students in the diverse communities we serve.

## Vision

Dedicated to teaching and learning, Oakton is a student-centered college known for academic rigor and high standards. Through exemplary teaching that relies on innovation and collaboration with our community partners, our students learn to think critically, solve problems, and to be ethical global citizens who shape the world. We are committed to diversity, cultural competence, and achieving equity in student outcomes.

## Values

A **focus on Oakton students** is at the core of each of these values.

• We exercise **responsibility** through accountability to each other, our community, and the environment.

• We embrace the **diversity** of the Oakton community and honor it as one of our college's primary strengths.

• We advance **equity** by acknowledging the effects of systemic social injustices and intentionally designing the Oakton experience to foster success for all students.

• We uphold **integrity** through a commitment to trust, transparency, and honesty by all members of the Oakton community.

• We cultivate **compassion** within a caring community that appreciates that personal fulfillment and well-being are central to our mission.

• We foster **collaboration** within the college and the larger community and recognize our interdependence and ability to achieve more together.

*Adopted by the Board of Trustees, March 21, 2017*

Oakton College

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