

# COLLEGE POLICIES

## 2016/2017 STUDENT HANDBOOK

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We'll help you get there.**



**HEARTLAND**  
COMMUNITY COLLEGE

# 2016-2017 Student Handbook

## College Polices

This College Policies Student Handbook is published to present institutional polices for the 2016-2017 academic year.

### Student Email Communication Statement

Email is considered an official method of communication at Heartland Community College. All Heartland Community College students are expected to check their my.Heartland email accounts weekly.

Failure to regularly check email or log into the my.Heartland portal is not a valid reason for being unaware of College policies or procedures, or of one's academic, financial, or student status at the College.

### Change of Address

It is the responsibility of the student to notify the College of any change in address. All official College information will be sent to the address on file. Failure to notify the College of changes of address will result in a restriction of future enrollments and a hold on the release of transcripts. Change of address forms may be completed in the Enrollment Services office located in CCB, Suite 1000, at the main campus.

### Disclaimer

The Catalog and Student Handbooks are published for informational purposes. The information is not to be regarded as an irrevocable contract between the student and the College. The Board of Trustees of Heartland Community College reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and such other matters as may be within its control, notwithstanding any information set forth in the online Catalog and Student Handbooks.

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## Academics

### Academic Amnesty/Forgiveness

Academic Amnesty/Forgiveness allows students a second chance regarding their academic performance. This one-time policy allows previous poor academic performance to no longer be calculated into your grade point average (GPA). To be eligible for academic forgiveness, a student must meet the following criteria:

1. Student has not attended a college or university in the previous three calendar years.
2. Student has changed academic program of study.
3. Student has completed at least 12 credit hours with a grade point average of 2.0 or better upon returning to HCC.

If granted, the grades for all courses completed prior to the student's return will be excluded from the official GPA but the courses will remain on the official transcript with a notation of academic amnesty/forgiveness. If a student is receiving financial aid, Satisfactory Academic Progress guidelines will apply.

Students must request academic amnesty/forgiveness by submitting a letter or email to the Dean of Enrollment Services.

### Academic Probation-Dismissal

A student may be placed on academic probation for failure to achieve the minimum cumulative grade point average required for good standing:

Total Hours Attempted	GPA Required
9-16	1.50
17-32	1.70
33-48	1.85
49+	2.00

Once a student is placed on probation, the student must earn at least a 2.0 in the subsequent semester and raise the cumulative GPA to meet or exceed the required GPA in order to return to Good Standing.

If a student on probation meets either the minimum 2.0 semester GPA or the minimum cumulative GPA (not both), the student will be placed on Continuing Probation.

If a student on probation does not earn at least a 2.0 in the subsequent semester and does not meet the cumulative GPA required, the student will be placed on Dismissal. The student will have to sit out for a semester in order to return.

Students on probation, continuing probation and dismissal are required to see the Academic Standing Program (ASP) Advisor for educational planning and academic support. Individualized

strategies will be developed to assist the student to identify causes of academic difficulties and to achieve satisfactory grade point averages. College services will be utilized to help the student reach his or her educational potential and goals. Students who fail to see the ASP advisor or complete required support work will not be allowed to register for subsequent classes.

A student placed on dismissal at the conclusion of fall will sit out the spring semester. A student on dismissal at the conclusion of spring will sit out summer and fall semesters. A student on dismissal at the conclusion of summer will sit out the fall semester.

Students placed on dismissal may seek advising and academic assistance during the semester(s) of non-attendance. Heartland reserves the right to limit the credit hours of previously dismissed students upon their return to the College. All dismissed students are required to see the ASP Advisor to develop success oriented strategies before being allowed to register.

### **Admissions**

HCC is an open-admission institution. The College admits any student who can benefit from our programs, including:

- High school graduates,
- GED certificate holders,
- All persons 18 years of age or older,
- Transfer students from other colleges and universities, and
- Current high school students.
- College Now students
- Dual Credit students

Admission to the College does not ensure admission to a particular course or program of study. The Illinois Board of Higher Education has established minimum high school course requirements for admission into any public universities and community college transfer (A.A., A.S., A.E.S. degree) programs.

Admission to certain programs may be limited and subject to specific requirements. Students should check with an academic advisor to determine their status regarding these requirements. In limited enrollment programs, the College will give preference to residents of District 540.

### **Alternative Credit Options (AP, CLEP, PL & Military Credit)**

#### **Advanced Placement (AP) Program Credits**

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The Advanced Placement Program is sponsored by the College Board. The examinations are administered at designated testing centers. Students will be awarded credit as indicated below. Official advanced placement scores must be sent directly to HCC from the College Board.

<b>AP Examination</b>	<b>Score</b>	<b>Credit Granted</b>	<b>HCC Course</b>
Art History	3 or higher	6	ART 211, 212 History of Art I and II
Biology	3 or higher	4	BIOL 161 Principles of Biology I
Calculus AB	3 or higher	4	MATH 161 Calculus I
Calculus BC	3 or higher	8	MATH 161, 162 Calculus I and II
Chemistry	3	4	CHEM 120 Fundamentals of Chemistry
Chemistry	4 or 5	5	CHEM 161 General Chemistry I
Chinese Language & Culture	3	8	CHIN 101, 102 Chinese I and II
Chinese Language & Culture	4 or 5	8	CHIN 201, 202 Chinese III and IV
Comparative Govt & Politics	3 or higher	3	POS 220 Comparative Governments
Computer Science A	3 or higher	4	CSCI 130 Computer Science I
Computer Science Principles	3 or higher	3	General Elective
English Lang & Composition	3	3	ENGL 101 Critical Reading & Writing
English Lang & Composition	4 or 5	6	ENGL 101, 102 Critical Writing and Multimodal Composition
English Lit & Composition	3	3	ENGL 101 Critical Reading & Writing
English Lit & Composition	4 or 5	6	ENGL 101 Critical Writing & LITR 111 Intro to Literature
Environmental Science	3 or higher	3	EASC 111 Environmental Earth
European History	3 or higher	3	HIST 102 Western Civilization II
French Language & Culture	3	8	FREN 101, 102 French I and II
French Language & Culture	4 or 5	8	FREN 201, 202 French III and IV
German Language & Culture	3	8	GERM 101, 102 German I and II
German Language & Culture	4 or 5	8	GERM 201, 202 German III and IV
Human Geography	3 or higher	3	GEOG 101 World Geography
Italian Language & Culture	3	8	ITAL 101, 102 Italian I and II
Italian Language & Culture	4 or 5	8	ITAL 201, 202 Italian III and IV
Macroeconomics	3 or higher	3	ECON 102 Principles of Macroeconomics
Microeconomics	3 or higher	3	ECON 101 Principles of Microeconomics
Music Theory	3 or higher	4	MUSI 110 Music Theory, Keyboard & Aural
Physics 1: Algebra-Based	3 or higher	5	PHYS 161 College Physics I
Physics 2: Algebra-Based	3 or higher	5	PHYS 162 College Physics II
Physics Test C: Elect & Magnt	3 or higher	4	PHYS 172 Electricity & Magnetism
Physics Test C: Mechanics	3 or higher	4	PHYS 171 Mechanics
Psychology	3 or higher	3	PSY 101 Introduction to Psychology
Spanish Language & Culture	3	8	SPAN 101, 102 Spanish I and II
Spanish Language & Culture	4 or 5	8	SPAN 201, 202 Spanish III and IV
Spanish Literature & Culture	3 or higher	3	General Elective
Statistics	3 or higher	4	MATH 141 Introduction to Statistics
Studio Art: 2-D Design	3 or higher	3	ART 102 Two-Dimensional Design
Studio Art: 3-D Design	3 or higher	3	ART 103 3-D Design
Studio Art: Drawing	3 or higher	3	ART 104 Basic Drawing
US History	3 or higher	6	HIST 135, 136 US History I and II

US Government & Politics	3 or higher	3	POS 101 American Government & Politics
World History	3 or higher	6	General Elective
Capstone Research	3 or higher	3	Credits based on research topic
Capstone Seminar	3 or higher	3	Credits based on seminar topic

### College Level Examination Program (CLEP) Program Credits

Heartland Community College accepts a full range of College Level Examination Program (CLEP) exams which measure mastery of introductory college-level subjects.

In order to receive credit the student must request an official copy of exam scores to be sent directly from the College Board to HCC. Credit will be awarded as indicated below.

<b>CLEP Examination</b>	<b>Score</b>	<b>Credit Granted</b>	<b>HCC Course</b>
<b>Composition &amp; Literature</b>			
College Composition	50	3	ENGL 101 Composition I
Analyzing & Interpreting Lit	50	3	ENGL 111 Introduction to Literature
Humanities	50	3	HUMA 101 Intro to Humanities
<b>Languages</b>			
French Language Level 1	50	8	FREN 101 and 102 French I and II
German Language Level 1	50	8	GERM 101 and 102 German I and II
Spanish Language Level 1	50	8	SPAN 101 and 102 - Spanish I and II
French Language Level 2	65	8	FREN 201 and 202 French III and IV
German Language Level 2	65	8	GERM 201 and 202 German III and IV
Spanish Language Level 2	65	8	SPAN 201 and 202 Spanish III and IV
<b>Science and Math</b>			
Biology	56	4	BIOL 161 Principles of Biology I
Chemistry	52	5	CHEM 161 General Chemistry I
College Algebra	50	4	MATH 109 College Algebra
College Mathematics	50	3	MATH 131 Explorations in Mathematics
Calculus	50	4	MATH 161 Calculus I
<b>Social Science and History</b>			
Principles of Microeconomics	50	3	ECON 101 Principles of Microeconomics
Principles of Macroeconomics	50	3	ECON 102 Principles of Macroeconomics
*Introductory Psychology	60	3	PSY 101 Introduction to Psychology
*Introductory Sociology	60	3	SOC 101 Sociology
**Western Civilization I	56	3	HIST 101 Western Civilization to 1500
**Western Civilization II	56	3	HIST 102 Western Civilization Since 1500
<b>Business</b>			
Financial Accounting	50	4	ACCT 200 Financial Accounting
Introductory Business Law	50	3	BUSN 210 Legal Environment of Business
Principles of Management	50	3	BUSN 220 Principles of Management
Principles of Marketing	50	3	BUSN 230 Principles of Marketing



\*Students can receive credit for PSY 101 **OR** SOC 101 (credit will not be awarded for both courses)

\*\*Students can receive credit for HIST 101 **OR** 102 (credit will not be awarded for both courses)

The College reserves the right to award credit on a case by case basis for prior learning.

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## Military Credit

The College follows the recommendation of the American Council on Education in granting six (6) semester hours of elective military credit for DD214 and one (1) year of active duty.

## Assessment of Basic Skills

To increase the likelihood of student success, HCC requires basic skills testing for new students. Basic skills assessments in writing, mathematics and reading are used to determine appropriate placement into HCC courses. Complete assessment is required prior to meeting with an advisor. You may be eligible to bypass the assessment if your ACT scores meet the standard requirement and are less than two years old. For students who have previous college coursework, assessment requirements will be determined after a review of the student's transcripts.

Students with special testing needs regarding the basic skills assessment process should contact [Disability Support Services](#) prior to taking the assessment.

For more information on assessment, including the assessment schedule, sample questions and answers to frequently asked questions, please visit [www.heartland.edu/assessment](http://www.heartland.edu/assessment).

## Attendance

Since satisfactory progress is important to college success, all students are expected to attend classes regularly and promptly. The specific attendance policy of any course is outlined in the syllabus. Specific attendance requirements may exist in certain courses or programs, or for students receiving special services.

Students who are absent from a class or laboratory period are held responsible for material and work they may have missed by their absence or tardiness. Instructors are not required to accept late work or allow make-up testing. If accepted, such work may receive a lower grade. However, the College is required to respond to the academic needs of pregnant and parenting students, according to Title IX of the Educational Amendments Act of 1972. (Also, please see related policy regarding College Sponsored Events)

## Auditing a Class

Students may register to audit a course for no credit or grade. This is most often done when a student wants to gain an understanding of the content covered, but does not need the course as a program requirement. Auditing a course allows the student to participate in a course without the pressure of tests, papers and other course assignments. The student will pay full tuition and fees

when enrolled in an audit. You must see an advisor to enroll as an audit. Once class has begun you cannot change to “credit”

Students must declare their intent to audit a course at the time of registration with an advisor. Students may not change from credit status to audit status or from audit status to credit status. A grade of “U” will appear on the transcript. Please check with financial aid before enrolling in a course for audit.

### **College-Sponsored Events**

*This policy reflects the rights and responsibilities of impacted parties when participation in College-sponsored events conflicts with classroom attendance to ensure that students participating in College-sponsored events have the opportunity to be evaluated on course material and are not penalized for their absence from the classroom.*

The heart of learning and academic success takes place in the classroom, and as such, classroom attendance and participation is vital to student success. Therefore, every student at Heartland Community College (HCC) must make classroom attendance a priority.

HCC is also committed to promoting and supporting co-curricular engagement and success by its students, in large part because co-curricular success can work to strengthen classroom and academic success.

Because there are times when college-sanctioned participation in co-curricular events may conflict with classroom attendance, HCC has established the following policies outlined below.

***Student Participants*** will:

1. Remain mindful that they are representatives of HCC and thus, academics is their primary responsibility. As such, students will remain diligent in their focus on success in the classroom which enables their participation as HCC representatives outside the classroom.
2. Inform instructors at the beginning of the semester of their affiliation with a student organization and of scheduled absences through a formal letter from the organization they will be representing.
3. Inform instructors of specific classroom absences two weeks in advance, or if that is not possible, as soon as the absence is known.
4. Realize that absence is not an excuse for late work. Students should request from their instructor the opportunity to complete evaluated coursework and exams prior to the College-sanctioned event which will cause their absence, and take responsibility to make up any work that has been missed by adhering to the instructor’s policies regarding making up missed coursework.
5. In the event of a disagreement regarding the Instructor’s policy, the student will discuss it first with the instructor, and if no resolution can be achieved, the student will proceed through the Student Appeals process as outlined in the Student Handbook.

***Student Organizations*** with activities resulting in classroom absence will:

1. Make every reasonable effort to minimize conflicts between activity scheduling and student classroom attendance (e.g., avoid scheduling events on the same days and times) and give primary attention to the fact that excessive absences lead to missed learning opportunities and may result in lower grades.
2. Communicate to students that their first responsibility is that of a student and that they are responsible for the completion of all coursework in their classes. As such, student organization leaders should encourage students to excuse themselves from participation in events if the student or the organization leader feels the student's academic performance is suffering.
3. Provide updated formal documentation of the schedule for the season (including campus departure times) to students as soon as it is available, and maintain an updated version on the College's shared drive for access by all instructional staff.
4. Inform student participants of their responsibility to notify instructors regarding impending absences two weeks in advance, or if that is not possible, as soon as the absence is known.
5. Refer the student with a concern to the Division Dean.
6. Refrain from contacting any instructor directly when a disagreement occurs in an attempt to intercede on the student's behalf.

***Academic Advisors*** will:

1. Make every effort to avoid schedule conflicts for student participants during the course selection process.
2. Actively dissuade student-participants from enrolling in classes that present them with such conflicts.
3. Advise students regarding their participation in co-curricular events based on their academic performance.

***Instructors*** will:

1. Afford student participants who are absent from class due to College-sanctioned events the opportunity to make up and be evaluated on any missed coursework or exams that were assigned a point value.
2. Not penalize student participants who are absent from class due to College-sanctioned events.
3. Provide reasonable accommodations to ensure student participants have an opportunity for classroom evaluations assigned a point value.

Examples of reasonable accommodations include: A) Advanced make-up of an assignment or exam; B) Attending an alternative class session to participate in a classroom activity; C) Providing an alternative assessment and evaluation.

Examples of unacceptable accommodations include: D) Requiring that missed evaluations be counted as a low grade to be dropped; E) Requiring that missed exam points be added to a future exam; F) Denying the student the opportunity to make up missed points.

4. Notify their supervisor in the rare case when no reasonable accommodation can be made within the classroom (e.g., science lab that cannot be replicated; nursing clinicals required by accrediting bodies, etc.). If the Division Administrator deems no reasonable accommodation can be made, the instructor will notify the student and the Division Administrator will notify the Vice President of Instruction.

***The Vice President of Learning and Student Success*** will:

1. Determine what constitutes a college-sanctioned event, in consultation with the Chair of the College's Curriculum and Academic Standards Committee.
2. Act as the arbiter when all avenues to resolve conflicts have been exhausted.

**Current Activities and Groups** that are college-sponsored include;

Athletics

Team members of Baseball, Softball, Men's & Women's Soccer for athletic contests

Clubs & Organization Officers:

Illinois Community College Student Activities Association Student Leadership Conference

Phi Theta Kappa Officers:

State wide conference & national conference

Student Government Association President:

Attendance at quarterly Illinois Board of Higher Education – Student Advisory Committee Meetings

Student Government Association (SGA) and Heartland Activities Committee (HAC) Officers:

Illinois Community College Student Activities Association Student Leadership Conference

SGA, HAC, and Clubs & Organization Officers (possibly some general students):

Illinois Community College Board – Student Advocacy Day (Lobbying Day) in Springfield

Student Trustee:

Attendance at quarterly Illinois Community College Trustee Association - Student Advisory Committee Meetings

Attendance at annual Student Trustee Leadership Training Workshop

This policy was formulated after an extensive review of student attendance policies, including those at Dyersburg State Community College, Illinois Central College, Illinois State University, Illinois Wesleyan University, Lakeland Community College, Moraine Valley Community College, Parkland College, Rock Valley Community College, Tallahassee Community College.

### **Commencement**

A commencement ceremony is conducted once a year, at the end of the spring semester. Fall and summer graduates are also encouraged to participate in the commencement ceremony. Students who are interested in participating in the commencement ceremony must submit an application for graduation. Students who intend to participate in commencement will receive notification in the month of March.

Instructions for applying for graduation can be found online at <https://www.heartland.edu/records/graduation.html>

For additional questions concerning graduation, contact the Records Office at

[Records@heartland.edu](mailto:Records@heartland.edu)

### **Credit-No Credit Options**

The purpose of the credit/no credit option is to encourage students to explore courses without concern for the letter grade assigned to the course. Students must declare their intent for the credit/no credit option at the time of registration with an advisor.

The following requirements apply to the credit/no credit option:

- Students may take up to 25% of their course work on a credit/no credit basis.
- Credit/no credit status cannot be changed after the end of the full refund period (the first 10 days of a 16-week class and prorated for shorter sessions).
- Students may not register for the credit/no credit option if they are not in good standing.
- Students must earn the equivalent of a grade of C or better to earn a CR grade.
- Students should be aware that some courses are only offered on a credit/no credit basis.

Please be aware that some colleges and universities may not accept courses completed under the credit/no credit option.

### **Dean's List**

At the end of each fall and spring semester, a Dean's List is published naming those full-time students who, during the preceding semester, earned at least a 3.5 GPA in at least 12 semester hours for the semester.

### **Equal Opportunity Statement**

The College provides equal educational opportunities to all students and equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age,

disability, marital status, status as a veteran, or any other protected status under federal, state or local laws. This policy applies to all terms and conditions of enrollment and employment. Heartland Community College expressly prohibits any form of harassment in the learning and working environment, including but not limited to, sexual harassment and harassment based on any status or condition protected by applicable law, rule or regulation. The College prohibits discrimination based on any such protected status and shall maintain compliance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Violence Against Women Act of 1994, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Illinois Human Rights Act, and all other laws, rules and regulations that apply to College operations.

To the extent that there are conflicts between the terms of any College policy and applicable law, such applicable law shall be controlling. Whenever a specific external law, rule or regulation is referenced in these policies, such reference shall be to the most recent enacted and amended version of such law, rule or regulation.

### **Final Exam Policy**

If a student has three or more final examinations scheduled for the same day, the student is required to take two exams that are scheduled for that day and to make arrangements with the other instructor(s) to reschedule the other final examination(s). The student must notify the instructor(s) about such conflicts by the withdrawal deadline of the affected class(es).

### **Grades**

Midterm and final grades will be available to students online at my.Heartland through the IRIS tab. Once in IRIS, the student should click on the following links to view midterm and final grades:

Self Service > Student Center > Other Academics > Grades

The student should click on the radio button for the desired semester and career (i.e. fall 2015 undergraduate). If a student does not have Internet access, a copy of the grade report may be obtained in person by visiting Enrollment Services in Normal, Lincoln or Pontiac

The Heartland Community College grading philosophy grows out of our vision of educational excellence. This common philosophy provides a framework for each academic division and instructor as they establish their own individual course grading system, evaluation methods and course policies using the shared general rubrics for letter grades given below.

Letter grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students of academic progress, and, as necessary, to improve student performance, habits, and practices. Using a letter grade as a prerequisite for subsequent courses means we believe that

the grade was assigned through a conscious judgment about a student's readiness to proceed to more advanced study.

At Heartland, students' academic achievement is measured by their mastery of course objectives and content. We challenge students to meet these recognized standards of achievement and we assign grades based on their success in doing so. Simply stated, we believe that the responsibility for academic achievement rests with the student and that holding students responsible for their learning promotes their academic growth.

A (4.0)

This grade represents consistently outstanding performance that demonstrates superior understanding and skillful use of important course concepts. Performance at this level signifies that the student is extremely well prepared to continue with more advanced study of the subject.

B (3.0)

This grade represents performance significantly beyond the level necessary to achieve the course objectives. Work is of high quality but not consistently at an outstanding level. Performance at this level signifies that the student is well prepared to continue with more advanced study of the subject.

C (2.0)

This grade represents an acceptable achievement of the course objectives. Performance at this level signifies that the student is reasonably well prepared to continue with more advanced study of the subject.

D (1.0)

This grade represents less than adequate performance. It signifies questionable readiness to proceed with more advanced study of the subject.

F (0.0)

This grade reflects unacceptable performance. The student is not yet ready to proceed with more advanced study of the subject, and must repeat the course successfully to receive credit

Grade point averages (GPA) are used to determine the academic standing of a student, as well as to award honors. The number of grade points earned in a given course is calculated by multiplying the number of points assigned to the specific letter grade received in the class by the number of semester hours the course carries. Thus, a grade of B (3.00 grade points) in a course which carries 4 semester credit hours would earn a student 12 (3 x 4) grade points.

A student's GPA for a semester is computed by dividing the total number of semester hours attempted into the total number of grade points earned. The division is carried out three places to the right of the decimal point and rounded off to two places.

GPA's are calculated at the conclusion of each semester. Courses with grades I, W, U, R, P, CR, NC, #, NR, NP, X and \* are not considered part of the total hours attempted for purposes of determining a student's GPA, but these grades are recorded on the student's academic record.

GPA's only average the grades given for Heartland Community College courses numbered 100 level or above. A semester GPA represents the average for one semester; a cumulative GPA reflects the average of courses taken throughout a student's academic career at HCC.

### Graduation Requirements

All of HCC's degree and certificate program requirements are outlined in the college catalog. Students must meet the program requirements of the catalog in effect at the time of their acceptance to the program. If they do not enroll for three semesters or more (including summer), they must submit a new application to the College, and they will be held to the program requirements of the catalog in effect at the time of their return. There may be situations in which a different catalog may be more appropriate for determining graduation. For these cases, students will need to submit their request to change degree requirements in writing to the Dean of Enrollment Services.

The College confers degrees and certificates at the end of each semester. Students must complete the online graduation application prior to the deadline listed below for the semester in which they are planning to complete their program.

<b>Program Completion Semester</b>	<b>Deadline to Submit Graduation Application</b>
Fall semester	December 23
Spring semester (May) <i>Participating in the ceremony</i>	April 1
Spring semester (May) <i>Not participating in the ceremony</i>	May 23
Summer semester (July) <i>Participating in the ceremony</i>	April 1
Summer semester (July) <i>Not participating in the ceremony</i>	August 4

The following are the steps to complete the application for graduation.

- Go to **myHeartland**
- Log in with your log-in name and password
- Click on the IRIS tab
- Go to **My Academics**
- Select **Apply for Graduation** from the drop down menu and enter the required information



## **Multiple Degrees/Certificates**

Students may earn multiple degrees and certificates at Heartland Community College. Students interested in completing programs must:

1. Declare any additional programs degree by submitting a new college application.
2. Complete all course requirements for each degree and/or certificate.
  - a. Students looking to earn more than one transfer associate degree must complete an additional 15 credit hours at Heartland Community College beyond the first degree.
3. Submit an application for graduation for each degree and/or certificate.

## **Informed Consent**

A student gives written permission on the appropriate consent form and acknowledges by that action that the student's written assignments or projects in HCC courses may be used by faculty members for teaching and/or for research purposes. Such use might consist of, but is not limited to, inclusion of the student's work, in whole or in part, in research studies which are published, either in print or electronic media, for an academic audience, or distribution to other classes, again either in print or electronically, for use in class discussion or as models to illustrate possible approaches to course topics. When reproducing student work, the College will preserve the student's anonymity.

### **Guidelines on Preparing an Informed Consent**

The informed consent should include the following information:

- A description of the research project and the expected duration
- Information regarding the conditions of the subject's participation in the study
- A description of the proposed research procedures
- A statement concerning the expected benefits of the study
- A statement describing any possible risks and discomforts the subject may experience
- A description of how confidentiality will be maintained
- Contact information about the researcher
- Participant signature.

## **Maximum Course Load**

The recommended maximum number of semester hours for a student during an academic semester is: 18 hours for a 16-week term; 9 hours for a summer term; 8 hours for dual enrollment.

Enrolling in more than the maximum load requires approval from the Director of Advisement and Career Services. Granting of this request will depend on the student's academic record. Caution is advised for students concurrently enrolled at other institutions, to adhere to the maximum load policy.

## **Optional Disclosure of Private Mental Health Information**

In accordance with the Student Optional Disclosure of Private Mental Health Act at: <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=099-0278&GA=99>. This Act states that an institution of higher learning may disclose mental health information if a physician, clinical psychologist, or qualified examiner makes a determination that the student poses a clear danger to himself, herself, or others.

What Information Will Be Disclosed?

Heartland Community College (HCC) is providing students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person of their choosing.

This policy provides you with the option to designate a person to whom HCC may disclose certain private mental health information. HCC will contact the person of choice if HCC's Student Counseling Services determines that:

1. You pose a clear danger to yourself or to others.
2. Protection is needed for you or another person from a clear, imminent risk of serious mental or physical injury, disease or death.

The physician, clinical psychologist, or qualified examiner shall, as soon as possible but no more than 24 hours after making the determination, attempt to contact the designated person and notify the designated person that the physician, clinical psychologist, or qualified examiner has made a determination that the student poses a clear, imminent danger to himself, herself, or others.

### **Student Authorization**

You are not required to designate a person. Only do so if you desire. Should you choose to designate a contact person, it can be anyone over the age of 18 (e.g., parent, sibling, friend, etc.). You may change your designation at any time.

The form can be completed from this link:

<https://www.heartland.edu/consumerInfo/healthInformationDisclosure.html>

Please note that HCC reserves the right to contact your parent, legal guardian, spouse and/or other emergency contact as required or permitted by law.

## **Privacy of Educational Records**

Student records are maintained in a manner that protects the privacy of students and provides eligible students access to the information recorded. The Family Educational Rights and Privacy Act (PL 93-380) provides that educational institutions allow students to suppress certain information regarded as public directory information. Students are allowed to fill out a FERPA form in order to allow their parents or any other persons to access their records. Heartland defines public directory information as:

- Name, addresses & telephone numbers
- Major field of study
- Dates of attendance
- Enrollment status (part-time, full-time)
- Degrees, honors and certificates received or anticipated
- Participation in activities
- Institutions previously attended
- Student login name
- HCC email address
- Height and weight of athlete
- Photograph of athlete.

Only a student who is currently enrolled at Heartland Community College may suppress the above public information items by completing and submitting a “Request to Prevent Disclosure of Directory Information” form prior to the second week of class. This form needs to be completed in person in the Records Office, CCB1600.

The Family Educational Rights and Privacy Act (PL 93-380) includes provisions that protect the privacy of students. These include:

- The right to inspect and review their education records within 45 days of the day the college receives a request for access.
- The right to request the amendment of their education record that they believe is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. An exception is disclosure to school officials within the college who have a legitimate educational interest.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Upon request the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

### **Registered Sex Offenders**

The College maintains an open enrollment philosophy and welcomes people from all backgrounds to the campus. There are instances when the past conduct of an individual and their rights must be balanced with the College’s responsibility to maintain a safe and secure environment for all persons on the campus. The safety and security of all persons, especially those who have not yet reached the age of emancipation, is always at the forefront of the College’s actions, and specifically in this policy regarding a Registered Sex Offender (RSO) on the campus.

All students, faculty, staff and other visitors on campus, who are RSOs are hereby required to report their status as a RSO in such a manner as prescribed by the College President to insure compliance with Illinois law and be consistent with this policy.

In keeping with past practice of the College, and Illinois law, RSOs who either attend classes, participate in other community or public programs on the campus, or work at Heartland Community College or any of its satellite facilities, are required to submit a written request to attend classes or participate in other functions on campus. The request must be submitted in a timely manner before the class, event, or employment is scheduled to begin to allow adequate time for the College to review the request and make a determination on their ability to be on campus. The written request must be submitted for each semester or any time the RSO changes his /her classes or begins a new class or College program

RSO's seeking to attend classes or attend public programs or other community events on campus must contact the Dean of Student Success to report their status.

### **Repeating a Course**

Students may repeat any course regardless of the grade previously earned (including withdrawals). Credit will only be granted once except for those courses with variable credit as noted in the course description in the catalog. Only the highest grade earned for any repeated course will be calculated into the students' grade point average (GPA). Although the previous grade is not factored into the students' GPA, all grades will appear on the students' transcript. A notation regarding the repeat will appear on the transcript. However, students may attempt to earn a better grade as many times as they wish. Transferring students should be aware that other schools may calculate GPA differently.

### **Residency Requirements**

Individuals are considered residents of Heartland District 540 if one of the following criteria is met for at least 30 days prior to the start of the academic term. Documentation of residency must be provided by the first date of the semester.

- A graduate of a District 540 high school within the last year.
- Residing with his/her parent or guardian within the District.
- Emancipated minor, completely self-supporting and residing within the District.
- Married and maintaining a family residence within the District.
- Single and self-supporting as defined by the Federal Office of Education and maintains a residence within the District.
- Residing outside the District, but working full-time within the District.
- Residing outside the District, but is a dependent of a parent/guardian who commutes to work full-time within the District.
- Residing outside the District, but pays property taxes on land within the District.

Valid documentation (issued and signed within 30 days prior to the start of the academic term), which is acceptable for verification of residency, includes:

- High school transcript from a District 540 high school
- Voter's registration in District 540
- Tax, utility or rent receipts in District 540
- Driver's license or vehicle registration showing a District 540 address
- Bank account statement in District 540.

\*These requirements do not apply to non-immigrant international students. For information on international student requirements, please see:  
<http://www.heartland.edu/international/internationalAdmission.jsp>.

### **Student Right-to-Know Disclosure**

As an institution participating in Title IV Higher Education Act programs, Heartland Community College is required by federal law to disclose graduation and transfer-out information in compliance with the Student Right-to-Know Act. Information on program completion and transfer to other institutions by Heartland students is available at:  
<http://www.heartland.edu/studentRightToKnow/>

### **Transfer from Other Colleges & Universities**

Students who intend to transfer to Heartland for a degree or certificate from another college or university must have official transcripts sent to the Records Office at Heartland Community College. In order to assure the smoothest transfer possible, official transcripts should be evaluated before meeting with an HCC academic advisor. If the student cannot get an official transcript right away they may submit an unofficial transcript at time of enrollment. An official transcript will be required after the first semester. Financial aid eligibility may also be impacted by previous success at other colleges and universities. Failure to provide official transcripts may block your enrollment in subsequent semesters.

### **Transfer to Other Colleges & Universities**

Heartland Community College participates in a variety of transfer agreements and baccalaureate degree completion programs with several colleges and universities. For a complete list of Transfer Agreements visit <http://www.heartland.edu/transfer/transferAgreements.jsp>.

Students who intend to transfer to a four-year institution should plan their first two years at HCC with an academic advisor in order to assure the smoothest transfer possible. Since graduation requirements vary among senior colleges and universities, students are encouraged to discuss their transfer plans early to ensure appropriate course selection.

It is the student's responsibility to follow the recommendations of the institution to which he/she intends to transfer upon completion of study at HCC. Students preparing to transfer are advised to refer directly to the official catalog of the college or university they plan to attend and meet that institution's requirements and recommendations for a selected area of concentration. Transfer resources can be found at [www.iTransfer.org](http://www.iTransfer.org) as well as <https://www.transferology.com/index.htm>

## **Withdrawals**

When the student withdraws or the College removes the student from a course or courses after the refund [date](#), that transaction is recorded as a withdrawal and the student will need to pay the tuition due for the class. A withdrawal will result in a recorded W grade on the student transcript. Note removal from a course or courses for disciplinary reasons may result in a recorded F grade on the student transcript. (Please also see the Refund Requests after the Refund Deadline policy.)

### **Student Initiated:**

The decision to withdraw from one course or from all courses should be made in consultation with an academic advisor, classroom faculty and/or a Financial Aid staff member (if applicable). Stopping payment on a tuition check or terminating a payment plan will NOT automatically cancel a registration. Students are responsible for understanding that withdrawal may result in loss of financial aid and that failing to properly withdraw from a class may result in receiving a failing grade of F for that class.

A student may withdraw at any time until the published withdrawal deadline. Deadlines are published on the HCC website. Deadlines vary based on the start and end date of each class.

It is the student's responsibility to officially withdraw from a course or from the College. Students may withdraw online through my.Heartland by accessing IRIS or in person with an advisor. If using IRIS to withdraw, the student should retain a copy of the successful transaction. If circumstances prevent the student from coming to the College or using IRIS, withdrawal may be completed by mail. The College does not accept withdrawal requests made by telephone, so students should visit Advisement (CCB 1000) if they need assistance.

### **Faculty/Administrative Initiated:**

At midterm, the instructor is required to certify students' attendance according to the requirements of the Illinois Community College Board. At midterm, or at any other time during the semester until the close of business on the last day to withdraw, an instructor may administratively withdraw a student whose pattern of absence causes the instructor to seriously question the intent of the student to further pursue the course or to complete the course with a passing grade.

A student also may be withdrawn from a class by administrative action as a result of emergency or disciplinary procedures under the provisions of Board policy on Students' Rights and Responsibilities. Students have the right to appeal either a faculty or administrative withdrawal through the Student Dispute and Appeal process.

## Student Conduct

### Code of Conduct

HCC recognizes its students as both citizens and members of the academic community. As citizens, students have freedom of speech, assembly, association and press and the rights of petition and due process as guaranteed by the state and federal constitutions. As members of the academic community, students have the right and responsibility to participate in formulating and reviewing all College regulations and policies directly affecting them.

Upon enrolling at HCC, each student assumes an obligation to act in accordance with generally acceptable standards of responsible adult behavior, which include respect of other students and other members of the College community. If this obligation is neglected or ignored, the College must take appropriate disciplinary action in order to function effectively.

Upon committing or attempting to commit any act of misconduct on the College campus, whether in class, at an activity, function or event sponsored or supervised by the College, or elsewhere with a direct relationship between such act and the College, a student may be subject to disciplinary action.

Acts of misconduct include, but are not limited to:

- Academic dishonesty, such as cheating, plagiarism, etc.;
- Knowingly furnishing false information to the College;
- Forgery, alteration or any misuse of College documents and records;
- Conduct which significantly interferes with the College's teaching, administration or other responsibilities;
- Conduct which endangers the health, safety or well-being of members of the College community or visitors to the campus, including but not limited to, unauthorized and/or illegal possession, use or distribution of controlled substances, look-alike drugs, alcohol or unauthorized/illegal use or possession of firearms or any other weapon;
- Violation of specific College rules and regulations, including those regarding campus parking, equipment, facilities and telecommunications/Internet;
- Failure to comply with directions of College officials acting within the scope of their duties;
- Any conduct which constitutes a violation of a federal, state or local law. College officials will cooperate with federal, state and local authorities in any investigation of such violations.

Students remain subject to federal, state and local laws; violation of these laws may lead to prosecution by agencies or persons, in addition to disciplinary action of the College.

## Academic Integrity

Integrity in academics is a fundamental principle at Heartland Community College (HCC) and the world in which we live; therefore, is essential to the credibility of the College's educational programs. It is important that all credit and recognition earned at this institution reflect the honest work of each individual. Academic Integrity protects the value of your educational achievement at Heartland Community College. Integrity, respect and honest achievement are necessary principles for an educated person, and the College is committed to helping students achieve these ideals through development and growth. The College therefore views any act of academic dishonesty as a serious offense against the HCC community, which includes all students and staff.

### Heartland Honor Code:

In the continuous pursuit of excellence, the HCC community is dedicated to the principles of integrity, respect, and honest achievement. As a member of this community, we each have the responsibility to uphold these ideals with the expectation they be upheld by others.

### Student Validation of Work:

The signing of a student's name, whether manual or electronic, will declare that the product being signed is the student's own work completed according to instructor guidelines and rules.

### Academic Integrity Is Promoted When Students:

*Focus on the process of learning.* Mastering the material and the process of learning are more important than having a "grade-only" or a "succeed at whatever cost" mentality. This mentality can lead to short term gains with long term consequences.

*Employ good time management and study skill techniques.* Poor time management, trying to take on too much in one semester, and ineffective study skills often lead to lack of preparation and an inability to meet deadlines. Acts of academic dishonesty are often desperate attempts to cover-up for lack of time and preparation.

*Seek help.* Free services are available. If you are overwhelmed by course content, meet with the faculty member to discuss your concerns. Heartland also provides free tutoring, free help with papers at the Writing Center, and on-campus workshops in time- management and study skills.

*Familiarize themselves with the policies.* Policies established by each faculty member are most often found in the course syllabus; the College policies are found in the HCC Catalog and Student Handbook.

*Communicate upfront.* Collaborate only when it is permitted by that faculty member, and maintain the HCC Academic Integrity standards if academic dishonesty is suggested. Let study partners know where you stand on issues of academic integrity.



*Improve time-management and study skills.* Schedule adequate time for studying and writing papers. Keep a balance between school, work, family, and extra-curricular activities.

*Withdraw from the course.* If you are doing poorly in a course or if a crisis has caused you to fall too far behind, first consider talking to your instructor or a tutor. Also, consult with your academic advisor about the withdrawal date, and to discuss your questions and concerns. Don't ever consider academic dishonesty as an option to try to achieve your goals.

*Re-examine goals.* HCC offers free career counseling through Enrollment Services to help you determine the best use of your interests and abilities. Know that family and friends may try to influence you, but the choice of your future is ultimately up to you.

Violations of academic integrity include, but are not limited to, the following:

Misrepresentation of Data:

- Fabricating data or deliberately presenting in an assignment data that was not obtained in accordance with assigned guidelines for data collection or generation;
- Providing an inaccurate account of the method used in collecting/gathering data.

Falsification of Academic Records or Documents:

- Altering without proper authorization any documents affecting academic records;
- Forging signatures of authorization;
- Falsifying information on an official academic document such as a grade report, ID card, letter of permission, a document meant to exempt a student from an academic requirement, or any other document pertaining to academic requirements.

Cheating:

- Any unauthorized use of notes, study aids or information from class work or examination from another student;
- Secretly obtaining test information prior to taking that exam;
- Altering graded work and then resubmitting it for a grade;
- Altering or destroying grade records;
- Allowing another person to take an exam in one's place;
- Submitting identical or similar papers for credit in more than one course without obtaining prior permission from the course instructors involved.

Aiding Cheating or Other Acts of Academic Dishonesty:

- Providing material or information with the knowledge that it will be used improperly;
- Any actions that intentionally form an unfair advantage over fellow students' work;
- Postponing the taking of an exam by reporting an untrue circumstance (illness, emergency, etc.);

- Developing relationships with college personnel to obtain information or an advantage not provided to all students.
- Falsifying information that would be used to acquire privileges such as obtaining an incomplete for a course.

**Plagiarism:**

- Presenting as one's own work ideas or information that are not considered to be common knowledge;
- Representations or words of another person without customary and proper acknowledgement of that authorship or collaboration;

To learn more about the definition and scope of plagiarism, please see your instructor or a Heartland librarian. Unfamiliarity of this term will not excuse a student from the penalties of such conduct.

**Unauthorized Access to Computerized Academic or Administrative Records or Systems:**

- Viewing or altering the College's computer records without authorization;
- Copying or modifying the College's computer programs or systems without authorization;
- Releasing or dispensing information gained through unauthorized access;
- Interfering with the use or availability of computer systems or information;
- Using College computing resources to illegally obtain or distribute copyrighted material;
- At locations where College-sponsored activities are held, the unauthorized use, viewing, copying, or altering of other institutions' computer records, systems, or programs is in violation of academic integrity.

**Disciplinary Action**

Students found responsible for violating the Code of Conduct will be sanctioned. Students may be sanctioned up to, and including, temporary or permanent removal from the College for acts of gross misconduct or disobedience, violation of the Student Code of Conduct, the Academic Integrity Policy or for any and all other actions or unlawful conduct that would interfere with the educational process, disrupt the normal activities of the College or infringe upon the rights of others. Sanctions vary depending on the nature of the violation. Sanctions include, but are not limited to:

- Disciplinary Probation
- Administrative withdrawal or removal from a course (or courses)
- Loss of Privileges
- Letter of Apology
- Fine
- Failing grade on assignment or exam
- Behavior Contract

- Suspension
- Expulsion

Interim measures may also be put in place until there is a resolution to a violation.

Students will be notified by the Director of Student Success of any violation charges. The Director of Student Success will meet with the student to discuss the charges. If the student is found responsible, the Director will issue appropriate sanctions. The student may appeal the Director's decision to the Vice President for Learning and Student Success.

### **Appealing a Sanction**

Sanctions can be appealed by drafting a letter explaining the reason for the appeal. The student should also provide supporting documentation. The letter should be addressed to the person below who will process the appeal, disseminate it to the staff member responsible, and document the outcome of the appeal.

Division Secretary of Student Success  
Suite SCB 2400  
Heartland Community College  
1500 W. Raab Road  
Normal IL, 61761  
Appeals may also be emailed to: [appeals@heartland.edu](mailto:appeals@heartland.edu)

### **Dismissal Policy**

Policy for Students who are withdrawn from the College for violating the Code of Conduct

Students dismissed from the College for a violation of the Code of Conduct will be administratively withdrawn from all courses. An administrative withdrawal will supersede any student initiated withdrawals.

Dismissed students will receive a grade of AW or AF in all courses taken during the semester in which the withdrawal occurs. Grades will be determined as a part of the sanctioning process.

A grade of AW means the student has been administratively withdrawn from all courses for violating the Code of Conduct. This grade is not figured into the student's GPA. College refund policies apply.

A grade of AF means the student has been administratively removed from a course or courses for violating the Code of Conduct. This grade will be figured into the student's GPA as a failing grade of "F". No refund of tuition or fees.

## **Policy for Re-admittance**

Students dismissed from the College for a violation of the Code of Conduct will be allowed to return to the College at a date pre-determined at the time of dismissal. However, before the student will be allowed to return, he or she will be required to provide evidence demonstrating steps have been taken to rehabilitate the offending behaviors, and that he or she is able to participate in the campus community without further incident. It is possible that a conditional return may be granted which could limit a student's use of some services.

## **Witnessing Code of Conduct Violations**

If you witness or become aware of an activity involving academic dishonesty or other Code of Conduct violations, you are encouraged to inform your instructor, an advisor, or other appropriate HCC staff. Your concern will be dealt with in a confidential manner. Your action or inaction about these violations have consequences either way. The HCC Community encourages each student to choose to promote an environment that supports the rights and responsibilities of every person on campus.

## **Student Disputes and Appeals**

### **Student Dispute & Appeal Process**

Students have recourse through the Student Dispute and Appeals processes when they disagree with a decision rendered by college instructors or staff regarding course-related matters or other non-course issues.

### **Specific Procedures for Course-Related Dispute**

Heartland instructors are a primary resource for students seeking assistance in resolving course-related matters. Students, instructors and staff are always expected to make every attempt to resolve problems/concerns at the point of origin.

Step 1: If a student has a course-related dispute, he/she is required to contact the course instructor immediately. All divisions stress the importance of students communicating concerns first with course instructor. The instructor response will be made in writing and dated.

Step 2: If, after speaking with the course instructor, the student is still dissatisfied, the student is asked to contact the Dean or Designee. After review, the administrator's response will be made in writing and dated.

Step 3: If the student is still unsatisfied with the recommendation from Steps 1 and 2 above, the student can initiate a formal appeal. Students must initiate a formal appeal to seek resolution

regarding any course-related issues within 30 business days of the end of the semester in which the dispute occurs.

To begin a formal appeal, a letter must be drafted explaining the reason for the appeal, and the student should provide supporting documentation. The letter should be addressed to the person below who will process the appeal, disseminate it to the staff member responsible, and document the outcome of the appeal.

Division Secretary of Student Success  
 Suite SCB 2300  
 Heartland Community College  
 1500 W. Raab Road  
 Normal IL, 61761

Appeals may be emailed to:  
[appeals@heartland.edu](mailto:appeals@heartland.edu)

Course-Related Dispute	First Contact	Second Contact	Formal & Final Appeal
Undergraduate	Instructor	Dean of Academic Division or Designee	Vice President of Learning & Student Success
Adult Education	Instructor	Director of Adult Education	Vice President of Continuing Education & Advancement
Continuing Education	Instructor	Dean of Continuing Education	Vice President of Continuing Education & Advancement

### Specific Procedures to Dispute Other Non-Course Issues

Heartland staff members are a resource for students seeking assistance in resolving other non-course issues. Students, instructors and staff are always encouraged to make every attempt to resolve problems/concerns at the point of origin.

Step 1: If a student has a non-course related issue, he/she is encouraged to speak with the Office of Authority immediately. Students must contact the Office of Authority to seek resolution regarding any non-course-related issues within 30 business days of the end of the semester in which the dispute occurs. The Office of Authority response will be made in writing and dated.

Step 2: If the student is still unsatisfied with the recommendation from Step 1 above, the student can initiate a formal appeal within 7 business days of the dated Office of Authority response. To begin a formal appeal, a letter must be drafted explaining the reason for the appeal, and the student should provide supporting documentation. The letter should be addressed to the person below who will process the appeal, disseminate it to the staff member responsible, and document the outcome of the appeal.

Appeals may be emailed to:  
[appeals@heartland.edu](mailto:appeals@heartland.edu)

Other Non-Course Issues	First Contact	Formal and Final Appeal
Academic Probation & Dismissal	Dean of Enrollment Services	Vice President of Learning & Student Success
Assessment & Placement	Dean of Enrollment Services	Vice President of Learning & Student Success
Comptroller Collection	Vice President of Learning & Student Success	
Financial Aid	Director of Financial Aid	Vice President of Learning & Student Success
Graduation	Dean of Enrollment Services	Vice President of Learning & Student Success
Late Withdrawal	Dean of Enrollment Services	Vice President of Learning & Student Success
Medical Withdrawal	Dean of Enrollment Services	Vice President of Learning & Student Success
Military	Dean of Enrollment Services	Vice President of Learning & Student Success
Refund of Tuition/Fees	Dean of Enrollment Services	Vice President of Learning & Student Success
Registration	Dean of Enrollment Services	Vice President of Learning & Student Success
Past Student Accounts/Bills	Dean of Enrollment Services	Vice President of Learning & Student Success

## **Financial**

### **Chargebacks & Cooperative Agreements**

District 540 residents enrolling in programs not offered by HCC are eligible to receive chargebacks and cooperative agreements to other community colleges offering those programs. Students must complete a chargeback/cooperative agreement application at Heartland Community College at least 30 days prior to the start of the semester for which the chargeback or cooperative agreement is sought. Chargeback/cooperative agreement applications may be obtained through Enrollment Services, CCB 1000. The College reserves the right to approve a cooperative agreement at a community college instead of a chargeback agreement at another community college.

### **Collections**

Failure to pay a past due debt may result in the student account being referred to a collection agency and/or legal action may be authorized for the collection of the debt. Students will be responsible for all fees and costs incurred in the collection of the past due debt, including collection fees and/or attorney fees.

The College will use external collection companies to collect outstanding and overdue student account balances. Unpaid tuition and fees or other College charges (such as for childcare, library fines, unreturned equipment) are subject to collection efforts and may affect a student's credit rating.

The College also lists debts with the State of Illinois for recovery. Debts to the College may be deducted from State of Illinois tax refunds and payrolls processed by the State of Illinois. Any cost assessed by the State of Illinois will be the responsibility of the student.

Business office staff should be contacted to review and establish any outstanding balance payment arrangements. A restriction will be placed on a student's account if an unpaid balance exists and no payment arrangements have been made. The restriction will limit future enrollments and the issuance of grades and student transcripts. A restriction may also be placed on the use of FRC and/or other Heartland facilities if no payment arrangements have been made.

### **Financial Aid Eligibility**

All HCC Students are encouraged to apply for financial aid early by completing the Free Application for Federal Student Aid (<http://www.heartland.edu/financialAid/fafsa.jsp>). The preferred application completion date for fall semester is March 1st. The preferred application completion date for spring semester is October 1st.

Recipients of financial aid will be evaluated each semester for satisfactory academic progress. At that time, a student either will be in good standing or will be in denial status for financial assistance for future enrollment periods. The student must meet all three progress requirements: completion rate, grade point average and be within the maximum time frame to remain in good

standing. Students will be notified by the Financial Aid Office if they are placed in good standing or denial status for financial aid.

### **Fiscal Responsibility**

By registering for classes at Heartland Community College, students accept financial responsibility for the costs of and related to their registration and/or other College services. Failure to pay a past due debt may result in the account being referred to a collection agency and/or legal action may be authorized for the collection of the debt. Students will be responsible for all fees and costs incurred in the collection of the past due debt, including collection fees and/or attorney fees. Before registering each semester, students will be required to complete the "Financial Responsibility Agreement" online in IRIS.

### **Payment**

By registering for classes at Heartland Community College, students are accepting financial responsibility for the costs of and related to their registration and/or other College services. Deadlines for the payment of tuition and fees are published in the class schedule and online at <http://www.heartland.edu/pay/>. It is the student's responsibility to be aware of the payment deadline for his/her tuition. A bill and/or a payment reminder will be mailed, by paper and electronically, to each student at least once per semester. The student bill is also online on the Student Center page in IRIS.

### **Refunds & Drops**

When a student removes themselves or when the college removes a student from a course or courses on or before the refund date, that transaction is recorded as a drop. Students who officially receive a drop by the published refund deadlines will be granted a 100% refund of tuition and fees.

Full semester (Fall and Spring 16 week) courses can typically be dropped during the first 10 business days of class. Four-week, eight-week, twelve-week, fifteen week, and Summer courses have proportionately shorter refund deadlines. Please visit <http://www.heartland.edu/refunds/> for all applicable refund deadlines.

It is the student's responsibility to officially drop from a course or from the College by the refund date. Students may drop online through my.Heartland by accessing IRIS or in person with an advisor. If using IRIS to drop, the student should retain a copy of the successful transaction. If the student is unable to come to the college, a signed letter may be submitted requesting to be dropped from classes. The postmark date on the letter will be used to determine eligibility for a refund. The College does not accept drop requests made by telephone, so students should visit Advisement (CCB 1000) if they need assistance.



## **Refund Requests after the Refund Deadline**

If the refund deadline has passed, a student may request a refund or credit due to extenuating or emergency circumstances. Extenuating or emergency circumstances are events such as a medical situation, a call to active duty, an employment change, or a family crisis that happens to a student.

To be considered for a refund of tuition after the refund date, a letter or email request must be written by the student and submitted to the Dean of Enrollment Services. The request should include the rationale and evidence as to why the College should approve the refund request. Each request will require a brief meeting with the Dean of Enrollment Services.

In cases of medical withdrawal, a medical professional should provide evidence that the medical condition impaired the student from being successful in the given semester. Medical withdrawals may be requested for all or part of one's academic load.

Reservists called to active duty while enrolled at Heartland Community College shall receive a full refund or credit against future enrollment. A letter or email requesting the withdrawal and military documentation should be provided to the Dean of Enrollment Services.

If a class is canceled because of insufficient enrollment or for another reason, students will receive a 100% refund of the class tuition and fees.

## **Refunds & the BankMobile Vibe Card**

How are Heartland Community College refunds delivered to students?

All refunds for cancelled and dropped classes will be paid according to the refund method selected by the student using their Bank Mobile at <https://www.refundselection.com>". If the student's account was paid using a credit or debit card, the student must notify the Business Office immediately following the enrollment change that caused the refund and provide the 16-digit card number and expiration date for any refund to be issued back to the credit/debit card used for payment. For security purposes, this card information is not stored by the College.

When will refunds be issued?

- Student refunds will typically begin to be issued during the 3rd week of classes.
- Financial aid credit balances (refunds) will typically begin to be issued by the 6th week of classes.
- Student loan refunds will typically begin to be issued during the tenth week of class.

What do students need to do?

A refund selection kit is mailed automatically to all students who are enrolled in credit classes. To ensure proper delivery of their refund selection kits by the Post Office, students need to keep their address current with the College and watch out for their refund selection kit in the mail. Refund selection kits are always mailed to the student's address on file with the College and cannot be forwarded by the Post Office. If a student throws away or loses his or her refund selection kit or it is sent to the address on file and the address is incorrect or undeliverable, students should contact the Business Office.

Students must log in to <https://www.refundselection.com> using their personal code number once they have received their selection kit to choose their refund preference. Students will be delayed in receiving any refunds owed to them by the College until they have chosen a refund preference.

What are the options for receiving student refunds, including financial aid refunds?

Your options include having your refund:

- Deposited to another bank of your choice through ACH Transfer to Other Bank (Funds available 2 – 3 business days after disbursement by the College) or,
- Directly deposited into your BankMobile Vibe account (Funds available the same day as disbursement by the College)

For more information visit <https://www.refundselection.com>.

Can the refund be deposited to another bank account?

In order to have your refund deposited into your checking or savings account, you must still login to <https://www.refundselection.com> with your personal code. For this option, you will need to choose the "ACH transfer to other bank" option and provide the needed information.

What is BankMobile Vibe?

BankMobile Vibe is a fully functioning FDIC insured checking account that allows you to access your student refunds quicker and easier than ever before. BankMobile Vibe has no minimum balance and offers free Internet banking features. As with most bank accounts, some fees may be assessed. With it, you can use your BankMobile Vibe card to make purchases anywhere Debit MasterCard® is accepted.

How will I know when my refund has been deposited to my BankMobile Vibe account?

You will receive an e-mail when your refund has been directly deposited to your BankMobile Vibe account. Additionally, you will be able to see details of your BankMobile Vibe account by accessing your account statement on the website.

Why is the Debit MasterCard® logo on the BankMobile Vibe card?

The BankMobile Vibe card is the card you use to access your funds if you choose to open a BankMobile Vibe account. With the Debit MasterCard logo on it, you can use the card as a debit card wherever Debit MasterCard® is accepted. The card is NOT a credit card. It is a DEBIT card.

What will happen to a refund if a refund preference is not chosen?

The refund from Heartland Community College will be delayed. Regardless of whether you anticipate a refund or not, it is important to choose your refund preference using your refund selection kit at <https://www.refundselection.com>.

What if the refund selection kit was not received in the mail?

You may log on to <https://www.refundselection.com> and use the "Where's my Refund Selection Kit" self-help feature that will provide you with the real-time status of your kit. You may also contact the Heartland Community College Business Office at 309-268-8140.

Is there a cost for a new or replacement BankMobile Vibe card?

Yes, if a card is destroyed and you require a new one, a \$20 dollar charge will be assessed to your account.

Is the BankMobile Vibe card the official Heartland identification (ID) card?

No. Official Heartland photo ID cards are issued in person on campus throughout the semester. Please visit the Library located in the Student Commons Building (SCB) for more information.

Additional questions?

For more information about the BankMobile Vibe card and refunds, please visit <https://www.refundselection.com> or contact the College cashier at (309) 268-8140.

### **Sales/Solicitations**

The College permits controlled sales campaigns and solicitations only by recognized student organizations. Such organizations are encouraged to raise funds to support their activities; fund-raising efforts must have prior authorization from the Dean of Student Success.

Sales campaigns and collections are restricted to specific locations and times as approved by the Dean of Student Success. Office-to-office selling of any kind is prohibited on campus.

All non-club solicitation activities must be approved by the Dean of Student Success or her designee and must adhere to specific locations and times as approved.

### **Scholarships**

The Foundation administers a variety of scholarships designed to reward student achievement, encourage student leadership and provide financial assistance. Foundation scholarships are supported through the generosity of individuals, businesses and organizations. Awards are dependent on the availability of funds. Any currently enrolled or prospective student at Heartland Community College may apply. Apply early. (Please see this website, <https://www.hccfoundation.org/scholarships.jsp>, for deadline information).

The following are minimum requirements that apply to all Heartland Community College Foundation scholarships, unless otherwise noted:

- Applicants must meet District 540 residency requirements at the time of application.
- Foundation scholarships are for HCC degree or certificate seeking students only. They may not be used for dual enrollment and are non-transferable.
- Unless other GPA requirements are listed, current HCC students must at least meet College academic requirements for good standing (see Academic Probation/Dismissal Policy).

Students applying for scholarships requiring evidence of financial need must complete the Free Application for Federal Student Aid (FAFSA). All applicants are encouraged to complete the FAFSA to maximize their eligibility. Results must be available by the application deadline. Apply early. Please visit <http://www.fafsa.ed.gov> or the Financial Aid Office for more information.

## **Tuition**

District 540 tuition and universal fees per credit hour: (Effective Summer 2016)

### **In District**

\$135	Tuition for In-District students
\$7	Student Life Fee
\$2	Program Development and Facilities Enhancement Fee
\$144	Total In-District Tuition & Fees per credit hour
\$279	Total Out of District Tuition & Fees per credit hour
\$414	Total Out of State Tuition & Fees per credit hour
\$414	Out of Country Tuition & Fees per credit hour

Tuition and fees are subject to change.  
For current rates, please refer to the College website.

Persons (and their dependents) who own property in District 540 and pay taxes to HCC will pay the in-district tuition and fee rate per credit hour according to the above table. Individuals attending another institution of higher learning within the district will pay the same in-district tuition and fee rate per credit hour according to the above table.

Persons (and their dependents) who reside outside the district, but work full-time within the district will pay the in-district tuition and fee rate per credit hour according to the above table. All international students with an F-1 Visa will pay the out-of-state tuition and fee rate of \$408 per credit hour for the 2013-2014 academic year.

Payment of tuition can be made using cash (Normal campus only), check, debit card, Visa, MasterCard, Discover, American Express or online. If a student uses the online payment system, they may pay their tuition and fees balance in full or opt for one of the published installment payment plans. The online payment system accepts payments via a checking or savings account, MasterCard, Discover or American Express. To learn more visit <http://www.heartland.edu/pay/>.

Tuition and fees may be paid in person at the following locations: (1) Cashier station located in the Enrollment Services Suite on the first floor of the Community Commons Building (CCB) at our Raab Road campus in Normal; (2) Pontiac Center; or (3) Lincoln Center. Tuition and fees may also be paid over the phone at (309) 268-8140 using a credit card or debit card. Tuition and fees may also be paid online. Fees may be assessed for online payment.

Students enrolling in certain courses will be assessed a course-specific or lab fee in addition to tuition. These courses and fees are indicated in the class schedule.

Other student fees include, but are not limited to, the following:

Course/Laboratory Fees	Varies
Transcript Fee	\$5
Returned Check Fee	\$25
Installment Payment Plan Fee	\$30
BankMobile Vibe Replacement Fee	\$20
Past Due Administrative Account Fee	\$15-\$30

## Campus Safety and Security

### Campus Safety & Security

HCC's Safety and Security Services encourages students and employees to be aware of ways they can take responsibility for protecting themselves and their property for their own safety and the safety of others.

Some campus safety measures available include:

- Code Blue Emergency Call Stations in each parking area that provide audio and visual contact with security staff.
- Escort service by campus security personnel, available by request at the main campus.
- In-house campus phones to provide quick access to the Safety and Security Services desk (ext. 8300).
- Parking and traffic control enforcement and assistance with accidents. Local vehicle towing and locksmith contact information can be obtained at the Security Services desk.

### Chronic Communicable Disease

Students, employees and community members with a chronic communicable disease may attend the College whenever, through reasonable accommodation, they do not constitute a direct threat to the health or safety of themselves or other individuals. Attendance decisions will be made by the College President in consultation with the Dean of Enrollment Services using this standard in conjunction with current available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The College shall respect the right to privacy of any person who has a chronic communicable disease. The person's medical condition shall be disclosed only to the extent necessary to avoid a health and safety threat to the student and others. Persons deemed to have "a direct need to know" will be provided, subject to applicable law, with the appropriate information; however, these persons may not further disclose such information. Persons deemed to have "a direct need to know" may include:

- College President and Dean of Enrollment Services
- Appropriate faculty or administrator
- College health official

### **Drug Free Workplace**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Drug Free Workplace Act of 1988 (Public Law 100-690), the Illinois Drug Free Workplace Act of 1986 (PA 86-1459) and Heartland Community College Board of Trustees Policy 6.1 (Drug Free Workplace), the following procedures and programs exist to prevent the illicit use of drugs and the unlawful use and abuse of alcohol by students and employees.

#### **Standards of Conduct:**

HCC prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees on its property, at college-sponsored activities, in College vehicles, in transit to or from College activities or business or in any workplace for purposes of the Drug Free Workplace Act of 1988.

#### **Penalties for Violation of Policy:**

Students who violate this policy will be governed by the College's Student Code of Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution. Employees who violate this policy will be subject to sanctions, consistent with law and Board policy which shall include appropriate personnel action up to and including termination or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program. Visitors determined to have violated this policy are subject to eviction from the College premises and are subject to legal action initiated by the College.

#### **Legal Sanctions for Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol:**

Legal sanctions that apply to the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol are consistent with local, state and federal laws in reference to the Cannabis Control Act, the Controlled Substance Act and the Liquor Control Act. Students and employees are reminded that these laws provide for a variety of legal sanctions and penalties which include, but are not limited to, incarceration and monetary fines.

#### **Notice of Convictions:**

Any Heartland Community College employee who is convicted of violating any federal or state criminal drug statute in the workplace must notify the President within five (5) days of such conviction and the President shall notify any federal granting agency required to be notified in the Drug Free Workplace Act of 1988 within ten (10) days after receiving notice of the conviction from an employee. Failure to inform the College of such conviction subjects the employee to disciplinary action.

#### **Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol:**

The consumption of alcohol and drugs has serious risks to one's health. For a comprehensive list and more information, consult your physician or your local library.

Drugs and Alcohol Information Sessions and Counseling, Treatment or Rehabilitation or Re-Entry Programs:

HCC periodically sponsors information sessions and provides informational materials dealing with the dangers of illicit drug usage and alcohol abuse. Students and employees are encouraged to attend these sessions and read the information publications. In addition, students are encouraged to contact PATH Information and Referral at (309) 827-4005 and employees are encouraged to contact the College's EAP at (800) 433-7916 for information and assistance.

### **Emergencies**

If the fire alarm sounds, you must leave the building. Emergency evacuation instructions are posted inside each room. These instructions are to be followed in case of fire or other emergency. Health emergencies should be handled by dialing 911.

### **Harassment**

Heartland Community College is committed to maintaining a working and learning environment that is free from all forms of harassment including, but not limited to sexual harassment and harassment based on gender, sexual orientation, religion, race, ethnicity, national origin, age or disability. The College prohibits any form of harassment in the classroom, in the workplace, in any academic setting at the College and at all College-sponsored events and activities.

This policy applies to all employees and all students at the College as well as any individual representing the College in an official manner, whether paid or unpaid by the College. Under certain circumstances, this harassment policy also applies to third parties such as subcontractors, sales representatives, repair persons or vendors of the College. Every student, employee and official College representative has the responsibility to refrain from any type of harassment in the College environment as well as the right to work and learn in an environment free from harassment. Any student, employee or official representative who harasses a College student, employee or official representative will be held liable for his or her individual conduct and will be subject to disciplinary action up to and including expulsion or discharge.

All complaints will be investigated, with confidentiality maintained to the extent possible. The complete Heartland Community College harassment policy is available in the Human Resources Office and on the College's website at <http://www.heartland.edu/policy/harassment.pdf>.

For additional information, please contact the Dean of Student Success at (309) 268-8410 or the Director of Human Resources at (309) 268-8148.

### **Information Security**

By using HCC's electronic resources, students acknowledge and consent to HCC's Appropriate Use policy. A complete, current version of the Appropriate Use Policy may be found by visiting the A-Z index on the Heartland Web site.

HCC is committed to protecting the information it retains about its students, employees, vendors and community visitors. Read the College's privacy statement carefully to understand how

information you provide to the College may or may not be used. A complete, current version of the Privacy Policy may be found by visiting the A-Z index on the Heartland Web site.

### **Tobacco Free Environment**

For Heartland Community College, "Tobacco Free" means HCC will be completely free from use of all tobacco products including any cigarettes, cigars, pipes, beedies, clove cigarettes and any other smoking product that appears to be a cigarette or electronic cigarette. This policy includes smokeless tobacco, dip, chew, snuff, snus, and any other non-FDA approved nicotine delivery device or product.

Tobacco use is prohibited in all facilities and vehicles owned or leased by Heartland Community College and is prohibited on all College property. This policy does not extend to personal motor vehicles. All tobacco products in use must be properly disposed of prior to entering any College property or exiting a personal vehicle. Littering the remains of tobacco products or any other related waste product on College property is further prohibited.