Spoon River College
2015-2016
Student Handbook
Guide to the Spoon River College
Online Student Handbook and Student Notification Requirements

Spoon River College has a number of policies, procedures, and programs in place to assist students in accessing student services, and to keep them on track for graduation, employment, and/or transfer.

Below you will find a summary of the content found on the college web page at [www.src.edu/services/pages/handbook.aspx](http://www.src.edu/services/pages/handbook.aspx).

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ACCREDITATION AND APPROVALS

ACCREDITATION
Higher Learning Commission of the North Central Association of Colleges and Schools

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Telephone:  (312) 263-0456
www.ncahle.org

APPROVED BY . . .

- Illinois Board of Higher Education
  4 West Old Capitol Plaza, Room 500
  Springfield, IL 62701-1287
  www.ibhe.state.il.us

- Illinois Community College Board
  401 East Capitol Avenue
  Springfield, IL 62701-1711
  www.iccb.org

- Illinois Department of Adult, Vocational, and Technical Education
  100 North First Street
  Springfield, IL 62702
  www.isbe.net
• **Illinois Department of Financial and Professional Regulations**  
  525 West Jefferson Street  
  Springfield, IL 62786  
  [www.idfpr.com](http://www.idfpr.com)

• **Illinois Department of Public Health**  
  320 West Washington Street  
  Springfield, IL 62786  
  [www.idph.state.il.us](http://www.idph.state.il.us)

• **Illinois State Board of Education**  
  100 North First Street  
  Springfield, IL 62702  
  [www.isbe.net](http://www.isbe.net)

• **Illinois Student Assistance Commission**  
  1755 Lake Cook Road  
  Deerfield, IL 60015-5209  
  [www.isac.org](http://www.isac.org)

• **State-Approving Agency for Department of Veteran's Affairs**  
  833 South Spring Street  
  Springfield, IL 62794-9432  
  [www.illinois.gov/veterans/benefits](http://www.illinois.gov/veterans/benefits)

• **United States Department of Education**  
  555 New Jersey Avenue, NW  
  Washington, DC 20208-5574  
  [www.ed.gov](http://www.ed.gov)
# TUITION

<table>
<thead>
<tr>
<th>2015 Tuition Costs</th>
<th>Per Credit Hour</th>
<th>3 credit class</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Includes Student Fees of $20.00 per credit hour</td>
<td>Includes Student Fees of $20.00 per credit hour</td>
</tr>
<tr>
<td>In-District</td>
<td>$120.00</td>
<td>$420.00</td>
<td>$1,680.00</td>
</tr>
<tr>
<td>Out-of-District</td>
<td>$288.00</td>
<td>$924.00</td>
<td>$3,696.00</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>$314.00</td>
<td>$1,002.00</td>
<td>$4,008.00</td>
</tr>
<tr>
<td>Online *</td>
<td>$175.00</td>
<td>$525.00</td>
<td>$2,100.00</td>
</tr>
</tbody>
</table>

## 2014 - 2015 Fees

<table>
<thead>
<tr>
<th>Student Fees – per credit hour</th>
<th>$20.00</th>
<th>Student Life, Technology, and Student Government Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Transcript Fee</td>
<td>$4.00</td>
<td>Immediate request</td>
</tr>
</tbody>
</table>

* The online tuition rate is all inclusive of student and course fees.

Tuition and fees are subject to change through actions of the Spoon River College Board of Trustees or by the State.
of Illinois formula used to calculate out-of-district fees. Student fees support student government and organizations, maintain technology appropriate for the learning environment, testing materials, copies of student class schedules, and schedule adjustments such as adding, dropping, or withdrawing from classes.

**Course Fees**
Course fees are necessary to accommodate the continual increase in consumable instructional material and supplies. Certain programs, courses, and laboratory classes require specialized supplies, laboratory equipment, and tools.

<table>
<thead>
<tr>
<th>2015-2016 Course Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Science Courses – per credit hour</td>
<td>$20.00</td>
</tr>
<tr>
<td>Career &amp; Technical Education Courses – per credit hour</td>
<td>$30.00</td>
</tr>
<tr>
<td>Developmental Education Courses – per credit hour</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

**Books and Materials Fees**
Books and supplies vary depending on how many and what type of courses a student is enrolled in. As a general rule, books, instructional material, and supplies for a full-time college student are estimated to be around $550.00 per year. The Spoon River College Bookstore sells books and supplies, and buys back qualifying used books in good condition at the end of each term.
The Spoon River College Bookstore has implemented a textbook rental program. Books qualifying for this program will be clearly marked and will be rented on each campus. Please contact your local campus for details.

Other Costs of Attendance
In addition to tuition, fees, and books, students should anticipate that they will have other costs and expenses as a college student. Spoon River College expects that over a nine month academic year students could have the following expenses:

- Transportation - $1,350
- Housing - $4,830
  (Independent students and dependent students living away from home estimated expenses. Many of our students live with their parents while attending college and will not incur this entire expense.)
- Miscellaneous Personal Expenses - $900.

To determine your estimated family contribution toward your higher education expenses and to learn your net price of attendance, go to the Net Price Calculator at www.src.edu/services/financial-aid/Pages/default.aspx

Tuition and Fees Due Dates
Tuition and fees are due prior to the beginning of each semester. Payment due dates are typically August 1 for Fall session, December 1 for Spring session, and May 1 for Summer session. Exact due dates adjusted for holidays and weekends are published on the college’s website. Failure
to pay tuition and fees or secure appropriate funding by the published due date may result in the automatic cancellation of the student's registration.

Payment in Full
Students may pay their total tuition and fees due to Spoon River College by the published due date for each semester. Payment may be made with cash, check, money order, or credit card (Visa, MasterCard, or Discover). Students not paying in full can participate in the tuition payment plan.

Tuition Payment Plan
Nelnet Business Solutions (NBS) (formerly FACTS) is a tuition payment plan that enables students to spread tuition payments equally over several months, without interest or finance charges. Paying monthly limits borrowing and lowers overall costs of education. The fee to budget monthly payments is a $25.00 per semester, nonrefundable enrollment fee. For more information, please contact Student Accounts at (309) 649-7021.

e-Cashier
Enrolling in NBS is simple, and the plan offers multiple payment options. Connection to the e-Cashier website is available through the SRC website. Students may budget tuition and fees payments one of two ways:

1. Automatic Bank Payment (ACH): ACH payments are those payments which authorize NBS to process directly with the student’s financial institution. It is simply a bank-to-bank transfer of preapproved funds for expenses at Spoon River College. Payments may be made from either a
checking or savings account. Payments are processed on the 5th of each month and will continue until tuition is paid in full.

2. Credit Card Option: Students may charge monthly tuition payment to a Visa, MasterCard, or Discover card. Payments will be automatically charged to the credit card on the 5th of each month until the balance is paid in full. Credit card convenience fees will be charged by NBS.

**Outstanding Accounts**

Failure to pay all tuition and fees will result in the student’s account being turned over to the State of Illinois debt recovery program or a collection agency. All fees associated with collection (currently 33% of the balance to be collected) will be added to the student’s account. Interest charges at the rate of 1% per month (12% per year) will begin to accrue on any balance due, if not paid by the published due date.

All previous financial obligations must be cleared before the time of registration. No student shall be permitted to enroll until such obligations are paid in full. Transcripts, clearance for registration and graduation will be held on all students with outstanding accounts until the account is settled and a clearance forwarded to Admissions and Records.

**Chargeback**

Students may enroll in an academic program not offered by Spoon River College and apply for Spoon River College to assist in providing partial tuition support (chargeback) for students residing within the Spoon River College
district to attend other Illinois public community colleges within specified limits as listed below:

- Chargeback support will be provided only for students who have declared intent to pursue a program of study not offered by Spoon River College, which leads to a certificate or degree.
- Requests for support of individual courses will not be honored, nor will requests which are based on conveniences of scheduling, travel distance or other personal factors.
- Chargeback support will be provided for students who pursue programs not offered by Spoon River College, either on a full-time or part-time basis.
- Students seeking attendance in a program not offered by Spoon River College may be directed to colleges that participate in a cooperative agreement.
- To qualify for such chargeback support, students need to complete and submit the chargeback form available on the Spoon River College website.
- Chargeback support is approved for one academic year (3 semesters; fall, spring and summer) at a time. Requests should be made at least 30 days in advance of the term students are requesting.
- Upon approval of a chargeback request, the student will be responsible for paying only the in-district tuition and fees of that community college.
- Within five (5) days after the start of each semester, students must forward a copy of their registration to Spoon River College as verification of enrollment in the approved program.
• Spoon River College will not pay chargeback should the student elect to attend a college not part of the cooperative agreement, if the program is not available in their district.
• Out-of-district students who are denied a chargeback request with their in-district institution may enroll in Spoon River College classes by paying the rate approved for out-of-district students. Information is available from the Office of the Vice President of Instruction and Student Services.

**Tuition Payment Statement (Form 1098T)**
Spoon River students can secure their 1098T by logging into their MySRC account, or one will be sent by mail at the student’s request.
Refunds
Students dropping a credit course(s), either online or in person, after completing the appropriate paperwork, will be eligible for refund of tuition and fees according to the following schedule. The refund period is the number of business days beginning with the first day of the semester.

<table>
<thead>
<tr>
<th>Length of Class Session</th>
<th>Refund Period</th>
<th>% Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Credit Courses</td>
<td>Up to the first class session</td>
<td>100%</td>
</tr>
<tr>
<td>9 to 16 Weeks Semester</td>
<td>First day of the semester through the 5th business day</td>
<td>100%</td>
</tr>
<tr>
<td>5 to 8 Weeks Semester</td>
<td>First day of the semester through the 5th business day</td>
<td>100%</td>
</tr>
<tr>
<td>2 to 4 Weeks Semester</td>
<td>First day of the semester through the 2nd business day</td>
<td>100%</td>
</tr>
<tr>
<td>Less than 2 Weeks Semester</td>
<td>First day of the semester through the 2nd business day</td>
<td>100%</td>
</tr>
<tr>
<td>Community Education and Non-Credit</td>
<td>The day before the first class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>CDT program</td>
<td>First day of the semester through the 2nd business day</td>
<td>100%</td>
</tr>
</tbody>
</table>

- 100% refund of tuition and fees is granted if a scheduled course is cancelled by the college.
- Students who are asked to leave the college or a course(s) for misconduct are NOT eligible to receive a refund of tuition and fees.
• Students may request a refund based upon a medical withdrawal by completing a Medical Withdrawal Form, located in Student Services.
• Military reservists called to active duty while enrolled at Spoon River College shall receive a full refund or credit against future enrollment. All requests are approved by the Vice President of Administrative Services.

COLLEGE POLICY

ASSESSMENT OF STUDENT LEARNING
Spoon River College uses a variety of strategies to assess student learning and achievement, generally categorized in three areas:

• **Achievement of individual course objectives**: All faculty have implemented classroom assessment activities, upon which they report at least annually. Assessment results are used to improve teaching and learning strategies in the classroom.

• **Achievement of program outcomes**: Career and technical programs use simulations, demonstrations, and local and state licensure exams to assess achievement of program outcomes. Faculty in transfer programs work out ways to assess outcomes in their separate program areas.

• **Demonstrated competency in areas of general education**: The College has identified general education competencies to be achieved by all students completing a degree and an assessment program to determine whether students are achieving those
competencies. This program includes collecting student work to be evaluated by assessment teams.

COMPUTING GUIDELINES
Spoon River College provides computing resources and wireless access for students, faculty, staff, and guests to further the mission of the college. The network has been set up with security measures to ensure that unauthorized users are prevented from accessing stored information and network resources. The system is provided for the official use of employees and students and as such the systems and the stored information are subject to the college’s review. The college will comply with all laws pertaining to privacy on private networks. Users should use personal media to store private information that they do not wish to be subject to review. Users are personally responsible for any misuse or illegal use of the systems and are subject to all civil and criminal penalties arising from such use. Every user shall act in an ethical manner consistent with the stated goals and mission of Spoon River College. Each user must accept the responsibility for their actions while using the computing resources. The college has the responsibility to provide appropriate security, to maintain reliability and data integrity, and to enforce these guidelines. Unauthorized uses of computer resources include but are not limited to:

- Unauthorized access to college files, other user files, or any protected and private computer resources.
- Unauthorized copying, revising, damaging, removing, or distributing software.
• Unauthorized copying, revising, damaging, removing, or distributing college programs or data, or any other user’s programs or data, without permission.
• Activities that disrupt normal computer/network use and services. Such disruptions include, but are not limited to, propagation of computer viruses, violation of personal privacy, and unauthorized access to protected and private network resources.
• Damaging or altering college computer equipment or any technology.
• Usage which is harmful, threatening, bullying, or harassing to other users.
• Unauthorized use of college computing resources for monetary gain.
• Unauthorized installation of software on any Spoon River College computer or network.
• Usage which violates any state or federal law.
• All installations on Spoon River College computers must be approved by the Chief Information Officer or Director of Technology Services, who will supervise and coordinate all approved installations.

Misuse of college computing resources or failure to adhere to Spoon River College’s Computing Guidelines is subject to disciplinary student code of conduct action.

Appropriate disciplinary action will be taken against individuals not adhering to computing guidelines or found to have engaged in prohibited use of the college’s computing system.
Copyright Infringement and File Sharing
Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner. Downloading or sharing files are traceable and could result in a significant financial penalty. Spoon River College will treat illegal downloads or the illegal sharing of copyrighted materials with college computers as a violation of the college’s student code of conduct.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov); especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

**DATA PRIVACY RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Spoon River College upholds the federal law giving students the right to inspect, review, and amend their educational records. SRC students will be permitted to inspect their own educational records. In addition, the college will not release or disclose information or allow inspection of records without prior written permission from the student, unless, by law, prior consent is not required under certain circumstances. Students also have a 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. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-5901

**Scope:**

This policy applies to all Spoon River College students.
Definitions:

*College official:* A person employed by the college in an administrative, supervisory, academic, research, or support staff position, or an outside contractor (e.g. health or medical professional, attorney, auditor) acting as an agent for the college or the Illinois Community College Board, or a student employed in the college work study/student worker program.

*Educational data or education records:* Any data in any form directly relating to an individual student maintained by the College or by a person acting for the institution.

*Eligible Parent:* A parent or guardian providing documentation which supports that the student is a legal dependent for tax purposes, or provides a signed release as designated by official documentation.

*Student:* An individual currently or formerly enrolled or registered or individuals who receive shared time educational services from a public agency or institution. All students at the College have the same rights regarding their educational data, regardless of age.

*Student records:* Student records include any and all records, in any medium, formally maintained by the college, that are directly related to a student.

Details:

1. **Notification of Rights:** The College will provide students in attendance with an annual notification of the rights available under FERPA in the Student Handbook, which is
produced on an annual basis and provided to each student during the beginning of every semester, as determined by the academic calendar. The Student Handbook is on the College’s website. SRC will follow procedures to comply with this law.

2. **Right to Review and Inspect:** Students have the right to review and inspect their permanent student records within 45 days of the day the college receives a request for access. A student should submit to the Director of Enrollment Services or Dean of Student Services, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. A student desiring copies of educational records may receive such, after payment of a fee of $1.00 per sheet. This is exclusive of normal transcript service.

3. **Waiver of Right to Inspect:** The College will not provide confidential letters or statements of recommendation concerning admission to another educational institution, or applications for employment, unless the student has waived the right to inspect such letters or statements.

4. **Right to Amend Educational Records:** The student, or eligible parents of the student, may challenge the accuracy of their educational records. It is important to note that
grades earned are not covered under FERPA because the rights of challenge are not intended to allow a student to contest, for example, a grade in a course because the student felt that a higher grade should have been assigned. However, FERPA does obligate faculty to honor a student’s request to determine if a grade was recorded in error.

The process to request a revision of an educational record may include the following steps and appeal options:

**Step One** – If the student believes that the education record is inaccurate, misleading or in violation of privacy rights, the student may request in writing to the Director of Enrollment Services that the record be changed. The letter should state the nature of the inaccuracy or error and request the revision that the student wants made in the record. The Director will review the request and respond to the student in writing within ten (10) business days of receipt of the request.

**Step Two** – If the request to amend the record is denied by the Director of Enrollment Services, a student may request an appeal review before the Dean of Student Services within ten (10) business days of the date of notification of the appeal decision in step one. Failure to file an appeal in a timely manner constitutes a waiver of the right to appeal.

The Dean of Student Services will review the request for appeal review letter and will determine if the request has merit. In addition, the Dean of Student Services may
schedule a meeting with the applicant. An advocate may attend this meeting but may not participate, except to advise. In the event that new information is presented that may affect the outcome of the original record revision decision in step one, the Dean of Student Services has the discretion to request a meeting with the Director of Enrollment Services and the student appealing the decision. The Dean will render a review decision in writing within ten (10) business days of the appeal meeting.

**Step Three** – Following the decision of the appeal review, a student may request a third review before the Vice President of Instruction and Student Services. The request for a third appeal must be submitted in writing to the Vice President within ten (10) business days of the date of the appeal review decision completed in step two. Failure to file an appeal in a timely manner constitutes a waiver of the right to appeal.

The Vice President will review the original appeal letter, the appeal review letter and the third appeal request and will determine if the grounds for a third-level appeal have merit. The Vice President may schedule a meeting with the student. An advocate may attend this meeting but may not participate, except to advise. In the event new information is presented which may affect the outcome of the original record revision request or the appeal review decision, the Vice President has the discretion to request a meeting of the Director of Enrollment Services, the Dean of Student Services and the student appealing the request to revise a record. The Vice President will render a third-
level appeal decision in writing within ten (10) business days of the third-level appeal meeting.

**Step Four** – Following the outcome of a third-level appeal with the Vice President, a student may request a final review. Unresolved third-level appeals will be referred to the College President for final review. The President shall issue a decision in writing to the student within ten (10) business days of the request for final review. The President’s decision is final and binding.

5. **Disclosure:** There are two types of information distinguished under FERPA: personally identifiable information and directory information. Certain conditions exist with regard to disclosure of each kind of information. The College complies as follows:

A. **Personally Identifiable Information:** Personally Identifiable Information is information that would include identifying data such as student’s name, social security number, academic work completed, grades, achievement test scores, aptitude test scores, health data, or other personal characteristics or information which would make the student’s identity easily traceable. Prior consent, in the form of a signed and dated document, must be provided by the student to authorize the college to disclose personally identifiable information. The consent must specify records that may be disclosed, should state the purpose of disclosure, and must identify the party or class of parties to whom disclosure may be made.
B. **Directory Information:** FERPA allows for the disclosure of directory information as identified by the institution. Spoon River College has designated the student’s name, address, telephone listing, electronic mail address, major field of study, dates of attendance, most recent education agency or institution attended, degrees, honors and awards, height and weight of student athletes, and participation in officially recognized activities as directory information. The college will disclose directory information only, upon request, to other educational colleges and/or universities. A student has the right to refuse designation of any or all of this directory information by notifying the Director of Enrollment Services in writing within ten (10) college days of the student’s initial enrollment.

6. **Exceptions:** FERPA allows for the release of student records without written consent of the student under the following conditions:

A. To school officials with legitimate educational interest. The College has designated school officials such as faculty, administration, professional employees, support staff, work-study students, or persons employed by or under contract to the College (example: an attorney or auditor) acting as an official agent of the College to perform a business function or service on behalf of the institution. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to:

1) perform appropriate tasks which are specified in his or her position description or by a contract agreement;
2) perform a task related to a student’s education;

3) perform a task related to the discipline of a student;

4) provide a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid;

5) identify tasks that must be determined to be consistent with the purposes for which the data are maintained; and/or

6) maintain safety and security on campus;

B. In compliance with a court order or subpoena;

C. To parents of dependent students;
Parents of dependent students may have the right to gain access to information in student education records. For purposes of FERPA, the college limits the student education record information that may be released (without the student’s specific written permission) to Directory Information and specific data elements only.

A student must have indicated that either parent claimed him/her as a tax dependent on an application for financial aid (FAFSA). Otherwise, the parent must provide a copy of the most recently completed Federal Income Tax Return indicating that the student in question was claimed as a dependent.
The college defines a dependent as a student that is considered dependent on a parent according to IRS
guidelines (as defined in Section 152 of the Internal Revenue Code of 1954). In addition, the College will assume dependency for students enrolled in the dual enrollment program. Dependency status will be verified through the use of financial aid records maintained in the S drive or by requesting IRS records from a student’s parent. If dependency cannot be determined, a signed release from the student will be required.

The following information may be released to the parents of dependent college students;

1) Tuition account balances
2) Financial aid eligibility
3) Student’s schedule of classes
4) Reason for an account hold
5) Explanation of satisfactory academic progress status

Directory information can be released to parents without verifying dependency status.

The college will respond to phone or in-person inquiries by the parents of dependent students.

If for any reason staff does not feel comfortable releasing information over the phone, the caller will be referred to the staff member’s immediate supervisor, the Dean of Student Services, or the Director of Enrollment Services.

D. To schools in which a student seeks or intends to enroll (the College will make an attempt to notify the student that records are being provided);
E. To the Comptroller General of the United States;

F. To the Attorney General of the United States;

G. To the Secretary of the Department of Education;

H. To State and Local educational authorities involving an audit or evaluation of compliance with education programs;

I. In connection with a student’s application for, or receipt of, financial aid (such as the administration or continuation of aid), and organizations associated with providing financial aid to a student;

J. In the event of a health or safety emergency where the information is required to resolve the emergency;

K. That is considered directory information, so long as the student has not requested nondisclosure of this information;

L. That is a result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released;

M. Of a student under the age of 21 who has committed a drug or alcohol related offense (e.g. reporting the offense to the parents of the student);
N. To an alleged victim of a crime of violence (as defined in 18 U.S.C. Sect 16) or non-forcible sex offense, the final results of the alleged student perpetrator’s disciplinary proceeding may be released;

O. Federal and state government agencies and officials, accrediting agencies, and organizations conducting studies for or on behalf of educational agencies, if conducted so as not to permit the personal identification of any individual student;

P. To schools or colleges to which the student is currently enrolled (dual enrollment, consortium agreements);

Q. Release of information requested under the terms of the Patriot Act;

R. Directory information.

7. **Right to File a Complaint:** A student has a right to file a complaint with the U.S. Department of Education. There are two basic requirements for a complaint to be properly filed against an institution in relation to FERPA infractions:

A. The complaint must be made within 180 day of when the infraction was discovered.

B. There must be sufficient facts (evidence) to prove the violation.

8. Students Right-to-Know: The Student Right-To-Know Act of 1990 requires the College to compile and release completion, graduation, and transfer-out rates to all students. This information is available from the Office of Admissions and Records.

EMERGENCY CLOSING
The College will normally remain open except for official holidays. However, in times of inclement weather, classes may be suspended. The decision will not necessarily parallel that of the public schools. The decision to close the campus will normally be made by 6:00 a.m. and for evening classes by 3:00 p.m.
Information will be posted at the following locations:

**SRC Website**  [www.SRC.edu](http://www.SRC.edu)

**Radio Stations**
- WBYS 107.9 FM
- WMBD 1470 AM
- WCIC 91.5 FM
- WIUM 91.3 FM
- WJEQ 102.7 FM
- WKXQ 92.5 FM
- WRMS 94.3 FM
- WDUK 99.3 FM
- WKAI 99.3 FM
- WGIL 92.7 FM

**TV Stations**
- WEEK (NBC 25)
- WMBD (CBS 31)
- WHOI (ABC 19)
- WGEM (NBC 10)

**EMERGENCY WEATHER CLOSING PHONE NUMBERS**
- Canton and Havana – (309) 649-6336
- Macomb and Rushville – (309) 833-6082

**ID CARDS**
It is the policy of Spoon River College to require photo identification cards for all employees and students of the college in order to facilitate safety and security and to improve access to college services.

The SRC ID card is the property of Spoon River College. The Canton Learning Resources Center (Library) is responsible for the overall production and distribution of the official ID card.
STUDENT CODE OF CONDUCT

SECTION A. GENERAL POLICIES

1. Purpose and Basis for Authority
The Spoon River College Student Code of Conduct serves two purposes: (1) to serve as a guide for student behavior; and (2) to outline the procedures to be followed, both by students and college officials, should violations of the Code occur. It is expected that all students will read this code and will be responsible for knowing and abiding by its contents.

In the eyes of the College, two authorities guide a student’s conduct while on campus or while participating in off-campus, college-sponsored activities. First, each student is expected to obey the rules, regulations, and policies of the College. Secondly, each student is expected to obey local, state, and federal laws.

2. Philosophy
The College strives to maintain an environment in which all students are free to pursue their academic interests and responsibilities. Conduct by a single student or a group of students that restricts such freedom and interferes with the College mission of promoting student learning is subject to regulation and/or sanction by the College. Therefore, a major function of the College is to recognize student rights and, at the same time, to demand student responsibility.
3. **Student Rights**
The rights of students of the College derive both from their status as students and from their status as citizens. These rights include, but are not limited to, the following:

1) The right to freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, national origin, or disability.

2) The right to be safe and free from all physical violence.

3) The right to expect that their personal property will be safe from theft, damage, and destruction.

4) The right to accurate and timely information regarding academic issues, such as course requirements and expectations, and graduation requirements.

5) The right to expect that all of their records will be maintained in accordance with the Family Educational Rights and Privacy Act of 1974.

6) The right to fair and impartial treatment in the investigation of any alleged violation.

7) The right to expect fair, consistent, and appropriate discipline, if they are found guilty of violating a rule or regulation.

8) The right to grieve actions and policies, which they consider unfair and inconsistent.

9) The right to freely engage in inquiry and discussion, the cornerstone of education at the College. Therefore, in accordance with the guarantees of federal and state constitutions, students have the
right to speak, write, and discuss freely all ideas relevant to their educational development.

4. Definitions
   - **Expulsion**: Permanent denial of enrollment at the College.
   - **Hazing**: An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for purposes of membership in a student group, organization, or athletic team.
   - **Student**: An individual enrolled in a credit or non-credit course or classes or who has been admitted to the college at the time that the alleged conduct offense occurred.
   - **Summary Suspension**: A suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.
   - **Suspension**: Denial of the privilege of enrollment for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.

5. General Policy
Generally, College disciplinary action shall be for conduct that adversely affects the college pursuit of its educational objectives. The reference to “College” includes any event or site off campus where students, faculty, and staff represent the College. Some programs may have more stringent policies that can be found within the publications.
of the respective department(s) or with the appropriate Dean.

6. Misconduct
The following misconduct is subject to disciplinary action. This list is not exhaustive and could include student conduct committed off campus that affects the College, students, staff, or faculty and/or impacts the learning environment at the College:

SECTION B. ACADEMIC MISCONDUCT

1. Definition
Academic misconduct generally refers to behavior in which an individual cheats, plagiarizes, or otherwise falsely represents someone else’s work as his or her own. Forms of Academic misconduct include, but are not limited to:

- **Cheating**: During any academic evaluation activity, using or attempting to use unauthorized materials, information, notes, study aids, or other devices or information from another student or student’s paper; during any academic evaluation activity, any unauthorized communication of information, including collaborating, contrary to the requirements of a course, with others (who may or may not be students) in work to be presented; altering graded work after it has been returned, then submitting the work for reevaluation and re-grading; tampering with the academic work of other students.
• **Plagiarism**: Presenting the work of another as one’s own (i.e., without proper acknowledgement of the source or sources) or submitting a piece of work which in part or in whole is not entirely the student’s own work, without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.

• **Falsification and Fabrication**: Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity; presenting data in a piece of work that were not gathered in accordance with guidelines defining appropriate methods for collecting or generating data, or including a substantially inaccurate account of the method by which the data were gathered or collected.

• **Abuse of Academic Materials**: Destroying, stealing, altering, or making inaccessible library, laboratory, or other academic resource materials, including computer data, or attempting to do so; stealing examinations, or other course materials, or attempting to do so.

• **Complicity in Academic Dishonesty**: Helping, or attempting to help, another to commit an act of academic dishonesty, especially providing material or information to another person with knowledge that the 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.

- **Falsification of Records and Official Documents**: Altering documents affecting academic records; forging signature of authorization or falsifying information on any official academic document, including a permission form, a petition or any other document designed to meet or exempt a student from an established academic regulation; failing to report previous academic records.

- **Personal Misrepresentation and Proxy**: Participating in an academic evaluation activity in the place of another person either before or after enrollment; assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination or other academic evaluation activity is submitted or performed by a person other than the student in whose name the work is submitted or performed; having another person participate in an academic evaluation activity or evaluation in place of oneself.

- **Bribes, Favors, Threats**: Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance; conspiring with another person who then performs one of these acts in one’s behalf.
Other examples of academic misconduct include:

- Submitting another individual’s work as your own with minor alterations.
- Submitting another individual’s work without appropriate use of quotations, footnotes or references.
- Submitting the same work for credit for more than one course without written permission from all instructors involved.
- Submitting or presenting falsified research.
- Copying from another individual during any type of examination.
- Receiving an answer to an exam from another student during an examination or communication of answers to an exam with other students; this includes allowing other students to copy off one's exam during a test.
- Tampering with an examination after it has been corrected.
- Using any material not permitted by the instructor on an examination.
- Requesting, acquiring, possessing, or providing another person with an examination or portion of an examination without consent of the instructor.
- Changing, attempting to change, or falsifying academic records, including attendance records or sign-in sheets.
- Disruption or obstruction of classroom and/or College activities.
• Aiding another student in the performance of any of the above acts.

2. **Procedures for Issues of Academic Misconduct**

Faculty members have the authority to decide if students have committed academic misconduct. If a faculty member suspects academic misconduct, the faculty member will proceed with the following steps:

*Step 1:*

The instructor who has witnessed academic dishonesty or who has other evidence that academic dishonesty has occurred will meet with the student to present the allegation. Following this conference, depending on the gravity of the incident and the evidence available, the instructor will determine whether to handle the matter within the classroom or to proceed to Step 2. In all cases in which the instructor determines academic dishonesty has occurred he/she will complete an Academic Misconduct Incident Report form and forward it within ten (10) instructional days to the Vice President of Instruction and Student Services for documentation and record keeping. Whether the student admits or denies academic dishonesty, the instructor may give the student a failing grade on the assignment and/or a reduced or failing grade in the course, and the student will not be allowed to withdraw from the course. If the instructor awards a failing grade on the assignment and/or a reduced or failing grade in the course for academic dishonesty and the student disputes the allegation, the student may file a
grievance as outlined in the Student Academic Grievance Procedure.

If the instructor has determined that a case of academic dishonesty will be handled within the classroom, the Dean of Student Services will receive, review, and file the report. In addition, the Dean of Student Services will refer the matter to the Dean of Instruction and he/she may consult with the instructor before filing. If, upon the dean’s receipt of the Incident Report, it is found that a student has repeated offenses, the Dean of Student Services, the Dean of Instruction, and the instructors who have filed reports will meet to determine if the accumulation of incidents require Step 2 action.

Incidents of academic dishonesty that do not occur in the classroom setting will be reported via completion of the Academic Incident Report by the college staff member who observed the incident or who has evidence of the occurrence. The report will be forwarded to the Vice President of Instruction and Student Services within ten (10) instructional days of the occurrence or discovery of the academic dishonesty. The Vice President of Instruction and Student Services will forward the incident report to the subcommittee of the Student and Academic Affairs Committee for review as outlined in Step 3 of this policy.

**Step 2:**

If the instructor has determined that the incident is of sufficient gravity to be addressed beyond the classroom, the Vice President of Instruction and Student Services will
review the Academic Misconduct Incident Report and at her or his option have a consultation with the instructor and/or the student. At this point, the Vice President of Instruction and Student Services will make a determination whether or not to proceed to Step 3.

**Step 3:**

Should the Vice President of Instruction and Student Services determine that subsequent steps are justified, the Vice President will forward the incident report within ten (10) instructional days to the chairperson of the Student and Academic Affairs Committee who will appoint a subcommittee of the Student and Academic Affairs Committee composed of two students, two faculty members, and one administrator. If the two student members of the committee cannot serve, other students may be appointed. The administrator will chair the subcommittee.

The name and student identification number will be removed from the incident report before it is forwarded to the chairperson of the Student and Academic Affairs Committee. The student will be notified in writing by the Vice President of Instruction and Student Services that he/she has the opportunity to respond in writing or appear before the subcommittee concerning the allegation. The student will be provided with appropriate documents/evidence relating to the allegations. The identity of the student will be revealed to the subcommittee only if the student chooses to appear at the meeting of the subcommittee and present an oral
response. The subcommittee will review the incident report, provide the instructor the opportunity to explain the allegation and the student to respond, and recommend to the President of the college within fifteen (15) instructional days one or more of the following actions based on the gravity of the incident:

A. No additional punishment is warranted.
B. Participation in college-sponsored student activities should be suspended for a specific period of time.
C. College-sponsored grants and/or scholarships should be revoked.
D. Suspension from the college should be imposed for a specified period of time.
E. Expulsion from the college should be imposed.

Step 4:

The President will review the report and recommendation(s) of the subcommittee and send a written decision to the student within fifteen (15) instructional days. If the student is not satisfied with the decision of the President, and the student’s dissatisfaction does not relate to the grade received in the course, but to other penalties included in the decision, he/she may request that a grievance be submitted to the Board of Trustees by forwarding a written notice to the President within ten (10) instructional days after receiving notice of the President’s disposition.
SECTION C. NON-ACADEMIC MISCONDUCT

1. Definition

Non-academic misconduct includes, but is not limited to:

Behavioral Offenses:

- Physical assault and/or battery and/or psychological abuse or threat of such abuse of any person on College premises, at College activities or college sponsored events.
- Unauthorized possession of any dangerous chemicals or explosive element or component parts thereof.
- Physically detaining or restraining any other persons or removing individuals from any place where they are authorized to remain.
- Disruption or obstruction of: (a) teaching, (b) research, (c) administration, (d) disciplinary proceedings, (e) other college activities including its public-service functions on or off campus, or (f) any authorized non-college activities when the act of disruption or obstruction occurs on college premises.
- Physical abuse, verbal abuse, threats, bullying, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety and well-being of any person.
- Hazing, or actions taken and situations created, in connection with the initiation into or affiliation
with any organization. Hazing includes any intentional or reckless act, on or off the college property, by students induced or coerced by others, involving any action which is directed against any other student that endangers the mental or physical health or safety of that student.

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

- Conduct which is disorderly (disruptive), lewd, or indecent on college premises or at functions sponsored by the College.

- Sending threatening or offensive e-mails to faculty, staff, or students.

- Criminal sexual behavior including, but not limited to, the implied use or threatened use of force to engage in any sexual activity against a person’s will and/or engaging in such behavior with a person who is unconscious or substantially mentally impaired (including intoxication); intentionally touching another person’s genitals, buttocks, or breasts without the person’s consent; indecent exposure; voyeurism.

- *Harassment:* Any act of harassment by an individual or group against a student, college employee, campus group, visitor, or guest. Harassment shall include, but is not limited to, insults, heckling, verbal abuse, threats of physical abuse, unwanted suggestions of a sexual nature,
repeated teasing, bullying, or annoyance of another or other actions intended to disturb others.

- Knowingly furnishing false information to college personnel.
- Knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.
- Any forgery, alteration of, or unauthorized use of college documents, forms, records, or identification cards including necessary information in connection with a student’s admission, enrollment, financial transactions, or status with the College.
- **Dress:** College students are mature enough to make wise and appropriate decisions on the type of apparel suitable for a college campus. Dress which disrupts the learning process is not allowed. Dress that includes any words or images that are obscene, offensive, or tend to promote violence or drugs or disrespect is inappropriate.
- Attempts and complicity: attempts to commit acts prohibited by this code or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.
- Unauthorized use of the college’s logo or name in unofficial student publications and web sites is prohibited.
- Making a false report concerning a fire, bomb, or other emergency.
For some programs, conduct that would normally be considered behavioral misconduct may be subject to academic discipline (e.g., attending a nursing clinical while under the influence of drugs or alcohol would constitute academic misconduct for nursing students.)

**Bias Related Offenses:**

- Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selects the alleged victim because of the alleged victim’s race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status, or inclusion in any group/class protected by state or federal law.

**Property Offenses:**

- Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the College including but not limited to: fire alarms, fire equipment, elevators, telephones, college keys, library materials, and or safety devices; and any such act against a member of the college community or a guest of the College.
- Seizing, holding, stealing, commandeering, or damaging any property or facility of the College, or a threat to do so; and any act of misuse, act of
theft, or unauthorized possession or sale of college property, or any such act against a member of the college community or a guest of the College.

- Refusing to depart from any property or facilities of the College upon direction by College officials or other authorized persons.
- Possessing, making, or causing to be made, without proper authorization, any key to operate locks or locking mechanisms on campus and tampering with locks in college buildings.
- Littering, defacing, destroying, or damaging College property, or property under College jurisdiction, or removing or using such property without authorization.
- Unauthorized entry to, or use of, College facilities or equipment.
- Intentionally or recklessly activating a fire alarm without cause; damaging fire safety equipment; or initiating a false report, warning, or threat of fire, explosion or other emergency.
- Parking in unauthorized areas.

**College Policy Offenses:**

- Violation of published college policies, rules, or regulations.
- Violation of federal, state, or local law on college-sponsored or supervised activities.
- Gambling, holding an unauthorized raffle or lottery on the campus or at any College function.
• Unauthorized possession of firearms or other weapons. Any possession of weapons must be authorized by the College’s president.

• Apparent or alleged violation of local ordinances, federal, or state laws where said violation poses a substantial threat to the safety and/or welfare of campus community members.

• Attempts and complicity: attempts to commit acts prohibited by this code or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.

• Interfering with the judicial procedures or outcomes including, but not limited to, falsification; distortion or misrepresentation of information before an administrator or conduct review panel; knowingly initiating a complaint without cause; or failure to comply with the sanction(s) imposed by either a hearing officer or administration.

• Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of student conduct.

• Violation of the College’s solicitation policy.

Alcohol, Tobacco and Drug Related Offenses:

• The unlawful possession or use, selling, or distributing of any drug or controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, marijuana, or
sale or distribution of any such drug or controlled substance on college-owned or controlled property or at any college-sponsored activity.

- Introduction or having possession of any alcoholic beverage, as defined in Illinois state statute, on any campus, or while involved in a College activity, service project, program or workstation. The College will work with local and state law enforcement agencies to enforce underage drinking laws.

- Reporting to campus while under the influence of a controlled substance that affects alertness, coordination, reaction, response, judgment, decision-making, or safety. Students having valid medical reasons for using physician-prescribed controlled substances that may affect their ability to perform or participate in class, clinic, or lab must report such use to their instructors and provide a note from their physician upon request from the College.

- Use of any tobacco or vaping product is prohibited on Spoon River College property, including buildings, grounds, parking lots, and vehicles. The Smoke-Free Campus Act (Public Act 098-0985) prohibits smoking on property owned or operated by a State-supported institution of higher education.
Technology Related Offenses:

- Access abuses including, but not limited to, unauthorized use of student, staff, or faculty passwords; accessing restricted databases, files, and web sites; tampering with computer equipment; manipulation of the College's web site; sending threatening or offensive e-mails to students, staff, or faculty.
- Sending threatening, offensive, harassing, or bullying e-mails using College-owned computers, the College’s network, or social media.
- Use of a College computer for business purposes.
- Use of a College computer to access or distribute pornographic web sites.
- Disrupting classroom activities with electronic devices.
- Violations of the College’s computer usage and lab guidelines.
- Copyright Infringement or unlawful file-sharing.

Off Campus Offenses:

Spoon River College may hold students accountable for a violation of the behavioral conduct offenses contained in the Student Code of Conduct committed off campus when:

- Hazing is involved; or
- Student-to-student harassment is involved; or
- The violation is committed while participating in a college sanctioned or sponsored activity; or
• The victim of the violation is a member of the college community; or
• The violation constitutes a felony under state or federal law; or
• The violation adversely affects the educational, research, or service functions of the College.

2. **Sanctions for Non-Academic Misconduct**

Sanctions for academic and non-academic misconduct include but are not limited to the following:

• **Summary Suspension (See Section D.1):** A suspension imposed without a formal hearing to ensure the safety and well-being of members of the College, which shall include an oral or written statement from the Vice President of Instruction and Student Services that the student has been accused of violating College policy and may be subject to more severe sanctions. Students who are summarily suspended are still responsible for paying balances owed for tuition, fees, and books. Suspensions are noted on the student’s academic transcript.

• **Exclusion from participation in College extracurricular activities for a period of time not to exceed one academic year, including, but not limited to, holding any student office.**

• **Restitution:** Required reimbursement for damage to or misappropriation of property. Restitution
may take the form of appropriate services or other compensation.

- Denial of Related Privileges: Example: denial of the use of the College computers if the violation is related to the use of computer technology.
- Warning: Issuance of a written warning, admonition, or reprimand. This may include a referral for counseling.
- Suspension (See Section D.2): Denial of enrollment for a specified period of time, after which the student is eligible to return. During this time the student cannot qualify for graduation, register for or attend classes or other College functions. Suspended students are still responsible for payment of balances owed for tuition, fees, and books. Suspensions are noted in the student’s academic transcript.
- Expulsion: Permanent denial of enrollment at the College. Expelled students are still responsible for paying balances owed for tuition, fees, and books. Expulsions are noted on the student’s academic transcript.
- Probation: A written reprimand in response to misconduct. Probation is a designated period of time where the student is expected not to repeat the act of misconduct or engage in other misconduct. Further sanctions may be imposed if the student repeats the behavior that resulted in the probation or engages in further misconduct while on probation.
• Administrative and legal sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the College’s drug and alcohol policy. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

• Community service: A work assignment at a public agency (Library, College, School, County agency, etc.).

• In cases of hazing, disciplinary action may be taken against both individuals and organizations or groups.

• Grade Adjustment: Lowering of a test, assignment, or course grade.

• Course Failure: Failure of a student from a course where misconduct occurred.

• Discretionary Sanctions: Additional academic assignments determined by the student’s instructor(s).

• Alcohol and Drug Violations: Students who have violated the College’s student conduct policy concerning alcohol and drugs will generally be subject to the following progressive discipline schedule. Depending upon the nature and the severity of the violation, more serious sanctions may be imposed with a first offense than are outlined below.
1) **First Offense:**
- Warning will be issued
- Student-athletes would be subject to a one-game suspension and students in clubs and organizations would be prohibited from participating in the next scheduled activity.
- Completion of Alcohol 101 web-based instructional module.

2) **Second Offense:**
- Probation status for the remaining time of enrollment.
- Student-athletes would be subject to a two game suspension and students in clubs and organizations would be prohibited from participating in the next two scheduled activities.
- Advising appointment and the completion of an alcohol/drug abuse screening inventory.
- Community service.

3) **Third Offense:**
- Suspension from the College not to exceed ten (10) days.
- Student-athletes and student that are members of a club or organization would be permanently suspended from participating for the balance of the academic year.
- Referral to alcohol/drug abuse screening.
3. Procedures for Filing a Misconduct Complaint

A. A notice of complaint or an alleged violation must be submitted along with an explanation of evidence supporting the complaint to the Dean of Student Services. Any member of the college community may file a written complaint alleging that a student or organization has violated student conduct policy.

B. The Dean of Student Services may refer the matter to the Dean of Instruction for review and investigation if the accusation involves academic misconduct.

C. A “Formal Review” may be conducted as a first step in cases which acts of violence, discrimination, or harassment are alleged. Alleged acts of this nature will also be reported to the Office of Human Resources.

D. Informal Review
   Within ten (10) business days of receiving an accusation of non-academic misconduct against a student the Dean of Student Services or Dean of Instruction shall conduct an investigation of the charges.

   1. If the complaint is unsupported by the investigation, it will be dismissed.

   2. If there is sufficient evidence to support the allegation, the Dean of Student Services or Dean of Instruction shall offer the accused student an opportunity to resolve the violation at an informal
meeting. Prior to this meeting, the student shall be given oral or written notice of the specific charges against him/her and the evidence collected to support the complaint.

The notice of charges will be delivered to the student five (5) business days prior to the meeting with the Dean of Student Services or Dean of Instruction. During the meeting, the Dean of Student Services or Dean of Instruction shall review the complaint and documentation with the student and allow the student to present an explanation. Within ten (10) business days of the meeting, the Dean of Student Services or Dean of Instruction shall inform the accused student in writing of the decision concerning a code violation and sanctions. In addition, the victim of harassment or an act of violence will be notified of the results of the conduct violation review. A student who is subject to a sanction may request in writing a formal hearing prior to implementation of the sanction.

E. Formal Review
In the event of an alleged conduct violation that could lead to suspension or expulsion, involves an alleged act of violence or sexual assault, or a request by a student accused of misconduct, the Dean of Student Services or Dean of Instruction will convene a formal review within ten (10) business days of receipt of a student’s written request or formal complaint. The formal review panel will consist of the Dean of Instruction, faculty member not serving as faculty to the accused,
an advisor and the Student Government president. The panel is chaired and presided over by the Dean of Student Services or Dean of Instruction, or designee of either office. Students requesting a formal review shall be notified in writing of the time, place, and date of the review within five business days of its receipt. The student must also be informed in writing of:

1. The specific conduct provisions the student is accused of violating,
2. The evidence to be presented against him/her, and
3. A list of witnesses and the nature of their testimony.

A student's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled. The student shall be given the opportunity to speak in his/her own defense, present witnesses, question any witnesses, and may have an advisor or advocate present. The advisor may provide advice to the student but may not participate in the hearing. The decision of the review panel will be determined by majority vote after review of the investigative report, other evidence, and meeting with the accused and other witnesses. The decision of the formal review panel will be delivered to the student in writing within five (5) business days of the meeting and shall include information about any sanctions.

F. Appeals
Following the outcome of an informal or formal review decision, a student may request an appeal review
before the Vice President of Instruction and Student Services. The request for an appeal must be submitted, in writing, to the Vice President of Instruction and Student Services within ten (10) business days of the date of notification of the decision. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of the right to an appeal. The basis for an appeal will be limited to the following grounds:

1. The sanction is excessively severe.
2. New or newly discovered evidence of a nature that may substantially affect the outcome of the hearing exists.
3. There was a procedural error that substantially affects the outcome of the hearing.

The Vice President of Instruction and Student Services will review the appeal letter and will determine if one or more of the grounds for appeal has merit. The Vice President of Instruction and Student Services will schedule a meeting between the accused student and Vice President. A student’s advisor or advocate may attend this meeting, but may not participate except to advise the student. In the event that new evidence is presented that may affect the outcome of the decision, the Vice President of Instruction and Student Services has the discretion to request a re-hearing by the formal review panel. The Vice President of Instruction and Student Services will render a decision to the student in writing within ten (10) business days of the appeal hearing.
Unresolved appeals that have followed this process will be referred to the college president’s office for final review. The president shall issue a decision in writing to the student within ten (10) days of the appeal.

SECTION D. OTHER POLICY PROVISIONS

1. Summary Suspensions

In certain circumstances, the Dean of Student Services or Dean of Instruction may impose a summary suspension prior to the informal or formal proceedings described above. A summary suspension may be imposed only when, in the judgment of the Dean of Student Services or Dean of Instruction, the accused student’s presence on the College campus constitutes a threat to the safety and well-being of members of the College community or College property. Notice of the summary suspension shall be provided in writing to the student and shall include the duration of the suspension. After the student has been summarily suspended, the student shall be provided an opportunity for a formal hearing within the shortest reasonable time period, not to exceed ten business days. During the summary suspension period, the student may not enter the campus without prior permission from the Dean of Student Services or Dean of Instruction. Suspensions are noted on the student’s academic transcript.
2. **Suspensions**

Suspensions lasting for more than 10 days, or expulsion from the College, will be listed on the student’s official academic transcript. After a period of three years, the student may make a request in writing to the Vice President of Instruction and Student Services to remove the notations of disciplinary action from his/her transcript. The Vice President of Instruction and Student Services’ decision to remove the transcript notation will be made based on the circumstances surrounding the request and the original offense.

3. **Reports to Law Enforcement Authorities**

In the event an investigation into academic or non-academic misconduct leads the College to reasonably believe that a criminal act may have occurred, the College may report such behaviors to the appropriate law enforcement authorities.
A Student’s Guide to Reporting Harassment
The purpose of this guide is to ensure an orderly resolution of charges of sexual, racial, or other forms of harassment brought by students at Spoon River College. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education amendments of 1972. Applicable law prohibits other types of harassment. Spoon River College prohibits all acts of harassment and will properly investigate any claims of harassment.

Sexual and Other Unlawful Harassment
Spoon River College is committed to providing an educational and/or work environment that is free from all forms of discrimination and harassment. Spoon River College expressly prohibits any form of unlawful discrimination or harassment based on any group protected by law. Spoon River College provides ongoing anti-harassment training to ensure everyone the opportunity to work and/or learn in an environment free of sexual and other unlawful harassment.

Definitions of Sexual Harassment
Sexual harassment is defined as unwanted sexual advances, visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Examples of the types of conduct expressly prohibited by the policy include, but are not limited to, the following:
• Unwanted sexual advances.
• Offering employment benefits in exchange for sexual favors.
• Making or threatening reprisals after a negative response to sexual advances.
• Conduct that includes leering, making sexual gestures, or the displaying of sexually suggestive objects, pictures, cartoons, or posters.
• Conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
• Abuse of a sexual nature such as graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
• Conduct that includes touching, assaulting, impeding, or blocking movements, or violating someone’s “personal space.”
• Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes harassment when:
  1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or reward;
  2) submission to or rejection of the conduct is used as a basis for making educational, academic, or employment decisions; or
  3) the conduct has the purpose or effect of interfering with educational, academic, or employment performance or creating an intimidating, hostile, or offensive educational, academic, or employment environment.
Responsibilities
All college employees and students are responsible for creating an atmosphere free of discrimination or harassment, sexual or otherwise. Further, all college employees and students are responsible for respecting the rights of all members of the college community. Any student who experiences or witnesses any sexual or other unlawful harassment or discrimination in the college environment should report it promptly to the Dean of Student Services. If the Dean of Student Services is unavailable, students should promptly contact Human Resources. The Dean of Student Services and the Director of Human Resources are Spoon River College’s designated Title IX coordinators.

This policy applies to all incidents of alleged discrimination or harassment, including those occurring off-campus or off-hours, when the alleged offender has a relationship with the college. Should the alleged discrimination or harassment occur at a time other than the normal operating hours of the college, the complaint should be filed as soon as possible on the first business day following the alleged incident.

Investigation
All allegations of sexual or other harassment will be quickly and discreetly investigated. All complaints will be kept confidential to the maximum extent possible. All employees and students have a duty to cooperate fully with the college in connection with any such investigation. If Spoon River College determines that an employee or
student is guilty of discriminating or harassing another individual, appropriate disciplinary action will be taken against the offending employee or student, up to and including termination of employment, suspension, or expulsion.

**Retaliation**

Spoon River College prohibits any form of retaliation against any student or employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination the college determines that the complaint is not bona fide and was not made in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

**STUDENT INFORMATION AND DISCLOSURE REPORTS**

Students can request detailed reports on the following subjects by contacting the Dean of Student Services by phone or by mailing the request to 23235 North County Road 22, Canton, IL 61520.

- Athletic Participation and Financial Support
- Campus Crime Report and Crime Logs
- Credit Transfer and Articulation Agreements
- Drug and Alcohol Prevention Programs
- Drug-Free College and Substance Abuse Policy
- Biennial Drug Prevention Review
- Gainful Employment Reports
- Placement Data for Career-Technical Graduates.
STUDENT GRIEVANCE PROCEDURES
Spoon River College has established grievance procedures to resolve academic and non-academic issues and to maintain campus safety and preserve the integrity of the college and its educational environment.
In addition, the student grievance procedure provides an equitable process through which problems related to the discrimination of any student on the basis of sex under Title IX of the Educational Amendments of 1972 may be promptly and efficiently resolved.

Academic
When a student has a concern regarding classroom management, instructional methods, grades, teaching effectiveness, or evaluation, students are expected to first attempt to resolve their concerns with the instructor. If such resolution is unsuccessful, the student must contact the Dean of Instruction who will determine a resolution/remedy, conduct an investigation, and render a decision.

Non-Academic
When a student has a concern regarding conduct, student life, or any other student issue, students can contact the Dean of Student Services. Students must submit a formal grievance in writing to the Dean of Student Services. The Dean of Student Services will conduct a conference, investigate, and render a decision.

Appeal
The student may appeal the decision made by the Dean of Student Services or Dean of Instruction within 10
institutional days from the date of receipt of notification to the student or attempt to deliver by the college. The written appeal must fully explain the student’s appeal and must be delivered to the Vice President of Instruction and Student Services. The Vice President shall consider all evidence, uphold previous decisions, deny requests, or rescind the decision and make appropriate disciplinary sanctions as necessary, on a timely basis. The Vice President of Instruction and Student Services shall notify the student, either in person or by certified mail, of his/her decision. Decisions at this level are final.

**STUDENT PETITIONS**

Students may petition the College if they are seeking exceptions to College policy or procedure, or consideration for special circumstances that have impacted their capacity to attend classes in the following areas:

- Academic forgiveness or amnesty
- Course drops after the deadline
- Course withdrawals after the deadline
- Fee waivers
- Full or partial tuition refunds
- Medical withdrawals
- Tuition refunds after the deadline
- Other exceptions to college policy and procedures.

**Petitions for Final Grade Appeals**

Final grade appeals may also be pursued through the petition process.
Faculty members have the authority to establish course requirements and standards for expectations and the evaluation of student performance. Grades submitted by faculty are presumed to be accurate.

Students may appeal a grade **only after they have met with the instructor about the grade** and when they can document that one or a combination of the following has occurred:

- An error in calculating the grade.
- Notification or communication from faculty to students was not clear and/or timely concerning criteria for grade determination.
- Inconsistently applied standards for evaluation of student academic performance.
- Assignment of a grade was based on factors other than student achievement.

If students believe that a grade received is based upon discrimination or sexual harassment, as defined in the student handbook/college policy, they should follow the procedures for harassment, and contact the college’s Human Resources Office immediately.

**Petition Process**

**Step 1:**
A student seeking an exception to college policy and procedure should complete a petition form, and submit it to the Dean of Student Services. The petition form can be found on the college web site at [www.src.edu](http://www.src.edu) or it is
available in any student service area of the college. The petition will be reviewed by a Petition Committee, whose members include the Director of Enrollment Services, Director of Business Services, Dean of Student Services, Financial Aid Director, and Dean of Instruction. The student will receive written notice of the decision of the committee within ten (10) business days of the receipt of the petition.

Please note that a student who has questions about a grade received in a course should first seek to resolve the issue by consulting with the instructor prior to pursuing a petition.

Step 2
Following the decision on step one a student may request an appeal with the Vice President of Instruction and Student Services and the Vice President of Administrative Services. The request for an appeal must be submitted in writing to the vice presidents within ten (10) business days of the date of notification of the decision in step one. Failure to file an appeal in a timely manner constitutes a waiver of the right to an appeal. The Vice Presidents will review the request for appeal and will determine if the request has merit. In addition, the Vice Presidents may schedule a meeting with the student. An advocate may attend this meeting but may not participate except to advise the student. In the event that new information is presented that may affect the outcome of the original petition decision in step one, the Vice Presidents have the discretion to request a meeting with the Petition Committee and the student appealing the decision. The vice presidents will render a decision on the
appeal in writing to the student within ten (10) business days of receipt of the appeal letter or the appeal meeting.

**Step 3**
Following the appeal decision, a student may request a second appeal with the president of the college. The request for an appeal with the President must be submitted in writing within ten (10) business days of the date of the appeal decision completed in step two. Failure to file an appeal in a timely manner constitutes a waiver of the right to an appeal.

The President will review the appeal document(s) and will determine if the student’s case for appeal has merit. The president may schedule a meeting with the student. A student advocate may attend this meeting but may not participate except to advise the student. In the event that new information is presented that may affect the outcome of the original petition decision or the original appeal, the president has the discretion to request a meeting of the Petition Committee, the Dean of Student Services and the student. The President will render an appeal decision in writing within ten (10) business days. The decision of president is final and binding.
PARKING & PUBLIC TRANSPORTATION
Adequate, free parking is provided adjacent to the buildings on all campuses. Students attending the Macomb Campus may take advantage of the Go West bus system provided by WIU.
Go to: http://www.student.services.wiu.edu/gowest/ for community routes. Fulton County Transit Services provides affordable transportation to the Canton Campus. Contact them at 309-647-6510.

VOTER REGISTRATION
Access to voter registration is available online with the Illinois Board of Elections at www.elections.il.gov. SRC sponsors a series of activities encouraging students to register to vote.
ACADEMIC POLICIES AND PROGRAMS

ACADEMIC HONORS

President’s Honor Roll: Recognition of academic achievement of those students who have achieved 12 credit hours or more of college level classes during the semester and earned a semester grade point average of 3.6 or better.

Dean’s Honor Roll: Recognition of academic achievement of those students who have achieved 12 credit hours or more of college-level classes during the semester and earn a semester grade point average of 3.0 - 3.5.

Phi Theta Kappa International Honor Society: Students who receive a 3.25 or better grade point average with at least 12 college-level credits are eligible to petition for membership in Phi Theta Kappa International Honor Society. A 3.25 GPA must be maintained after the student has become a member of the honor society. A part-time student with a cumulative GPA of 3.25 following the completion of 12 hours of college-level credit is also eligible for membership.

ATTENDANCE
Regular and prompt attendance in all classes is expected. It is the student’s responsibility to notify the instructor and make arrangements to complete any missed work. All instructors are free to establish attendance policies for their classes. Excused college absences include, but are
not limited to: athletic contests, activities verified by the college coach or activity sponsor, military obligations, and court appearances. The student may be required to provide evidence to support the excused absence to the instructor or Dean of Student Services.

ACADEMIC PROGRAMS

Transfer Programs
Associate of Arts and Sciences (AA&S) Degrees
(Transfer Preparation Programs)
Agriculture
Art
Biological Science
Business
Chemistry
Communications
Criminal Justice
Drama
Education (Early Childhood, Elementary and Special Education, and Secondary)
English
General Science
Geographic Information Systems
Health Science
History
Mathematics
Physical Education
Physical Science
Physics
Political Science
Pre-Engineering
Pre-Exercise Science
Psychology
Sociology

**Associate in General Studies Degree**
General Studies

**Career and Technical Education**
**Associate in Applied Science (AAS) Degrees**
Agricultural Business Management
Computer Information Systems
Diesel & Power Systems Technology
Digital Design & Information Technology
Health Information Management
Natural Resources & Conservation
Small Business Management

**Associate Degree in Nursing (ADN)**
Nursing

**Certificates**
Advanced Welding
Business Plan Entrepreneurship
Commercial Driver Training
Computer Forensics
Computer Information Technology
Customer Service
Early Childhood Education
Emergency Medical Technician (EMT)
Entrepreneurship
Graphic Design
Machine Tool Operations
Medical Assistant
Medical Insurance/Billing
Medical Records
Medical Transcription
Medical Unit Secretary
Natural Resources & Conservation
Nursing Assistant
Practical Nursing
Preventive Maintenance
Rail Transportation & Power Systems Technology
Small Office Accounting
Supervision
Sustainable Food Production
Web Design
Welding Operator

Cooperative Programs
Dental Hygiene
Para-medicine
Radiologic Technology
Respiratory Care
Therapeutic Massage
COOPERATIVE PROGRAM AGREEMENTS

Advanced Radiologic Technology Certificates
Spoon River College and ten other community colleges have entered into an agreement for an Advanced Radiologic Technology Certificate to be offered at Carl Sandburg College. Certificates to be offered are:

- Computed Tomography Program
- Sonography Program
- Magnetic Resonance Imaging
- Nuclear Medicine

The additional community colleges in this agreement are Black Hawk College, Carl Sandburg College, Heartland Community College, Illinois Central College, John Wood Community College, Lincoln Land Community College, Parkland College, Richland Community College, and Scott Community College and Southeastern Community College in Iowa.

Carl Sandburg College Agreement
Residents who reside in Carl Sandburg College or Spoon River College districts can seek approval to attend either college at the in-district tuition rate. Students must seek approval by completing the Cooperative Agreement form from the “home” college. The form is available at http://www.src.edu/admissions/Pages/chargeback.aspx.

In keeping with the college’s mission, SRC and 27 other community colleges in Central Illinois have agreed to waive out-of-district fees for students who enroll in
specified programs. The purpose of the cooperative education agreement is to enhance the curricular offerings of these districts.

The additional community colleges in the agreement include residents of Black Hawk College, Carl Sandburg College, Danville Community College, Elgin Community College, Heartland Community College, Highland Community College, Illinois Central College, Illinois Valley Community College, John Wood Community College, Joliet Junior College, Kankakee Community College, Kaskaskia College, Kishwaukee College, Lakeland College, Lewis and Clark Community College, Lincoln Land Community College, McHenry County College, Moraine Valley Community College, Morton College, Prairie State College, Rend Lake College, Richland Community College, Rock Valley College, Sauk Valley Community College, South Suburban College, Southwestern Illinois College, and Waubonsee Community College districts are eligible to attend Spoon River College as in-district students in select programs.

**Graham Hospital School of Nursing**

In cooperation with Graham Hospital School of Nursing, Spoon River College offers courses and instruction to nursing students which may be applied toward a baccalaureate degree and a registered nurse diploma. The Graham Hospital School of Nursing is approved by the Illinois Department of Registration and Education and accredited by the National League for Nursing. Students interested in the R.N. program must first be accepted by Graham Hospital School of Nursing and then by Spoon
River College. For information regarding admission procedures, course transferability, etc., please contact the Director of Admissions, Graham Hospital School of Nursing, 210 W. Walnut, Canton, Illinois 61520.

**Illinois Central College**
Illinois Central College, East Peoria, Illinois, will reserve one place in its Occupational Therapy Assistant, Physical Therapy Assistant, and Medical Laboratory Technician programs for qualified SRC students. Students who are accepted for admission to these programs will be charged tuition and fees at the ICC district rate. The reserved places must be filled by July 1. Admission criteria may be obtained from SRC advisors or advisors from Illinois Central College, One College Drive, East Peoria, Illinois 61635, (309) 694-5011.

**Lincoln Land Community College**
SRC and LLCC have agreed to waive out-of-district tuition for students who are residents of each college district who are attending classes with SRC in Rushville and LLCC in Beardstown. The out-of-district tuition waiver does not apply to other SRC and LLCC locations and does not apply to online classes.

**Methodist College of Nursing**
In cooperation with Methodist College of Nursing in Peoria, the SRC Department of Nursing has agreed to offer three degree programs in Nursing. Interested students may contact their advisor for more information.

- General Education courses that lead to BSN
• AS Degree to BSN Completion
• RN to BSN Completion

Robert Morris University Illinois
SRC and Robert Morris University Illinois have agreed to offer transfer programs for AAS Computer Information Systems to Bachelor Applied Science in Computer Studies and the AAS Electronic Design to Bachelor of Applied Science in Graphic Design at the Peoria location. For more information, call (309) 636-8600.

Saint Francis Medical Center College of Nursing
Students interested in attending Saint Francis Medical Center College of Nursing, an upper division baccalaureate nursing program, may take the required pre-nursing curriculum of 62 semester hours at Spoon River College. Registered nurses have the opportunity for advanced placement through Credit by Examination in the nursing major. Specific course requirements may be obtained from the College of Nursing, 511 NE Greenleaf Street, Peoria, IL 61603, (309) 655-2001.

Saint John’s College, Department of Nursing
St. John’s College, Department of Nursing, offers a baccalaureate degree in nursing. Interested students may take the required pre-nursing curriculum of 56 semester hours at SRC. Specific course requirements may be obtained from St. John’s College, Department of Nursing, 729 East Carpenter Street, Springfield, Illinois 62702-5321, (217) 525-5628.
Degree Completion Partnerships
The Spoon River College Degree Completion Program offers graduates of SRC the opportunity to complete a bachelor’s degree at one of nine universities. Courses are delivered online, on the SRC campus, or at partnering colleges and universities.

Benedictine University (Courses at Springfield College in Springfield, Illinois)
- Bachelor of Arts in Business and Economics
- Bachelor of Arts in Psychology Emphasis in Criminal Justice

Eastern Illinois University (Online)
- Bachelor of Arts in General Studies

Franklin University (Online)
- Bachelor of Science in Business:
  - Accounting
  - Business Administration
  - Business Forensics
  - Forensic Accounting
- Bachelor of Science in Technology:
  - Computer Science
  - Digital Communication
  - Information Technology
- Bachelor of Science in Management:
  - Applied Management
  - Financial Management
  - Health Care Management
  - Human Resource Management
Management
- Management Information Sciences
- Marketing
- Public Safety Management

Methodist College of Nursing (Courses at Methodist College of Nursing in Peoria, Illinois)
- AS to BSN Program
- RN to BSN Program

Midstate College (Courses at Midstate College in Peoria, Illinois)
- Bachelor of Business Administration (also available online)
- Bachelor of Science in Accounting

Robert Morris University Illinois (Courses at Peoria location in Peoria, Illinois)
- Bachelor of Business Administration
- Bachelor of Applied Science in Graphic Design

SIU (Contact Southern IL University Dept. of Nursing)
- Bachelor of Science in Nursing

SIU Edwardsville-School of Nursing (Online – no more than three trips to SIUE per semester)
- RN to BSN Program
University of Illinois-Springfield (Online)
- Bachelor of Business Administration
- Bachelor of Science in Biology
- Bachelor of Science in Computer Science
- Bachelor of Arts in Criminal Justice
- Bachelor of Arts in Environmental Studies
- Bachelor of Arts in Economics
- Bachelor of Arts in English
- Bachelor of Arts in History
- Bachelor of Arts in Liberal Studies
- Bachelor of Arts in Mathematics
- Bachelor of Arts in Philosophy
- Teacher Certification in Secondary Mathematics

Western Illinois University (Independent Study, Online, or On-Campus)
- Bachelor of Arts in General Studies (BGS)
- Bachelor of Science in Biology
- Bachelor of Science in Fire Protection Services
- Bachelor of Science in Geology (Biology or Physics option)
- Bachelor of Science in Instructional Design & Technology
- Bachelor of Science in Physics

Career Path Program
A career path sequence includes certain high school courses continued by two years of community college courses which lead to an Associate degree. The sequence includes integrated academic and technical content, workplace skills, and instruction delivered both at the
worksite and in the school/college setting. These programs may articulate to a four-year baccalaureate college degree.

**Articulated Credit**
High school students may be eligible to earn college credit for skills mastered at the high school level. For more information, students should contact their high school advisor.

**GRADING**
Spoon River College uses the following schedule of letter grades, definitions, and grade-point equivalents as its official marking system. Students’ grades are available on the web at My SRC after the completion of the semester.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
<th>Grade Point Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>FA</td>
<td>Failure due to Attendance</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>AUDIT</td>
<td>No Credit</td>
<td></td>
</tr>
</tbody>
</table>
Courses utilizing the pass-fail grading system will be designated as follows:

S  Satisfactory Completion (Pass)
U  Unsatisfactory Completion (Fail)

Graduating with More than One Degree/Certificate
Students who have received an associate degree or who wish to receive an additional degree or certificate may count all appropriate previously earned credits toward the requirements of the desired additional associate degree or certificate. A separate application for graduation is required for each degree or certificate received.

Graduation Requirements
To become eligible for an associate degree or certificate from Spoon River College, all students must fulfill the general requirements listed in the details below.

- Student must submit an application for graduation by October 1 for fall semester graduation, February 1 for spring semester graduation, and July 1 for summer session graduation. Applications are available from Admissions and Records, online, or from an advisor.
- Student is required to meet with an advisor to complete a degree audit. The degree audit must be attached to the graduation application and must have the advisor’s signature.
- Student must meet the residency requirements: Associate degree candidates must earn 15 of the required semester hours in residence at Spoon River College. Certificate candidates must earn one-third
(1/3) of the required semester hours in residence at Spoon River College. Residency is defined as enrollment and completion of courses taught by Spoon River College. Credit earned by other than coursework (i.e., examination, advanced placement, etc.) may not be counted as part of the residency requirement for either degrees or certificates.

- Student must complete at least 60 credit hours in a planned degree program of study or the specific requirements of a certificate program.
- Student must maintain a minimum 2.00 GPA.
- Student must fulfill all financial obligations to the college.
- Students are encouraged to participate in graduation exercises. Students completing work in December and July are invited to participate in the May graduation exercises. Students participating in commencement exercises in May will be assessed a fee for the purchase of their cap and gown.
- Students must meet the graduation requirements as outlined in the instructional program of the catalog year in effect at the time of the student's initial enrollment in the college. The Dean of Instruction may waive the catalog year requirement. Students must submit a written request for consideration, in addition to the application for graduation.
- Degree and certificate requirements stated in the Spoon River College catalog at the time of the student’s initial enrollment at Spoon River College remain in effect for that student until graduation, if requirements are met within a five-year period. If
changes occur in graduation requirements, subsequent to initial enrollment, the student may elect to graduate under the most recent degree or certificate requirements by petitioning the Dean of Instruction. If graduation requirements are not met within five years of the student’s initial enrollment at Spoon River College, the student must meet the graduation requirements specified in the catalog for the year of graduation.

**Incomplete Grades**
A student can request an incomplete grade for completion of the course. Required course work must be completed within a **maximum of nine weeks** after the scheduled completion date of the course or sooner as determined by the instructor. If the work is not completed and the proper grade recorded by the instructor within nine calendar weeks, Admissions and Records will automatically record a grade of “F.” No withdrawal is permitted after an incomplete has been given.

**ONLINE COURSES**
An online course is a course in which the students do not attend a face-to-face classroom. Go to [http://bit.ly/rpea1z](http://bit.ly/rpea1z) for frequently asked questions regarding online courses. For a listing of online courses, go to the SRC home page and click on the Admissions menu, then “Schedule & Registration”. Click on “Course Search”, choose the appropriate semester, and then choose “OTH Campus” on the Campus drop-down menu. Online classes are listed with a “T” section (for example, ART120-T1). Students in online classes and many on-campus classes use
Canvas, a Learning Management System (LMS) that will allow you to access your courses on SRC Online. An LMS is software that allows instructors to post course information online. You can access a course site in Canvas from any computer with Internet access. Even if you are not taking an online class, many instructors will post lecture notes, assignments, grades, and class announcements on Canvas. To login into Canvas, go to https://src.instructure.com.

**SPOON RIVER COLLEGE’S SATISFACTORY ACADEMIC PROGRESS POLICY**

Spoon River College requires students to make timely progress towards achieving a certificate, diploma, or degree in their chosen program of study. In addition, students are expected to perform at a satisfactory level to maintain their enrollment and continue to receive financial aid. Spoon River College measures satisfactory academic progress by the criteria explained below.

Federal law and state financial aid rules and regulations require that Spoon River College establish satisfactory progress standards for federal and state financial aid applicants. These laws, United States Department of Education regulations (Public Law 99-498), and Federal Regulations 34CFR, Part 668, as well as published rules of the Illinois Student Assistance Commission are to ensure that any student who receives or applies for federal financial aid is making progress toward a degree.

In order to maintain eligibility for financial aid, a student must meet the Standards of Academic Progress, as
published annually by Spoon River College. Failure to meet these requirements will result in the loss of all Title IV aid (Federal Pell Grant, Federal Direct Stafford Loan, Federal Supplemental Educational Opportunity Grant, SEOG, Federal Parent Loan for Undergraduate Students PLUS Loan, Federal Work Study Program), and state aid (Silas Purnell Illinois Incentive for Access Grant (IIA), Illinois Veterans Grant, Illinois Monetary Award Program (MAP) Grant, Illinois National Guard Grant, Montgomery GI Bill, and the MIA/POW Scholarship), until action is taken to regain eligibility.

Finally, students that fail to meet the college’s academic standards will also lose their eligibility for Academic Performing Scholarships, Performing Skills Scholarships, and Athletic Performing Scholarships.

I. Qualitative Measure of Progress (All students)

Students must maintain a session and cumulative GPA of 2.00 at the end of each semester and cumulatively.

II. Quantitative Measure of Progress (Financial Aid Recipients)

   A. Required Completion Percentage
   Students must maintain a cumulative and session course completion rate of 67% at the end of each semester. This is the minimum cumulative percentage of enrolled credit hours which the student must successfully complete for each term in which he/she is enrolled. Enrolled credit
hours represent the number of credit hours in which the student is enrolled at the end of the 100% refund period.

B. Maximum Time Frame
Students must complete their declared program of study within the maximum allowable credit limit of 150% of the program's prescribed credits. For example, students who pursue 64-credit programs will be allowed to attempt up to 96 credits. However, they must complete the program and graduate by the time they reach the 96 credit hour limit. Students who reach the maximum allowable credit limit will no longer be eligible for financial aid. The loss of financial aid through the maximum timeframe may be appealed through the Financial Aid Office and must be accompanied by a Degree Plan signed by the academic advisor. It is important to note that credit hours transferred to Spoon River College count toward the maximum timeframe.

Once it becomes apparent that a student will not be able to successfully complete their degree or certificate program at their current pace of progression, they will be placed on Financial Aid Suspension. Students do have the option to appeal this decision. All appeals must be accompanied by a Degree Plan signed by an advisor. Students not following the academic plan will not be eligible for financial aid.

Once a student completes a degree, he/she has reached the maximum timeframe allowed and must appeal for reinstatement of aid if they wish to take course work for a degree/certificate in the future.
III. Evaluation Period

Academic progress is assessed at the end of each semester.

IV. Failure to Meet Standards

A. Maximum Time Frame (Financial Aid Recipients)
At the end of each semester the Financial Aid Office evaluates the number of credits students have completed for their program of study in relation to the maximum time frame. Students who exceed the maximum number of credits for their programs will no longer be eligible for financial aid. The Financial Aid Office shall inform students in writing of the results in a change of status from each satisfactory progress review. The loss of financial aid through maximum timeframe may be appealed through the Financial Aid Office and must be accompanied by a Degree Plan signed by the academic advisor.

B. Qualitative and Quantitative Standards
All students must maintain a minimum cumulative GPA of 2.00, and in addition, recipients of financial aid must complete 67% of their cumulative and semester registered credits. Students who do not meet these minimum standards will be placed on warning.

Once a student is on warning status due to a low GPA, it is the student’s responsibility to contact a student services advisor to discuss their warning status, establish academic goals, and successfully complete the one-credit College
and Career Success (LA 100) course that is mandatory for all full-time students on warning status.

NOTE: Students who attempt but do not earn any credits during any semester of attendance will be immediately suspended from financial aid and may contact the Financial Aid Office to explore an appeal.

C. Reinstatement of Warning Status Students
Warning status students will be strongly encouraged to enroll in no more than 12 credits (or minimum full-time enrollment) while they are on warning. If a warning status student meets the session and cumulative 2.0 GPA and/or the 67% course completion rate standard by the end of their warning status semester, they will be reinstated to good academic standing and financial aid eligibility.

D. Suspension of Warning Status Students
Warning status students who fail to meet the session and cumulative 2.00 GPA and/or the 67% course completion rate standards (financial aid recipients only) by the end of a warning semester will be suspended from financial aid, and are encouraged to appeal (see Part VI).

E. Continuation of Warning Status
Students on academic warning status, who have earned a 2.00 GPA for the classes in which they were enrolled during their warning status semester, but have not yet achieved a cumulative 2.00 GPA, will remain on warning status. Financial aid recipients will be suspended each semester until the standards are met (see D above).
If the Financial Aid Office determines that it will not be possible for a student to meet the cumulative GPA and cumulative course completion rate standards before they reach the maximum timeframe allowed for the program for which they are receiving financial aid, the students shall be suspended from financial aid.

**F. Probation Status - Reinstatement of Students Who Successfully Appeal**

Students who have not achieved satisfactory progress and are suspended academically or from financial aid have the right to submit an appeal based on extenuating circumstances. Individual appeals will be reviewed by an Academic Standards Review Committee. The College will communicate results from the review process to students in writing, informing them of their appeal status and the duration of the appeal period. Students requesting an appeal will be required to develop a degree plan with a Spoon River College advisor. In order to maintain academic and financial aid eligibility, a student on probation status must strictly and successfully follow the degree plan. Any deviation from the plan will result in academic and financial aid suspension.

- **Academic Appeals:** At the end of the semester for which the student was granted an academic appeal, a student who has met the minimum agreed upon academic standards for that semester shall have his/her appeal status extended for an additional semester. A student who fails to meet the minimum agreed upon academic standards
during the semester of appeal shall be removed from appeal status, and will be academically suspended. The student has the option to pursue another appeal (see Part VI).

- **Financial Aid Appeals:** Students on a financial aid appeal cannot have their appeal extended if they meet academic standards for the semester that they are on appeal. The student will need to submit another appeal for the semester (see Part VI). A student who fails to meet the minimum agreed upon academic standards during the semester of appeal shall be removed from appeal status, and will be suspended academically and his/her financial aid eligibility shall be suspended. The student has the option to pursue another appeal (see Part VI).

**V. Notification**

At the end of each semester, the college will send written notices to inform those students who have been placed on warning status or suspension and to explain the appeal process. This notice will refer the student to the Satisfactory Academic Progress Policy in the online student handbook, as well as the form that the student is required to use to file an appeal.
VI. **Appeal Process**

Students who have not achieved satisfactory progress and are suspended academically and/or for financial aid have the right to submit an appeal based on extenuating circumstances. Extenuating circumstances that could affect a student’s academic progress might include, but are not limited to: the death of a close relative of the student, an injury or illness of the student or close relative of the student, or other circumstances beyond the student’s control.

**A.** An appeal must be written on the required form and submitted to the Financial Aid Office. Appeal forms are available in the Student Service areas, Financial Aid offices, as well as on the Spoon River College web page.

**B.** The appeal must include an explanation of the circumstances that affected the student’s academic progress. The petition must also include supporting documentation beyond the written explanation, which might include a letter from a counselor, physician, or faculty member.

**C.** Appeals from students with academic suspensions will be reviewed by the Academic Standards Review Committee. This committee consists of: 1) Dean of Instruction, 2) Director of Enrollment Services, 3) Director of Financial Aid and 4) Dean of Student Services (Chair), or their designees.

**D.** Students may request a formal appeal hearing, with the full committee, if they disagree with the appeal findings. The failure of students to appear
at their appeal hearing shall not prevent the process from proceeding as scheduled.

E. The Academic Standards Review Committee’s decision on appeals will be communicated to students in writing and the decision will be final.

F. Reinstatement

1) Students who have met cumulative qualitative and quantitative requirements will immediately be reinstated to good academic standing and financial aid eligibility.

2) Students whose appeals are approved will be reinstated for academic and financial aid eligibility but will be placed on warning status.

3) It is possible for students to be reinstated for course registration but not for financial aid eligibility:

   a) Students whose appeals are approved by the Academic Standards Review Committee may be reinstated to register for classes but remain suspended regarding financial aid eligibility. Students who disagree with this decision may initiate a formal appeal process with the Academic Standards Review Committee.

   b) After not attending the college for the following Fall or Spring semester, students may be reinstated to the College for registration purposes only. Neither paying for their own classes nor sitting out a longer period of time is
sufficient in and of itself to re-establish a student’s financial aid eligibility.

Students whose financial aid eligibility has been suspended may regain their eligibility only through the institution’s appeal process or when they again meet the institution’s financial aid satisfactory academic progress qualitative and quantitative standards.

VII. Additional Elements

A. Treatment of Grades: Credits for Spoon River College courses that award grades of A, B, C, D, & S (satisfactory) are considered to be successfully completed for the purposes of calculating the number of credits completed. Grades of I (incomplete), IP (in progress), W (withdrawal), F, FA (failure due to poor attendance), and U (unsatisfactory), are considered as credits attempted but not successfully completed. AU (audit) courses are not counted.

B. Other Course Performance Standards: Repeated courses, course withdrawals, "pass" grade status, awards of "no credit," and credits overridden through the Academic Amnesty Policy will be counted towards the maximum allowable credit limit of 150% of the program’s prescribed credits. Note: credits overridden by the Academic Amnesty Policy are still assessed when determining financial aid eligibility within the
guidelines of the College's satisfactory progress policy.

C. **Audited Courses:** Audited courses do not count as credits attempted or credits earned and are not funded through financial aid.

D. **Consortium Credits:** Consortium credits (when Spoon River College is the "home" campus) will be evaluated under this policy. A copy of the academic transcript from the "visiting" campus is required upon completing the enrollment period. The transcript will be used to evaluate the student’s academic progress by reviewing the grade point average, completion percentage, and maximum timeframe.

E. **Development Course Credits:** Developmental college course coursework (below the 100 course-number level) is included in the qualitative and quantitative processes for financial aid eligibility under this policy. Students are allowed up to 30 credits. The courses are included for the maximum timeframe calculation.

F. **Repeated Courses:** Students are allowed to repeat a course for the purpose of achieving satisfactory academic progress or to upgrade their skills due to changes in curriculum. In addition, financial aid can be awarded to students to repeat successfully completed courses (D or above). Repeated courses will count towards the maximum allowable credit limit of 150% of the program of study. The most
recent grade will be used to calculate the grade point average.

G. **Transfer Credits**: Transfer credits accepted by Spoon River College shall be counted as credits attempted for the calculation of the cumulative completion percentage, and the grades associated with these credits shall be used in calculating a cumulative grade point average. Transfer credits accepted by Spoon River College and applied towards a student’s general education, program, and degree requirements shall apply towards the pace of progression and the maximum timeframe calculation.

H. **Withdrawal**: Withdrawn credits are considered as "credits attempted" for the purposes of monitoring financial aid satisfactory academic progress. Thus a “W” does not affect grade point average but does negatively impact the cumulative and term course completion percentage (pace of progression) and the maximum timeframe standards used by the Financial Aid Office.

I. **Change of Major or Change in Academic Plan**: For financial aid purposes, students will be allowed one change in their major. Students on probation must seek an appeal to change their academic plan.

**SPOON RIVER COLLEGE TRANSCRIPTS**
The college will release transcripts of academic records only upon the written request of the student and
providing that all financial obligations are cleared. Transcripts may be ordered online at www.src.edu/transcripts. Telephone requests will not be honored.

**TO REQUEST A TRANSCRIPT FROM SRC**
Spoon River College has authorized Transcripts on Demand by Scrip-Safe International to provide secure transcript ordering via the Web. You can order transcripts 24/7 with this service using any major credit card or debit card. The cost is a $3.00 processing fee for each transcript destination, and transcripts are sent within approximately three business days provided that all financial obligations to the college are cleared.

**To order an official copy of your Spoon River College transcript:**

- Log in to the Transcripts on Demand secure site (www.iwantmytranscript.com), or if it is your first time ordering through Transcripts on Demand, you will need to create an account with an e-mail address and password.
- Your signature is required in order to release your academic records. You will be required to complete a Consent Form, which will be generated during the account set-up process. Once the form is completed, you can return it to Transcripts on Demand via fax, mail, or as a scanned e-mail attachment. Your signed Consent Form will remain on file to cover your future Spoon River College transcript requests.
• The Transcript on Demand site will take you through placing your order, including delivery options and fees.

• Order updates will be e-mailed to you to notify you when we have received and processed your order. You can also check your order status at any time by logging into your Transcripts on Demand account.

Students may still order transcripts via fax, mail, or in person. Forms for these requests are available in the Admissions and Records Office on the Canton campus, Business Office on the Macomb campus, or the Havana and Rushville center. You may also download the Transcript Request Form (www.src.edu/transcripts), complete the form, and return by mail or fax. Transcripts will be sent within approximately three working days with no fee. There is a $2.00 fee for faxing a transcript and a $4.00 fee for a transcript printed while you wait. This service is available at both the Canton and Macomb sites. Telephone requests will be not be honored.

Please mail transcript requests to:

Transcript Requests
Admissions and Records
Spoon River College (SRC)
23235 N. Co. Highway 22
Canton, IL 61520

or Fax requests to 309 (649) 6393.
Note: The transcript request (pdf doc.) will open in a new window, which popup blockers can prevent from working properly.

TRANSFER CREDIT EVALUATION
Credit will be granted for bringing in courses at the 100 level or above taken at other accredited institutions in which a student has earned a grade of “C” or better. A student must have a current application on file and complete a Request for Transcript Evaluation form (available at the Admissions office, Advising office, or any off-campus site) before the transcript will be evaluated and credits accepted. Official transcripts and the completed Request for Transcript Evaluation form should be sent to the Admissions and Records office. 

Cumulative grade point averages will be computed both on credits earned at Spoon River College and those accepted by transfer. The combined cumulative grade point average of “C” or higher will be required for graduation from Spoon River College. Lower division credits from accredited colleges or universities will be accepted in transfer, regardless of whether a similar class is offered by Spoon River College. Upper division credits are accepted in transfer only if a comparable course is offered by Spoon River College at the lower division level or only as elective credit.

Credit for College Level Examination Program
Spoon River College recognizes undergraduate achievement as measured by both the general and subject examinations of the College Level Examination Program (CLEP). Scores may be submitted to Admissions and
Records for evaluation, and if the level of achievement is at or above the minimum standards and score levels established by the college, credit may be granted. Regardless of the number of hours earned through CLEP, the student must meet the college’s residency requirement for graduation.

**Academic Credit for Military Service**

Certain experiences in military service may be submitted to the Director of Enrollment Services for evaluation. Coursework applicable to a Spoon River College curriculum which was taken through the Defense Activity for Non-Traditional Education Support (DANTES) or under the United States Armed Forces Institute (USAFI) may be given credit provided the course is recommended by the American Council on Education. An official Joint Services Transcript (JST) and a request for evaluation are required. Submit official transcripts of satisfactory completion of the work to Admissions and Records.

Credit for four semester hours of physical education will be awarded to members or former members of the U.S. Armed Forces who have completed six months or more of active duty and have been honorably discharged. The student must provide the Financial Aid Office with a request for this credit and a copy of their separation papers (Form DD214).

**Credit Transfer Guarantee**

Students planning to transfer to a college or university after completing their work at Spoon River College may
discuss the Credit Transfer Guarantee with their advisor. Provided the student knows the college or university to which he/she hopes to transfer, the major in which he/she will enroll, performs at “C” level or better, and is accepted into the college of his/her choice, Spoon River College will guarantee the transferability of credits taken or will return tuition paid for those articulated courses which do not transfer.

**Career and Technical Program Guarantee**

In meeting the needs of the workplace with highly skilled graduates, Spoon River College will warrant the technical competence needed for entry-level employment in the career and technical field in which a student completes an Associate in Applied Science degree or career and technical certificate. Under this guarantee, a program graduate who is determined deficient in the technical skills specified in the course syllabi for the program will be provided up to nine semester credit hours of tuition-free retraining. For more information contact the Dean of Instruction.

**TRANSFER SERVICES**

**Transferology**

Transferology is a free web service available to assist students and academic advisors in planning a course of study and to provide detailed information on how courses and degree programs transfer between Illinois institutions. Transferology also provides a planning guide, academic programs, and course equivalencies. The site can be found
at www.transferology.com. For more information see an advisor.

iTransfer.org
iTransfer.org is a free website designed to give students information on the transfer process in the State of Illinois. The site provides information regarding the types of transfer, the transfer process, and resources available to students. It also provides information regarding the Illinois Articulation Initiative (IAI) and course transferability from one participating Illinois college or university to another. For more information see an advisor, or online at www.iTransfer.org.

Illinois Articulation Initiative IAI
Spoon River College participates in the Illinois Articulation Initiative, a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor’s degree have been satisfied.
This agreement is in effect for students entering an associate or bachelor’s degree-granting institution as a first-time freshman fall 1998 (and thereafter). Students in AAS and AA&S degree programs must elect general education courses with IAI codes. The following codes identify qualifying general education courses:
IAI C (Communication)  IAI F (Fine Arts)
IAI H (Humanities)  IAI L (Life Sciences)
IAI M (Mathematics)  IAI P (Physical Sciences)
IAI S (Social Sciences)

Completion of General Education Core Curriculum
Under the following circumstances, institutions should offer transfer students the option of satisfying lower-division general education requirements by completing a GECC curriculum while enrolled in the receiving institution.
   • When the transfer student has completed a statewide articulated associate degree or
   • When the transfer student has completed 30 semester hours of transfer credit without having completed the GECC.

Internet Course Exchange (ICE)
This is an agreement that Spoon River College has with Illinois Community Colleges Online (ILCCO), which is an organization of several other accredited community colleges within Illinois that offer online learning. If you would like to take a specific course online and Spoon River College does not offer it, ask your advisor to search the ICE course listings to see if the course is available at a partnering institution.
REGISTRATION POLICIES

Currently enrolled students are given the opportunity to register early. Notification of times of open registration sessions are published on the college website. Students may register online or face-to-face with their advisor. Enrollment in classes will conform to the academic prerequisites as stated in the college catalog unless waived by the instructor and the Vice President of Instruction and Student Services.

SCHEDULE ADJUSTMENTS

Registration – Final Add Date
The Friday before a session begins is the last day to add classes for that session. Students who would like to register for courses after a session begins will need to choose courses from sessions that begin later in the semester. Courses that are added after the tuition deadline date will need to be paid for immediately, have the tuition deferred against remaining finalized financial aid eligibility, or paid by arranging for an installment payment plan with Nelnet Business Solutions (NBS), (formerly FACTS).

Dropping Courses
Students who have already registered are able to change their schedules without penalty during the first five business days of the regular semester. They may drop courses online at MYSRC or they may meet with their advisor.
Currently enrolled students may drop courses from their schedule for the first five business days of classes for a class that runs nine to 16 weeks in duration and for the first day, but prior to the second day, for a class that runs five to eight weeks or less in duration. Courses dropped during this period will result in a removal of tuition charges, a 100% refund of paid tuition, and an adjustment of financial aid awards. Courses cannot be dropped after the fifth day. Students can withdraw from classes with no refund. A "W" will appear on their academic transcript.

DROP FOR LACK OF ATTENDANCE OR ENGAGEMENT
Students referred by Spoon River College faculty to the Financial Aid Department and/or the Registration Department for a lack of course attendance or engagement (on-line classes) within the first five business days of the semester may be dropped from the course. Tuition will be refunded and financial aid awards will be adjusted.

ADDING, DROPPING, WITHDRAWING, AND COMPLETE WITHDRAWALS
After the first five business days for a class that runs nine to 16 weeks in duration, or after the first day, but prior to the second day, for a class that runs five to eight weeks or less in duration, students who wish to withdraw from a course(s) must receive official authorization from Admissions and Records as described in the procedures below. Students are liable for all adjustments of tuition and fee payments.
• **Add**: The official authorization to add a class to a student's schedule within the schedule adjustment period. Additional tuition and fees apply.

• **Class Withdrawal**: The official authorization to cease participating in a class after the schedule adjustment period. Student is NOT eligible for a refund.

• **College Day**: A day when the College is open for normal operation (classes and business).

• **Complete Withdrawal**: The official authorization to withdraw from the College and all courses. A student is NOT eligible for a refund.

• **Drop**: The official authorization to eliminate a class from a student's schedule within the schedule adjustment period. Student is eligible for a refund.

• **Final Date for Withdrawal from Course(s)**: The final date that a student may withdraw from a class and receive the grade of "W" as published in the Academic Calendar or course schedule. This is normally the 75th percentage point in the enrollment period.

• **Medical Withdrawal**: A complete withdrawal from the College or all courses based upon documentation from a physician. A student may be eligible for a refund.

• **Refund**: The credit for tuition and fees applied to a student's account for classes dropped or cancelled from a schedule.
Types of Withdrawals

- **Withdrawals for Non-Attendance**: If an instructor determines a student is not making an attempt to finish the course or is not regularly attending or has never attended he/she will be officially withdrawn from the course by the instructor, and the withdrawal will be appropriately noted on the academic transcripts by the letter grade of W. It is the student’s responsibility to officially withdraw from the class.

- **Complete Withdrawal from College**: If a student elects to discontinue all of their studies within an academic term, he/she must officially withdraw from Spoon River College.

**Complete Withdrawal from College Procedures:**
Students must initiate and notify an advisor to complete the official withdrawal form. Students may notify their advisor via email, phone or in person. The advisor will ensure that the student is aware of any services available to them. The student will obtain the necessary signatures and forward the withdrawal form to Admissions and Records for processing. The Financial Aid Office will make necessary adjustments. Students who do not officially withdraw from the college may receive grades of "F" in all of their courses. Any student who is totally withdrawing from college may receive a "W" in all courses. The Dean of Student Services or designee may initiate the official complete withdraw administratively with extenuating circumstances or when the situation warrants such action.
AUDITING CLASSES
Students can enroll in a course as an auditor provided there is space available in the section. Students taking a course for credit will be given priority enrollment over a student enrolling as an auditor. The auditor pays the regular per credit hour tuition rate and is expected to meet course requirements. The auditor receives no grade or credit upon completion of the course. An auditor may not change their status to that of a credit student after the schedule adjustment period. Audit status is not eligible for financial aid.

A student may change a credit course to that of an audit by informing Admissions and Records in writing of the change prior to the official withdrawal date.

CLASS CANCELLATIONS
There is a listing of classes cancelled by instructors who have notified the appropriate campus/center staff. This listing can be found on the Spoon River College website (www.src.edu).

Some instructors may choose to notify their students of class cancellations by using either e-mail or the announcement tools on Canvas. Please be sure to check your Spoon River College student e-mail and/or Canvas account for any messages from your instructor(s).

COURSE REGISTRATION LIMITS
Spoon River College has a semester course enrollment maximum of 18 credits in the Fall and Spring semesters
(22 credits if the enrollment includes an interim session) and nine credits in the summer session. If a student wishes to register for more credits than the maximum set for each enrollment period, they must secure approval from a Dean of Instruction.

FOREIGN TRANSCRIPTS
Students with questions on the procedures for foreign transcripts should be referred to International Student Affairs, (309) 833-6022.

HIGH SCHOOL TRANSCRIPTS
High School and other college or university transcripts and official GED test scores can be mailed to:

Spoon River College
Admissions and Records
23235 N. County Highway 22
Canton, IL 61520

Official transcripts must come directly from the high school or institution of higher education. Photocopies will not be accepted. GED Test Scores must come from the Regional Office of Education or appropriate administering agency.

Students applying for admission to Spoon River College degree and certificate programs, applying for financial aid assistance, or receiving a college scholarship are required to have an official high school transcript, GED certificate and all official transcripts of additional college work on file
in Admissions and Records upon registration and prior to the completion of the twelfth (12th) credit hour. Failure to receive the official transcripts in the designated period can delay funds and/or the award of financial assistance.

**PLACEMENT TESTING/OTHER TESTING**
(309) 649-6400 Canton  
(309) 833-6016 Macomb  
(309) 543-4413 Havana  
(217) 322-6060 Rushville

Placement testing criteria measures reading level, math proficiency, and writing skills. All students must take either the COMPASS test or provide evidence of official ACT scores that meet standards. Transfer students who have successfully completed courses in the given areas of testing are exempt upon transcript verification. COMPASS testing takes place on all SRC sites. Call the campus for specific times and schedules. Other testing at SRC includes: TEAS Nursing Entrance test, which is required prior to being considered for the Nursing program; NLN-ACE Mobility test, which is given prior to admission to the Associates Degree of Nursing program in the second year; ACT and Career Planning. Contact the Canton campus for scheduled dates and times these tests are administered.
RECORDS
(309) 649-6205 Canton,
Mon. thru Fri. 8:00 a.m. – 4:30 p.m.

The Records Department conducts an official evaluation of transcripts from previous college experience, AP and CLEP credit. Students must request this evaluation by filling out the Transfer Credit Evaluation Form (available at the Advising Office on the Canton Campus or the Business Office on the Macomb Campus, and at the Havana and Rushville Centers). The Records Department also audits the students who have petitioned for graduation. The department maintains student records for current and graduated students. Transcripts will be sent within three business days at no charge. There is a $2.00 fee for faxing transcripts and $4.00 fee for immediate requests (printed while you wait. This is available in both Canton and Macomb). Telephone requests will not be honored.

Spoon River College has authorized Transcripts on Demand by Scrip-Safe International to provide secure transcript ordering via the Web. You can order transcripts 24/7 with this service using any major credit card or debit card. The cost is a $3.00 processing fee for each transcript destination, and transcripts are sent within approximately three business days provided that all financial obligations to the college are cleared.
REGISTRATION FOR CLASSES
Returning students are encouraged to register online at www.src.edu or meet with an advisor to set their semester schedule. New students will need to take a COMPASS test or provide ACT scores before registration is permitted. Certain courses are not available for online registration, such as program specific courses not available to the general public, or courses that require confirmation of a prerequisite. Students may also meet with their advisor for assistance. The academic calendar dictates available registration for fall, spring, and summer schedules. Registration can be completed on any campus, in person or online.

FINANCIAL AID

FINANCIAL AID DISBURSEMENT
Grant and scholarship aid is usually credited to a student’s account by the fifth week of the semester. Student loan funds are disbursed after the 30th day of the semester.

TYPES OF STUDENT FINANCIAL AID

Federal Grants and Loans
Federal Pell Grant
The Federal Pell Grant is the primary federal student aid program. It is awarded to students on the basis of financial need and does not have to be repaid. Funds received from the Federal Pell Grant may be used for all legitimate educational expenses, including tuition, fees, and related living expenses. This grant is renewable, dependent on
continued financial need and meeting academic standards of progress. Students have a limited Pell lifetime eligibility maximum equivalent to 12 semesters of full time awards.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
The FSEOG Grant is gift-aid for undergraduates with exceptional financial need. Federal Pell Grant recipients with the lowest estimated family contribution (EFC) will be the first to get FSEOGs, which do not have to be paid back. Minimum enrollment of six (6) credit hours is required to maintain eligibility for this program.

**Federal Work-Study Program (FWS)**
A limited number of part-time jobs in various departments throughout the college are available to Spoon River College students. Information from the FAFSA is used to determine eligibility for work through this program. Students are paid the federal minimum wage for up to 20 hours per week of work, depending on their need and the type of work available. Minimum enrollment of six credit hours is required to maintain eligibility for this program. Students must also meet Standards of Academic Progress to maintain eligibility. Applications for this program are available in the Financial Aid Office.

**Federal Direct Student Loan**
This is a loan program whereby students may borrow money for educational expenses. A minimum enrollment of six credit hours is required to maintain eligibility for this program. The interest rate is fixed, and repayment begins
six months after the student either graduates or ceases to be enrolled at least half-time. Students are required to complete entrance counseling prior to loan funds being disbursed. Freshman students (0-29 credit hours completed) may borrow up to $4,500 of subsidized loan funds for the 2014-2015 academic year. Sophomores (30 or more credit hours completed) may borrow up to $4,500 of subsidized loan funds for the 2014-2015 academic year. There are two types of loans available:

- **Subsidized Loans:** Based on financial need. The government pays the interest while the student is enrolled in college.
- **Unsubsidized Loans:** Not based on financial need. The student either has to pay the interest or have it capitalized while in college.

**Important Information about Loans**

Students must have completed a FAFSA and submitted all forms required for processing prior to loan eligibility being determined. Potential borrowers must meet the loan eligibility requirements. All loans are required to be disbursed in two separate disbursements. Disbursement dates will be displayed on the disclosure statement provided by the Direct Loan Servicing Center. Any loan funds remaining after charges on the student account have been covered will be mailed to the student’s college address on file. ALL checks are mailed. Please NOTE: Students are now required to complete their degree within 150% of the time required for the program, or they will lose the interest subsidy on their student loans. See [www.studentloans.gov](http://www.studentloans.gov) for more information.
Student Loan Repayment Options
The Direct Loan Program offers loan repayment plans designed to meet the needs of almost every borrower. Direct Loans are funded by the U.S. Department of Education through Spoon River College and are managed by the Direct Loan Servicing Center, under the supervision of the Department of Education. The Direct Loan Program allows you to choose your repayment plan and to switch your plan if your needs change.

Direct Loan borrowers may choose from the standard, extended, graduated, income contingent, or income-based repayment plans.

- **Standard Repayment** - With the standard plan, you will pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least $50 and you'll have up to 10 years to repay your loans.

- **Extended Repayment** - To be eligible for the extended plan, you must have more than $30,000 in Direct Loan debt, and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the same amount each month, as with the standard plan, while graduated payments start low and increase every two years.

- **Graduated Repayment** - With this plan your payments start out low and increase every two years. The length of your repayment period will be
up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.

- **Income Contingent Repayment** - This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse's income if you're married), family size, and the total amount of your Direct Loans.

- **Income-Based Repayment** - Under this plan the required monthly payment will be based on your income during any period when you have a partial financial hardship. Your monthly payment may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a specified period of time, you may qualify for cancellation of any outstanding balance of your loans.
Sample Repayment Schedule
Standard Repayment - 6% Interest Rate

<table>
<thead>
<tr>
<th>Amount Borrowed</th>
<th>Monthly Payment for 10 Years</th>
<th>Total Amount Repaid</th>
</tr>
</thead>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>$20,000</td>
<td>$230</td>
<td>$27,619</td>
</tr>
</tbody>
</table>

**Federal Direct PLUS Loan Program**
Federal Direct PLUS loans are non-need-based loans which provide money to qualified parents of dependent undergraduate students enrolled in at least a half-time basis (6 or more credit hours). A parent may borrow up to the difference between the cost of attendance and other financial aid received, per academic year per student. Eligibility for PLUS loans is based on credit approval. Repayment begins shortly after funds are disbursed. The repayment period is up to ten years. Students must meet Standards of Academic Progress for parents to be able to borrow a PLUS loan on their behalf. PLUS loans are required to be disbursed in two disbursements. Disbursement dates will be displayed on the disclosure statement provided by the Direct Loan Servicing Center. Any loan funds remaining after charges on the student account have been covered will be mailed to the parent borrower at the address provided on the loan application.

**State of Illinois Funded Grants**
*Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP) Grant*
This award program is based on financial need and is applicable for tuition and fees, excluding lab fees (from three through 15 credit hours per semester) of undergraduate work. Students may receive up to 75 MAP paid credit hours at a two-year college. Students are required to reimburse Spoon River College in the event that state funding is not available to pay the full grant awarded to the student. Application for the award is made on the FAFSA form and by providing the appropriate information. Students should apply early as state funding is limited and has been exhausted before March in recent years. The MAP grant may not be used during the summer session.

*Silas Purnell Illinois Incentive for Access Grant Program (IIA)*
This program is for freshman students enrolled at least half-time who have no or very low expected family contributions, with no family resources, and also meet the eligibility requirements for the MAP grant. Funding for this program is dependent upon appropriations by the State of Illinois General Assembly. It has not been funded in recent years.

*Scholarships for Veterans*
Some veterans’ organizations such as *American Legion* and *Veterans of Foreign Wars* offer financial assistance to veterans and their dependents. The college recommends that these organizations be contacted directly through their local chapters for additional information.
Veterans Benefits
Spoon River College is approved for veterans’ benefits through the Illinois State Approving Agency. Any veteran who thinks he/she may be eligible for federal benefits may obtain information and applications through the Financial Aid Office. To maintain eligibility, students who are veterans must be enrolled in an eligible program, attend classes regularly, and make satisfactory academic progress. Please complete a Veterans Benefit Activation Form for each semester of enrollment. Forms are located on the College website.

Illinois Veterans Grant
This award will pay the full tuition and applicable fees for Illinois veterans attending SRC part-time or full-time. Any veteran who entered the armed forces as an Illinois resident and who served at least 12 months active duty and returned to Illinois within six months of separation may qualify for this program. A copy of form DD214 (Report of Separation) showing an honorable discharge and proof of state residency must accompany the application for the award. Applications are available at www.isac.org and are mailed to the address listed on the application. Veterans who have previously been determined eligible for IVG must notify the Financial Aid Office each semester if they would like to use the award. Please complete a Veterans Benefit Activation Form for each semester of enrollment. Forms are located on the College website.
Illinois National Guard Grant
This award applies to tuition and applicable fees charged for attending Spoon River College part-time or full-time. Eligibility requires that the recipient must be a member of the Illinois National Guard for at least one year and must continue to be a member for the duration of the scholarship. Applications are available at www.isac.org and are mailed to the address listed on the application. Applicants must reapply for grant eligibility every year. Please complete a Veterans Benefit Activation Form for each semester of enrollment. Forms are located on the College website.

MIA-POW Scholarship
This award applies to in-district tuition and applicable fees. Eligibility requires that the recipient must be the spouse or child of an eligible veteran. Information and applications may be obtained through the Financial Aid Office and at www.isac.org. Please complete a Veterans Benefit Activation Form for each semester of enrollment. Forms are located on the College website.

Locally-based Financial Aid
Spoon River College Scholarships
Spoon River College awards performing grants in academic, athletic, and artistic activities of the college. The grants consist of waiving the normal in-district tuition and fees for a designated number of credit hours per academic term during the SRC academic year. Recipients are required to maintain acceptable academic standards.
**Spoon River College Foundation**
A variety of named scholarships are available through the Spoon River College Foundation. Eligibility and qualification requirements for each scholarship vary. Criteria are listed on the college website at http://www.src.edu/foundation/Pages/scholarships.aspx. Contact the Spoon River College Foundation at (309) 647-6260 or the SRC Financial Aid Office at (309) 649-7030 for more information. The application deadline is March 15 of each year.

**Senior Citizens**
Spoon River College district residents who are 65 years or older may be eligible to receive a tuition and fees waiver (except lab fees) for credit courses. This waiver does not apply to those who are auditing a course(s). Eligible senior citizens (as defined in next section) accepted for admission may enroll in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists and tuition paying students enrolled constitute the minimum number required for the course. Degree-seeking students will be given priority in class scheduling. The senior citizen student is responsible for fees. The policy is applied if classroom space is available. Online course registration will not be accepted until the last day of the add period.

*Eligible Senior citizen:* Any person 65 years or older whose annual household income is less than the threshold amount provided in Section 4 of the “Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act,” approved July 17, 1972, as amended.
Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act thresholds: Annual household income thresholds (households of 1 to 3 and more) that provide direct property tax relief to senior citizens and disabled persons. Spoon River College will verify the income limits annually by referring to www.illinoislegaladvocate.org.

Support Agencies Educational Assistance
Persons who are clients of federal, state, county, township, and/or municipal agencies may be eligible for educational United Workforce Development Board (UWDB) awards.

Loss of Financial Aid Eligibility Due to Drug Offenses
Under the Higher Education Act, students become ineligible for federal student aid (grants, loans, and/or work-study) upon conviction of any offense involving the possession or sale of illegal drugs. The Act does not count convictions that have been removed from the student’s record or convictions that occurred before they turned 18, unless they were tried as an adult.

According to the United States Department of Education, if a student is convicted of a drug offense after receiving federal aid money, he or she must notify the Financial Aid Office immediately, and that student will become ineligible for further aid and will also be required to pay back any and all aid received before the conviction.

The information below summarizes the length of time that the conviction impacts a student’s eligibility for student aid.
Possession of Illegal Drugs:
- First Offense: 1 year from the date of conviction
- Second Offense: 2 years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs:
- First Offense: 2 years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction.

If a student successfully completes a drug rehabilitation program, he or she will regain eligibility for student aid funds as of the day the student successfully completes the program.

Contact the Spoon River College Financial Aid Office if you have questions concerning this issue or a Spoon River College advisor if you need information about drug rehabilitation programs in the area.
STUDENT BODY PROFILE

- 82% of First-time Full-time students receive some form of financial aid or scholarship.
- 56% receive a PELL grant.
- 58% of the unduplicated student enrollment is female, while 42% are male.
- 40% of the student population is at Full-time status, while 60% are part time.
- Fall to Fall retention rate for Full-time students is 58%.
- Fall to Fall retention rate for Part-time students is 38%.
- The overall graduation rate is 34%.
- Graduation rate for males is 36%
- Graduation rate for females is 31%.
- Graduation rate for Black or African American students within 150% is at 30%.
- Graduation rate for Asian students within 150% is 33%.
- Graduation rate for White/Caucasian students within 150% is 35%.
- Overall the transfer-out rate is 29%.
- The Ethnic diversity of 12 month unduplicated student enrollment is;
  - 91% White
  - 6% Black or African American
  - 1% Hispanic/Latino
  - 1% Asian/Pacific Islander
  Source: 2012-2013 Institute of Education Sciences: National Center for Education Statistics
- Graduation rate calculated for 150% of normal time
STUDENT HEALTH AND SAFETY

CAMPUS SECURITY AND CRIME REPORT
A comprehensive annual campus safety report that addresses reporting requirements, campus safety and security, authority of campus security offices, emergency response, crime reporting, timely warning, fire safety, access to college facilities, safety-related maintenance, crime prevention, sex offender response, sexual assault response, safety tips, alcohol and drug risks, chemical abuse treatment facilities, and three years of campus crime statistics can be found at:
http://www.src.edu/services/Pages/handbook.aspx

Crime Reporting
All criminal incidents can and should be reported to the SRC administrator in charge of a function, the campus receptionist, or the attending faculty or staff member. SRC will implement appropriate actions including, but not limited to, contacting the presiding law enforcement agency, and any medical service agencies or others as needed by the person involved. Incident Forms are available in Student Services, the Business Office and other SRC sites. All incidents must be communicated in writing to the Vice President of Administrative Services as soon as possible.
Criminal Incidents at Spoon River College

<table>
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<tr>
<th>Crime</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
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<tr>
<td>Rape</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Theft</td>
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</tbody>
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Timely Warning Procedure
In the event that a situation arises on or off campus that the College determines is an ongoing or continuing threat, a college wide “timely warning” may be issued per requirements of the Jeanne Clery Act. Initial notification will occur through the College web page.

Timely warnings are usually issued for the following classifications:
- arson
- burglary
- robbery
- aggravated assault
- criminal homicide
- sex offenses
- any other emergency as deemed necessary.
Depending on the particular circumstances of the threat, especially in situations that pose an immediate or on-going threat to the college community and individuals, a copy of the notice may be posted on-campus throughout the campuses and Centers of Spoon River College.

Anyone with information warranting a timely warning should report the circumstances to the Vice President of Administrative Services at (309) 649-6211 or the Dean of Student Services at (309) 649-6329.

**Emergency Notification**
Spoon River College uses an emergency notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonably necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the college community via e-mails, web site postings, and other communication mediums.
An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard required by the Clery Act. In addition, there may be notifications made for circumstances that are not necessarily related to criminal activity. Examples of situations that may constitute the College’s decision to issue an Emergency Notification include, but are not limited to situations where serious injuries may or have occurred, or situations that cause major disruption to campus operations.

Crime Definitions from the Uniform Crime Reporting Handbook:

**Arson**
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Criminal Homicide - Murder by Negligence**
The killing of another person through gross negligence.

**Criminal Homicide - Murder and Non-negligent Manslaughter**
The willful (non-negligent) killing of one human being by another.

**Robbery**
The taking or attempting to take anything of value from the care, custody, or control of a person or persons by
force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault**
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary**
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle, (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, and including joyriding.)

**Weapon Law Violations**
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons
to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations**
Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations**
The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

**Sex Offenses-Forcible**
Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
A. Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
Sex Offenses - Non-forcible
Unlawful, non-forcible sexual intercourse.

A. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Hate Crimes
Crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.


Sexual Assault Prevention and Response
Spoon River College educates the student community about sexual assaults and dating safety through student activity programming and a variety of communication tools (Spoon View, SRC Informant, Student Handbook, and Activity Fair).

If you are a victim of a sexual assault at Spoon River College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Spoon River College strongly advocates that a victim of sexual assault report the incident in a timely
manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a college security officer and/or a college representative. Filing a police report with local law enforcement will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim,
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Various counseling options are available to victims of sexual assault:

- Department of Children and Family Services – Canton: (309) 647-0051
- Fulton-Mason County Crisis Services – Canton: (309) 647-8311
- Sexual Assault Hotline – Macomb: (309) 837-5555

Spoon River College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim will each
be allowed to choose a person to accompany them throughout the incident review process. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic schedule after an alleged sexual assault, if such changes are reasonably available.

**NOTICE:** Information on sexual offenders that reside in Illinois can be found at [www.isp.state.il.us/SOR](http://www.isp.state.il.us/SOR) (Illinois Sex Offender Registration Information)

**DRUG/ALCOHOL POLICY**

**Substance Abuse Policy**
Spoon River College is alcohol and drug free in accordance with Public Law 100-690, The Anti-Drug Abuse Act of 1988. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on Spoon River College owned and controlled property. This policy applies to employees, students, and visitors. Any individual violating this policy may be subject to disciplinary action.

**Smoke-Free Campus Policy**
Spoon River College is a tobacco and vapor-free campus in compliance with the Smoke-Free Campus Act (Public Act 098-0985), which prohibits smoking on property owned or operated by a State-supported institution of higher education.
The policy will apply to all Spoon River College property, including buildings, grounds, parking lots, and vehicles, and to all individuals on College property. Smoking, use of tobacco, and vaping will only be allowed in personal vehicles parked on or traveling through SRC property. Doors, windows/vent windows, and convertible top of the vehicle must remain closed during use of tobacco or vaping.

Students in violation of this policy may be subject to disciplinary action.

CRIMINAL PENALITIES FOR ALCOHOL, DRUG, AND TOBACCO VIOLATIONS

ILLINOIS “USE IT & LOSE IT” DRIVING LAW
Under Illinois’ “Use It & Lose It’ zero tolerance law, drivers under age 21 who are caught with any trace of alcohol in their systems will lose their driving privileges.

Chemical Testing
A police officer will test for alcohol if, after issuing a citation for any traffic offense, he/she has probable cause to believe the driver has consumed alcohol. Based on the driver’s physical condition or the police officer’s firsthand knowledge, a test may be requested.

“Use It & Lose It” Penalties
- Test Failure – first violation
  - Loss of driving privileges for three months
- Test Failure – second violation
  - Loss of driving privileges for one year
Test Refusal – first violation
  • Loss of driving privileges for six months

Test Refusal – second violation
  • Loss of driving privileges for two years.

**Under 21 DUI Penalties**

- **First Offence**
  - Loss of driving privileges for a minimum of two years.
  - DUI conviction is permanently on driving record.

- **Second Offense**
  - Loss of driving privileges for a minimum of five years.
  - DUI conviction is permanently on driving records.


For information on criminal penalties in the United States for illegal drug use and sales go to [www.dea.gov/agency/penalties](http://www.dea.gov/agency/penalties).
DRUG, ALCOHOL, AND TOBACCO ABUSE HEALTH RISKS, AND TREATMENT SERVICES

- Alcohol is the most abused drug in the United States today.
- Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and mentally.
- Alcohol abuse is irresponsible drinking which harms or endangers the drinker or other people.
- Alcohol abuse can result in violence, poor judgment, and loss of coordination.
- Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.
- Alcohol consumed in heavy amounts over a period of years can result in brain damage, cancer to the mouth, stomach and esophagus, heart disease, liver damage, ulcers, and gastritis, as well as damage to other body organs.
- Prolonged excessive drinking can shorten life spans by 10 to 12 years.
- Tobacco use and abuse can contribute to such diseases as lung cancer, heart disease, and emphysema.
- Drug abuse is a major problem that results when drugs are used improperly.
- Drug abuse is using natural or synthetic chemical substances for non-medical reasons to affect the body, mind, and behavior.
• Abusing drugs can be dangerous especially when they are taken for a long time, in the wrong combinations or in excess.
• If you take drugs, you risk overdose and dependence, both physical and psychological.
• Long-term drug abuse can lead to mental illness, malnutrition, and organ damage.
• The risk of AIDS, hepatitis, and other diseases increases if drugs are injected.
• When drugs make you lose control, you may do things beyond your ability and take foolish risks. Accidents and injuries can result to you and to others.
• Abusing drugs can also cause legal, economic, and personal problems.
• People who abuse drugs often need help.
• Breaking a drug habit without outside help can be dangerous, because of withdrawal symptoms, and difficult, because of the psychological need.

Source: National Institute of Drug Abuse
Spoon River College refers students to the following agencies and professionals for initial drug and alcohol abuse screening and/or treatment;

**Canton:**
Farm Resource Center
Fulton-Mason Crisis Service
John R. Day & Assoc.
North Central Behavioral Health Services
United in Jesus Outreach Ministries

**Macomb:**
Behavioral Health Services
Bridgeway
Catholic Charities
Counseling Perspectives
Farm Resource Center
North Central Behavioral Health Services
Psychology Clinic at Western Illinois University
Larry Rawlins, LCPC
Melanie Rawlins, PhD
Renee Roodhouse, LCPC

**Havana:**
Fulton-Mason Crisis Service
Mason District Hospital
MHC of Central Illinois

**Rushville:**
Schuyler County Health Department
During the 2014-2015 academic year, no students were referred for chemical dependency treatment services.

**STUDENT LIFE**

**STUDENT ACTIVITIES**
Spoon River College offers a variety of opportunities for students to get involved in campus life from co-curricular to special interest clubs and organizations, athletics and fine arts. There are many opportunities for leadership involvement and social networking within the campus communities.

The college offers intramural sports, as well as other activities including guest speakers, musicians, community service projects, and campus-wide events that serve Spoon River College’s campuses and centers.

**Clubs and Organizations**

*Alpha Gamma Tau*
Alpha Gamma Tau is a club for students in the agriculture program. Its goals are to develop leadership, to identify career interests, and to enhance personal development. Members also host a livestock judging contest, a public speaking contest, and sales contest. Alpha Gamma Tau offers scholarships for eligible students. Alpha Gamma Tau is the local chapter of the state and national PAS – Post-secondary Agricultural Students.
Cru
Cru, the name of Campus Crusade for Christ International, is a student-led organization offering a place where Christian students can connect with other Christians and grow in their faith. The group meets on a regular basis, as well as hosts college-wide activities and events.

Drama
The Drama program prepares students for transfer into and success in a baccalaureate program in drama, theatre, or a related curriculum. Students take courses in acting, textual studies in drama, theatre appreciation, and oral interpretation. In addition, a four-semester student will have the opportunity to participate in at least four stage productions and several studio-quality stage exercises. Finally, interested students have the option of completing a credit-bearing theatre practicum for deeper immersion in the discipline and additional emphasis in selected areas. All students may be part of the STAGE (SRC Theatre Artists Group for Education) student organization.

Habitat for Humanity
Habitat for Humanity is a nonprofit housing ministry that seeks to eliminate poverty housing from the world. The Spoon River College chapter is an unincorporated, student-run organization.

Intramural Sports
Spoon River College offers a variety of activities such as basketball and volleyball leagues through the Canton YMCA, fishing, running, and disc golf.
**Literary Magazine**
The *Kaleidoscope* is Spoon River College’s literary magazine. It offers all members of the college community the opportunity to have short stories, poems, essays, and artwork published. The *Kaleidoscope* is published each spring.

**Livestock Judging**
Spoon River College offers students the opportunity to participate in livestock judging competitions.

**PEEPS – People for Earth’s Ecological Preservation**
The PEEPS organization works to improve the environment through projects, educational field trips, and other activities. This club explores all areas of science.

**Phi-Mu-Tau Fraternity**
Phi-Mu-Tau, which stands for “Fingers-Mind-Tools,” is an organization made up of students enrolled in the diesel power systems technology program. Phi-Mu-Tau provides a scholarship for a deserving fraternity member each year.

**Phi Theta Kappa International Honor Society – Nu Delta Chapter**
Phi Theta Kappa is the internationally recognized honor society for two-year colleges. Spoon River College’s Nu Delta Chapter offers membership to students who distinguish themselves academically.
Spoon River College Community Chorus
The Spoon River College Community Chorus performs twice a year. The chorus of college students and community members has a very positive reputation and performs to sellout audiences each year.

SNA – Student Nurses Association
SNA is an organization that facilitates and initiates participation in community service, volunteer work, wellness activities, and professional organizations for nursing students. The SNA club also supports nursing on a national scale with social events designed to enhance cohesiveness and support among the nursing students.

Student Government Association
The Student Government Association (SGA) occupies a key position in the college student activity program by allocating funds to various student activities, assisting with student activities, cooperating with other student organizations, establishing student committees, appointing students to Spoon River College staff-student committees, and making recommendations to the administration in matters of concern to the entire student body. The SGA is comprised of elected student members and operates within a constitution written by students.

Athletics
Spoon River College is recognized as a Region XXIV member of the National Junior College Athletic Association and operates under the Division II status for all sports. Spoon River College is also a member of the Midwest
Athletic Conference which is made up of ten NJCAA, Division II colleges. Students participating in intercollegiate athletics are required to undergo a complete physical examination, at their own expense, by a physician. In addition, student athletes are required to be covered by a personal or family insurance policy. Spoon River College carries catastrophic insurance only for student athletes. The following athletic programs are offered at Spoon River College:

- Women’s Softball
- Men’s Baseball
- Women’s Cross Country
- Men’s Cross Country

**Equity in Athletics Disclosure Act**

Each year, the federal government requires academic institutions that offer co-ed intercollegiate athletics to complete a survey, detailing information such as salaries, operating budgets, and fundraising, to ensure gender equity in their athletic programs. A copy of Spoon River College’s report may be found on our web site, www.src.edu.

**STUDENT SERVICES AND SUPPORT SERVICES**

**ACADEMIC ADVISING**

Once admitted into the college, each student is assigned an advisor. Students are encouraged to meet with an advisor to develop an educational plan that meets the goals and requirements of their chosen curriculum and program. Students are responsible for planning a tentative schedule and arranging appointments with their advisors.
each semester. Advisors can meet with students as often as needed throughout the year.

**ACADEMIC SUCCESS CENTER**
The Academic Success Center (ASC) supports all Spoon River College students. The ASC provides an effective and inviting learning environment where students can find tutoring, receive information or a referral, or locate a quiet, comfortable place to study. In Canton, the ASC is located within the LRC on the second floor of Centers. In Macomb, the ASC is located on the upper level of the campus.

*Goal of the ASC:* The goal of the ASC is to improve the quality, consistency, and availability of academic support services to students, such as tutoring, study rooms and computers. Specifically, the center strives to:

- Provide a learning environment and network of support services that promotes educational opportunity for each college learner.
- Enhance the retention of students and successful completion of the learner’s educational goals.
- Develop the skills and attitudes necessary in each learner for the attainment of academic, career, and life-long goals.

*Tutoring:* Students who are experiencing difficulty keeping up with the coursework in their classes may seek assistance provided by a tutor, receive personal or academic coaching, or access support material. ASC assistance is provided to help students improve and
maintain their study skills so that they can complete their course(s) successfully.

Workshops: The ASC provides workshops to help students improve study habits and techniques, in addition to providing information to benefit their independent living skills (such as budgeting, resume building, job searching, and interviewing).

CAFETERIA (THE SANDBAR)
Spoon River College offers a full-service cafe on the Canton campus. Snack and beverage vending machines are available on the Macomb Campus and at the Havana and Rushville Centers. Students wishing to put money on their ID cards to be used for the cafeteria, vending, printing, and copying can do so in the SRC Bookstore or at each campus center.

Canton Campus – Sandbar
Hours of operation: Mon. - Fri.: 6:30 a.m. - 2:00 p.m.
Breakfast served from 7:00 a.m. - 10:00 a.m.
Lunch served from 11:00 a.m. - 1:00 p.m. The grill shuts down at 12:30 p.m.

Daily special menus are posted on bulletin boards throughout the Canton Campus.

To contact the SRC Cafeteria, call (309) 649-6312. For information about catering services please call (309) 649-6294 or (309) 649-6312 for details.
CONTACT INFORMATION

SRC Toll Free 1-800.334.7337
Canton Campus 309.647.4645
Havana Campus 309.543.4413
Macomb Campus 309.837.5727
Rushville Campus 217.322.6060

Academic Success Center
Email: mandren.kreps@src.edu
Canton Phone: 309.833.6048
Macomb Phone 309.833.6048
Email: natalie.orwig@src.edu
Canton Phone: 309.649.6278
Tutoring, academic coaching, and homework lab.

Admissions and Records Office
Email: admissions@src.edu
Canton Phone: 309.649.7020
Macomb Phone 309.833.6006
Obtain general information, change of address, change of major, withdrawing from a class, records, grades, residency and graduation.

Athletics and Intramurals
Canton Phone: 309.649.6303
Information about intercollegiate athletic programs and intramurals.
Bookstore
Email: bookstore@src.edu
Canton Phone: 309.649.6295
Macomb Phone: 309.833.6012
Books, academic supplies, materials, snacks, and computer supplies.

disAbility Services
Email: disabilityservices@src.edu
Canton Phone: 309.649.6305
Macomb Phone: 309.649.6305
Coordinates academic accommodations and services for students with documented disabilities.

Financial Aid
Email: financialaid@src.edu
Canton Phone: 309.649.7030
Macomb Phone: 309.833.6073
FAFSA assistance, Pell Grants, loan information, information about scholarships, emergency loans, and veteran’s assistance.

MySRC Assistance
Email: techhelp@src.edu
Phone: 309.649.6381
Passwords, changes in passwords, access to campus student email, and log-on assistance.
Placement Testing and Other Testing Services
(309) 649-6400 Canton
(309) 833-6016 Macomb
(309) 543-4413 Havana
(217) 322-6060 Rushville

Placement testing criteria measures reading level, math proficiency, and writing skills. All students must take either the COMPASS test or provide evidence of official ACT scores that meet standards. Other testing at SRC includes: TEAS Nursing Entrance test, NLN-ACE Mobility test, ACT, and Career Planning Assessments. Contact the Canton campus for scheduled dates and times these tests are administered.

Reception Desk
(309) 647-4645, then press 0
Hours: Mon.-Thurs.: 7:30 a.m. - 5:30 p.m., Fri. 7:30 a.m. - 4:30 p.m.
Located in the main entrance of Centers, the Reception Desk is a resource for locating forms, classrooms, employees, and lost and found items.

Records
(309) 649-6600 Canton,
Mon. thru Fri. 8:00 a.m. – 4:30 p.m.
The Records department conducts an official evaluation of transcripts from previous college experience, AP and CLEP credit, and final degree audits for graduation.
Student Accounts
Email: studentaccounts@src.edu
Canton Phone: 309.649.7021
Macomb Phone: 309.833.6008
Questions concerning bills, tuition, accounts and payments.

Student Services Advising Office
Email: studentserviceadvisor@src.edu
Canton Phone: 309.649.6400
Macomb Phone: 309.833.6069
Schedule placement testing, orientation, drop or withdraw from classes, arrange accommodations, job search, resumes, college transfer, disabilities, schedule special testing, and adaptive equipment.

TECH Help Desk
Help Desk Phone: (309) 649-6381
E-mail: techhelp@src.edu
Hours: M-TH 7:30 a.m.–6:00 p.m.; F 7:30 a.m.–4:00 p.m.
For evening or weekend support, use e-mail or call the voice phone number and leave a message. Let us know how to contact you. We will contact you the next working day.

Transcripts Request
Email: transcripts@src.edu
Phone: 309.649.6600
Request a copy of official transcripts, or send a transcript or academic records to another institution.
disAbility SUPPORT SERVICES
Spoon River College provides accommodations for qualified students with a documented disability. It is the student’s responsibility to provide documentation of any disability and to discuss possible accommodations with the disAbility Support Services advisor. Students are encouraged to meet with the disAbility Support Services advisor prior to enrollment in classes to disclose their disability to ensure that accommodations are provided in a timely manner. Services may be requested at any time during the semester, however. Academic accommodations are determined based on the nature of the student’s disability and its impact in the classroom. Eligible students who have a documented disability which is determined to be a barrier to their success in a college program may receive accommodations including, but not limited to: adaptive equipment, assistive technology, testing accommodations, interpreters, books in alternate forms, and/or note-takers. If you have a documented disability and would like to request academic accommodations, please contact the disAbility Services advisor at (309) 649-6305.

EMPLOYMENT OPPORTUNITIES FOR STUDENTS
A limited number of part-time jobs are available to SRC students in various departments throughout the college.

*Federal College Work-Study Program (FWS)* - Information from the FAFSA is used to determine eligibility for work through this program. Students are paid the federal minimum wage for up to 20 hours per week of work, depending on their need and the type of work available.
Minimum enrollment of six (6) credit hours is required to maintain eligibility for this program. Students must also meet SRC’s Standards of Academic Progress to maintain eligibility. Applications for this program are available in the Financial Aid office.

HEALTH INSURANCE FOR STUDENTS
Spoon River College does not provide student accident and health insurance policies. Students will need to contact an outside insurance agency if they are not covered by other policies. Spoon River College carries catastrophic insurance only for student athletes. See the Director of Athletics and Intramurals for more information.

My SRC-ONLINE STUDENT SERVICES
My SRC is the gateway to student online services provided at www.src.edu. Students can browse class offerings and schedules, register for or drop a class, add a class, pay for classes, check on scholarships, grades, or billing, and purchase books. Students can also access online library services, apply for financial aid, or search for a job. Students can download documents needed to determine aid eligibility and view aid awarded via My SRC.

NEW STUDENT ORIENTATION
Orientation programs for all new students are held at the beginning of the fall semester and at various other times. Students have an opportunity to familiarize themselves with the college, as well as support services, academic services, student life, and tour the campus. An online orientation is also available for new students.
TRANSFER INFORMATION AND ARTICULATION (Visit www.itransfer.org or www.transferology.com)
(309) 649-6400 Canton
(309) 833-6016 Macomb
(309) 543-4413 Havana
(217) 322-6060 Rushville
Transfer information is available in the Advising Office at any of the four locations. Articulation and transfer guideline websites can be explored by visiting with an advisor.

TRiO – Student Support Services (SSS)
TRiO-Student Support Services (SSS) is a program funded by the U.S. Department of Education available to students on the Macomb campus. The program is designed to help first generation, low income, and disabled students overcome barriers in higher education. The mission of the Spoon River College TRiO program is to provide students with academic support and personal guidance in successfully completing a program of study at the college and additional assistance in transitioning to a four-year college or university. Services offered include tutoring, academic advising, transfer assistance, financial aid assistance, financial literacy education, cultural trips and career exploration.

TRiO-Student Support Services are located in Room 214 on the Macomb Campus.
TUTORING
Tutoring is available free of charge to all Spoon River College students. Students who are experiencing difficulty keeping up with the coursework in their classes may seek assistance provided by a tutor, personal or academic counseling, or support material. These services are available through the Academic Success Centers.

Online tutoring is available for students who cannot access tutoring at one of the Academic Success Centers due to distance, time, or availability of tutors. Students may contact either the Writing Tutor or Math & Science Tutor via the online tutoring links in My SRC or by contacting the Academic Success Center in Canton or Macomb.

THE SUCCESSFUL STUDENT’S GUIDE TO COLLEGE TERMINOLOGY

Academic Audit/Graduation Checklist – Advising information illustrating a student's progress in fulfilling the graduation requirements of their chosen degree program.

Admission – Process to obtain acceptance to the college and to register for classes.

Advisor – A faculty or staff member who guides and aids students in reviewing an academic plan, preparing a course schedule, and following a student’s selected program of study.

Alternative Loan – A private loan used to pay for college expenses that may be at a higher interest rate.
Apply – To seek admission to a college.

Associate in Arts and Science Degree – Transferable degree that prepares the student to transfer as a junior to a four-year college/university.

Associate in General Studies Degree – Flexible and personalized non-transferable degree which combines academic and occupational areas.

Associate in Applied Science Degree – Non-transfer degree for students seeking specialized training to prepare for full-time employment.

Audit a Course – Attending a course and paying full tuition for a course without being awarded credit for the course.

Career/Technical Program – One or two year occupational programs.

Certificate – Area of specialization requiring fewer hours than a degree; designed for a student wishing to prepare for employment.

COMPASS – Mandatory computer-based course placement assessment for English, Reading, and Math for first time students at SRC.

Completion Rate – Percentage of credits successfully completed by a student. The college expects at least a 67% completion rate each semester.

Cumulative Grade Point Average (GPA) – A summary or average grade for all the courses taken at a college.
**Current Student** – A student who attended Spoon River College last semester and will enroll the following semester.

**Deferment** – The ability to delay payment of college tuition and/or books based on pending financial aid, funding, or a payment plan.

**Dependent Student** – Status assigned to students typically less than 24 years of age for financial aid purposes. The student reports his or her information (income and assets) and parents information (income, assets, family size) when applying for financial aid.

**Developmental (Remedial) Course** – A course in Math, Reading, or English that is designed to improve a student’s basic skills in order to prepare them for college-level course work in the same subject.

**disAbility Services** – Services for students with a documented disability.

**Disbursement** – When financial aid payments are made to qualified students.

**Drop** – Student requests to remove a class from their schedule.

**Enrollment Status** – Current, Full-Time, Half-Time, New, Returning, Three-Quarter Time, Transfer,

- **Current Student** – A student who attended Spoon River College last semester and will enroll the following semester.
- **Full-Time Student** – A student who is enrolled in twelve (12) or more credits per semester.
- **Half-Time Student** – A student enrolled in six (6) to eight (8.5) credits per semester.
- **New Student** – A student who has not previously attended Spoon River College.
- **Part-Time Student** – A student enrolled in less than 12 credits.
- **Returning Student** – A student who previously attended Spoon River College and is returning after a semester or longer break.
- **Three-Quarter Time Student** – A student enrolled in nine (9) to eleven (11.5) credits.
- **Transfer Student** – A student who attended another college who is now attending SRC that may have had credits accepted into their Spoon River College major.

**Expected Family Contribution (EFC)** – The amount a student and their family are expected to contribute toward college expenses.

**FAFSA** – Free Application for Federal Student Aid. It is the primary application used to determine your state and federal eligibility for financial aid.

**Financial Aid** – Grants and Loans

- **Grant** – Financial aid that is a gift of funds to help pay for college expenses.
• **Pell Grant** and **Supplemental Educational Opportunity Grant (SEOG)** – A federal grant program based on need for those students with the lowest expected family contribution (EFC).

• **Student Loan** – Financial aid that must be repaid by the student.

• **Direct Subsidized Loan** – A federal loan program with interest deferred for qualifying students as long as the student is enrolled half-time or more.

• **Direct Unsubsidized Loan** – A federal loan program where interest is assessed while the student is enrolled.

**Financial Aid Award Notice** – A summary of the various financial aid programs a student is qualified to receive.

**Financial Need** – It is your eligibility for financial aid and is the difference between the costs of attending the college minus what the family/student are expected to contribute to the cost (expected family contribution).

**Full-Time Student** – A student who is enrolled in twelve (12) or more credits per semester.

**Graduation Application** – Form required notifying the Records Office that you will be completing the requirements of your program and will qualify for graduation.

**Graduation Checklist/Academic Audit** – Advising information illustrating a student's progress in fulfilling the graduation requirements of their chosen degree program.
Grant – Financial aid that is a gift of funds to help pay for college expenses

Grade Point Average (GPA) – A cumulative semester grade average for all the courses taken at a college.

Half-Time Student – A student enrolled in six (6) to eight (8.5) credits per semester.

Hybrid course – A course that is a blend of face-to-face instruction with online learning through a course management system (Canvas) and the Internet resulting in reduced classroom seat time.

ID Card – It is the policy of Spoon River College to require photo identification cards for all employees and students of the college in order to facilitate safety and security and to improve access to college services. The SRC ID card is the property of Spoon River College. The Canton Learning Resources Center (Library) is responsible for the overall production and distribution of the official ID card.

Independent Student – A student who reports only his/her income information (and that of a spouse, if the student is married) when applying for student aid. You are automatically considered independent if you are 24 years of age or older as of December 31 of the current academic year. See Financial Aid staff for other options for being considered independent.

Interactive Video Course – Usually offered on multiple SRC sites but the course content (lectures, demonstrations,
and class sessions) is broadcast from a main location and viewed on TV monitors.

**IAI** – Illinois Articulation Initiative State guidelines that designate courses that can readily transfer to universities in the state.

**Major** – The program of study that a student is pursuing at SRC.

**My SRC** – Student portal for schedule, registration, financial aid, and tuition account information.

**Need Analysis** – A formula used to determine the expected family financial contribution toward the cost of attending college. It is based on family (parent and student) information (income, assets, family size).

**On-line course** – All course work, materials, instruction, discussion and assessment are done online through a course management system (Canvas) and the Internet.

**Parent Contribution** – The financial support that your parent(s) is/are expected to contribute toward your educational expenses.

**Payment Plan (FACTS)** – A plan that allows a student to pay their tuition and fees in installments over the semester.

**Prerequisites** – A course or criteria that must be fulfilled prior to admission to another course or program of study.
**Probation** – Students granted an academic and/or financial aid appeal will be at this status for one or more semesters.

**Probation/Warning** – Student warning status when a student fails to meet one or more of the three satisfactory progress standards: cumulative and session grade point average of 2.0, completion rate of 67%, and/or the maximum time frame for degree completion.

**Register** – To sign up to take certain classes.

**Satisfactory Academic Progress** – Based on three measures; cumulative and session grade point average, must be a 2.0, completion rate of 67% based on comparison of accumulative credits attempted and credits earned, and a maximum time frame for degree completion.

**Semester Credit Hour** – Unit of measurement for coursework generally referring to the number of hours a class meets per week (example: a 3 credit course=3 hours of classes per week).

**SRC Online** – Location of the online learning portal called Canvas.

**Student Loan** – Financial aid that must be repaid by the student.

**Supplemental Educational Opportunity Grant (SEOG)** – A federal grant program based on need for those students with the lowest expected family contribution (EFC).
**Student Contribution** – The amount of a student’s income, savings, and other resources that they are expected to contribute to educational expenses.

**Suspension** – An academic and/or financial aid status where a student has lost their eligibility to receive financial aid and/or the permission to register for classes.

**Three-Quarter Time Student** – A student enrolled in nine (9) to eleven (11.5) credits.

**Transcript** – Listing of courses taken and grades earned.

**Transfer Credits/Hours** – Coursework accepted at another university that leads toward an associate or baccalaureate degree. Students and programs can also be assigned the term “transfer”.

**Tuition and Fees** – The cost per credit hour for courses taken at SRC. Currently: $140/credit hr. for in district (other fees may apply).

**Verification** – The process of documenting information reported on the FAFSA (financial aid application).

**Web-assisted course** – Student meets in the traditional face-to-face classroom for traditional number of hours but a course management system (Canvas) may be used to supplement the course with such things as lectures, reading, syllabus, discussion boards, etc.

**Withdrawal** – Terminating enrollment of any or all registered courses for a semester. Student receives no
tuition refund with a course withdrawal. A “W” will appear on the student’s transcript.

**Work-study** – A student employment program. Students are eligible for employment based on their application for financial aid.
### CANTON/HAVANA CAMPUS DIRECTORY

<table>
<thead>
<tr>
<th>WHERE DO I GO FOR...?</th>
<th>STAFF</th>
<th>BUILDING AND OFFICE NUMBER</th>
<th>PHONE/EMAIL</th>
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</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Brandy Chasteen</td>
<td>Student Services Advising Office, Centers 131</td>
<td><a href="mailto:brandy.chasteen@src.edu">brandy.chasteen@src.edu</a> 649-6398 <a href="mailto:brandi.ketcham@src.edu">brandi.ketcham@src.edu</a> 649-6324 <a href="mailto:andrea.white@src.edu">andrea.white@src.edu</a> 649-6305 <a href="mailto:stephanie.howerter@src.edu">stephanie.howerter@src.edu</a> 543-6300</td>
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<td></td>
<td>Brandi Ketcham</td>
<td>Havana Center</td>
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<td>Stephanie Howerter</td>
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<tr>
<td>Academic Success Center</td>
<td>Natalie Orwig</td>
<td>ASC, Centers 205 (Within LRC)</td>
<td><a href="mailto:natalie.orwig@src.edu">natalie.orwig@src.edu</a> 649-6278</td>
</tr>
<tr>
<td>Applying for Admission</td>
<td>Mickey Decker</td>
<td>Admissions, First Floor Centers</td>
<td><a href="mailto:mickey.decker@src.edu">mickey.decker@src.edu</a> 649-6391 or 649-6600</td>
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<tr>
<td></td>
<td>Kim Donnelly</td>
<td>Student Services C131</td>
<td><a href="mailto:kim.donnelly@src.edu">kim.donnelly@src.edu</a> 649-6313 or 649-6400</td>
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<tr>
<td></td>
<td>Online Application</td>
<td><a href="http://www.src.edu">www.src.edu</a></td>
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<tr>
<td>Athletic Information</td>
<td>Ron Clark</td>
<td>Centers Building, C010</td>
<td><a href="mailto:ronald.clark@src.edu">ronald.clark@src.edu</a> 649-6303</td>
</tr>
<tr>
<td>Advising Appointment Or Testing</td>
<td>Kim Donnelly</td>
<td>Student Services C131</td>
<td><a href="mailto:kim.donnelly@src.edu">kim.donnelly@src.edu</a> 649-6313 or 649-6400</td>
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<td>Teresa Welch</td>
<td>Havana Center</td>
<td><a href="mailto:teresa.welch@src.edu">teresa.welch@src.edu</a> 543-6301 or 543-4413</td>
</tr>
<tr>
<td>Billing Information</td>
<td>Julie Riccioni</td>
<td>Student Accounts, First Floor Centers</td>
<td><a href="mailto:julie.riccioni@src.edu">julie.riccioni@src.edu</a> 649-6212</td>
</tr>
<tr>
<td>Books, Supplies, and Apparel</td>
<td>Amber Alexander</td>
<td>Bookstore, Centers Building, C029</td>
<td><a href="mailto:amber.alexander@src.edu">amber.alexander@src.edu</a> 649-6295</td>
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<td></td>
<td>Brad O’Brien</td>
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<td><a href="mailto:brad.obrien@src.edu">brad.obrien@src.edu</a> 649-6294</td>
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<tr>
<td>Changing Classes or Program of Study</td>
<td>Brandy Chasteen</td>
<td>Student Services - Advising Office, C131</td>
<td><a href="mailto:brandy.chasteen@src.edu">brandy.chasteen@src.edu</a> 649-6398</td>
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<td></td>
<td>Brandi Ketcham</td>
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<td>Andrea White</td>
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<td>Stephanie Howerter</td>
<td>Havana Center</td>
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<td>649-6398</td>
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<tr>
<td>Community Education Classes</td>
<td>Lori Murphy</td>
<td>Canton Outreach Center, 45 East Side Square, Suite 302 Canton IL 61520</td>
<td><a href="mailto:lori.murphy@src.edu">lori.murphy@src.edu</a> 647-6260</td>
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<tr>
<td>Dean of Student Services</td>
<td>Melissa Wilkinson</td>
<td>Student Services - Advising Office, C131</td>
<td><a href="mailto:missy.wilkinson@src.edu">missy.wilkinson@src.edu</a> 649-6329</td>
</tr>
<tr>
<td>disAbility Support Services/Campus Accessibility and Classroom Accommodations</td>
<td>Andrea White</td>
<td>Student Services - Advising Office, C131</td>
<td><a href="mailto:andrea.white@src.edu">andrea.white@src.edu</a> 649-6305</td>
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<tr>
<td>Dropping a Class</td>
<td>Mickey Decker</td>
<td>Admissions, First Floor Centers Student Services - Advising Office, C131</td>
<td><a href="mailto:mickey.decker@src.edu">mickey.decker@src.edu</a> 649-6391</td>
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<td>Brandy Chasteen</td>
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<td>Dual Credit/Dual Enrollment/High School Credit</td>
<td>Brandy Chasteen</td>
<td>C131</td>
<td><a href="mailto:brandy.chasteen@src.edu">brandy.chasteen@src.edu</a> 649-6398</td>
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<td>Excused Absences</td>
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<td>Course Instructor</td>
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<td>Financial Aid Information</td>
<td>Jo Branson</td>
<td>Student Services - Financial Aid, C126</td>
<td><a href="mailto:jo.branson@src.edu">jo.branson@src.edu</a> 649-7030</td>
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<td></td>
<td>Rick Duvendack</td>
<td></td>
<td><a href="mailto:rick.duvendack@src.edu">rick.duvendack@src.edu</a> 649-7030</td>
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<td></td>
<td>Denise Harrington</td>
<td></td>
<td><a href="mailto:denise.harrington@src.edu">denise.harrington@src.edu</a> 649-7030</td>
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<tr>
<td>Game Room Equipment</td>
<td>Ron Clark</td>
<td>Student Commons, C010</td>
<td><a href="mailto:ronald.clark@src.edu">ronald.clark@src.edu</a> 649-6303</td>
</tr>
<tr>
<td>G.E.D. (High School Equivalency) classes</td>
<td>Melissa Koke</td>
<td>ASC, Centers 204 (Within the LRC)</td>
<td><a href="mailto:melissa.koke@src.edu">melissa.koke@src.edu</a> 649-6229</td>
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<tr>
<td>Grade Information</td>
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<td>MySRC</td>
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<tr>
<td>Graduation Information</td>
<td>Brandy Chasteen</td>
<td></td>
<td><a href="mailto:brandy.chasteen@src.edu">brandy.chasteen@src.edu</a> 649-6398</td>
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<td>Stephanie Howarter</td>
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| Help in Course and Program Selection | Brandy Chasteen  
Brandi Ketcham  
Andrea White  
Stephanie Howarter | Student Services - Advising Office, C131 | brandy.chasteen@src.edu  
brandi.ketcham@src.edu  
andrea.white@src.edu  
stephanie.howerter@src.edu  
543-6300 |
| International Student Information | Patrick Denecke | Student Services, 1st Floor, Macomb Campus | patrick.denecke@src.edu  
833-6022 |
| Job Placement               | Brandi Ketcham              | Student Services - Advising Office, C131 | brandi.ketcham@src.edu  
649-6324 |
| Literacy                    | Chad Murphy                 | ASC, C205 (Within the LRC)         | chad.murphy@src.edu  
649-6266 |
| Lost and Found              | Kathy Promen  
Lesa Fuller | Reception Desk, Centers Building | kathy.promen@src.edu  
lesa.fuller@src.edu  
647-4645 |
| Making Up a Test            |                              | Course Instructor                 |                                                 |
| Off-Campus Employment       | Brandi Ketcham              | Student Services - Advising Office, C131 | brandi.ketcham@src.edu  
649-6324 |
| On-Campus Employment        | Brandi Ketcham              | Student Services - Advising Office, C131 | brandi.ketcham@src.edu  
649-6324 |
| Paying for Classes          | Julie Riccioni  
NBS Payment Arrangement | Student Accounts, First Floor Centers | julie.riccioni@src.edu  
649-6212 |
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<td>Registering for One or Two Classes</td>
<td>Mickey Decker</td>
<td>Admissions, First Floor Centers</td>
<td><a href="mailto:mickey.decker@src.edu">mickey.decker@src.edu</a> 649-6391</td>
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<td>Registering for More than Two Classes</td>
<td>Brandy Chasteen, Brandi Ketcham, Andrea White, Stephanie Howarter</td>
<td>Student Services - Advising Office, C131</td>
<td><a href="mailto:brandy.chasteen@src.edu">brandy.chasteen@src.edu</a> 649-6398, <a href="mailto:brandi.ketcham@src.edu">brandi.ketcham@src.edu</a> 649-6324, <a href="mailto:andrea.white@src.edu">andrea.white@src.edu</a> 649-6305, <a href="mailto:stephanie.howerter@src.edu">stephanie.howerter@src.edu</a> 543-6300</td>
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<td>Jo Branson, Rick Duvendack, Denise Harrington</td>
<td>Student Services - Financial Aid, C126</td>
<td><a href="mailto:jo.branson@src.edu">jo.branson@src.edu</a> 649-7030, <a href="mailto:rick.duvendack@src.edu">rick.duvendack@src.edu</a> 649-7030, <a href="mailto:denise.harrington@src.edu">denise.harrington@src.edu</a> 649-7030</td>
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<td>Sandbar Café, Lower Level Centers, Student Commons, Taylor Hall, Engle Hall</td>
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<td>Student Government</td>
<td>Brad O’Brien</td>
<td>Lower Level Centers, C013</td>
<td>brad.o'<a href="mailto:brien@src.edu">brien@src.edu</a> 649-6294</td>
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<td>Student Services</td>
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<td>Student Services – C126 and C131</td>
<td>649-6400</td>
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<td>Transcript Request Forms</td>
<td>Mickey Decker, Kim Donnelly, SRC Website</td>
<td>Admissions Office, Student Services - Advising Office, C131, <a href="http://www.src.edu">www.src.edu</a></td>
<td><a href="mailto:mickey.decker@src.edu">mickey.decker@src.edu</a> 649-6391 or 649-6600, <a href="mailto:kim.donnelly@src.edu">kim.donnelly@src.edu</a> 649-6313 or 649-6040</td>
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<td>Tutoring Services</td>
<td>Natalie Orwig, Mandren Kreps</td>
<td>ASC, Centers 205 (Within LRC)</td>
<td><a href="mailto:natalie.orwig@src.edu">natalie.orwig@src.edu</a> 649-6278, <a href="mailto:mandren.kreps@src.edu">mandren.kreps@src.edu</a> 833-6048</td>
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<td>Veteran’s Information</td>
<td>Rick Duvendack</td>
<td>Student Services - Financial Aid, C126</td>
<td><a href="mailto:rick.duvendack@src.edu">rick.duvendack@src.edu</a> 649-6267</td>
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<td>Withdrawing From a Class or Complete Withdrawal</td>
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<td><a href="mailto:brandy.chasteen@src.edu">brandy.chasteen@src.edu</a> 649-6398 <a href="mailto:brandi.ketcham@src.edu">brandi.ketcham@src.edu</a> 649-6324 <a href="mailto:andrea.white@src.edu">andrea.white@src.edu</a> 649-6305 <a href="mailto:kim.donnelly@src.edu">kim.donnelly@src.edu</a> 649-6313 <a href="mailto:mickey.decker@src.edu">mickey.decker@src.edu</a> 649-6391 <a href="mailto:stephanie.howerter@src.edu">stephanie.howerter@src.edu</a> 543-6300</td>
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<td>Academic Advising</td>
<td>Jade Powers</td>
<td>Student Services, 1st Floor</td>
<td><a href="mailto:jade.powers@src.edu">jade.powers@src.edu</a> 833-6019</td>
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<td></td>
<td>Patrick Denecke</td>
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<td><a href="mailto:patrick.denecke@src.edu">patrick.denecke@src.edu</a> 833-6022</td>
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<td>Rob Kirkham</td>
<td>Rushville Center</td>
<td><a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a> 217-322-6086</td>
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<td>Academic Success</td>
<td>Mandren Kreps</td>
<td>Macomb, 2nd Floor, Room 206</td>
<td><a href="mailto:mandren.kreps@src.edu">mandren.kreps@src.edu</a> 833-6048</td>
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<td>Center</td>
<td>Janet Young</td>
<td>Macomb, Room M22</td>
<td><a href="mailto:janet.young@src.edu">janet.young@src.edu</a> 833-6017</td>
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<td>Adult Education</td>
<td>Jade Powers</td>
<td>Student Services, 1st Floor</td>
<td><a href="mailto:jade.powers@src.edu">jade.powers@src.edu</a> 833-6019</td>
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<tr>
<td>(Reading, Writing,</td>
<td>Patrick Denecke</td>
<td></td>
<td><a href="mailto:patrick.denecke@src.edu">patrick.denecke@src.edu</a> 833-6022</td>
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<td>Math</td>
<td>Cheryl Reimolds</td>
<td></td>
<td><a href="mailto:cheryl.reimolds@src.edu">cheryl.reimolds@src.edu</a> 833-6010</td>
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<td>Rob Kirkham</td>
<td>Rushville Center</td>
<td><a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a> 217-322-6086</td>
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<td>Applying for Admission</td>
<td>Ron Clark</td>
<td>Centers Building, Lower Level, Canton Campus</td>
<td><a href="mailto:ron.clark@src.edu">ron.clark@src.edu</a> 649-6303</td>
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<td>Student Services, 1st Floor</td>
<td><a href="mailto:jade.powers@src.edu">jade.powers@src.edu</a> 833-6019</td>
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<td><a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a> 217-322-6086</td>
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<td>Billing Information</td>
<td>Ellen Armstrong</td>
<td>Macomb, 1st Floor, Room 124</td>
<td><a href="mailto:ellen.armstrong@src.edu">ellen.armstrong@src.edu</a> 833-6012</td>
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<tr>
<td>Books, Supplies, and Shirts</td>
<td>Ellen Armstrong</td>
<td>Macomb, 1st Floor, Room 124</td>
<td><a href="mailto:ellen.armstrong@src.edu">ellen.armstrong@src.edu</a> 833-6012</td>
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<td>Career Assessment</td>
<td>Pat Denecke</td>
<td>Student Services, 1st Floor</td>
<td><a href="mailto:patrick.denecke@src.edu">patrick.denecke@src.edu</a> 833-6022</td>
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<tr>
<td>Changing Class or Programs of Study</td>
<td>Jade Powers</td>
<td>Student Services, 1st Floor</td>
<td><a href="mailto:jade.powers@src.edu">jade.powers@src.edu</a> 833-6019</td>
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<td><a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a> 217-322-6086</td>
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<td>Community Education Classes</td>
<td>Velvet Powell</td>
<td>Macomb Outreach Center 2500 E. Jackson St. Macomb</td>
<td><a href="mailto:velvet.powell@src.edu">velvet.powell@src.edu</a> 833-6033</td>
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<tr>
<td>Dean of Student Services</td>
<td>Melissa Wilkinson</td>
<td>Canton Campus, Student Services Advising Center C131</td>
<td><a href="mailto:missy.wilkinson@src.edu">missy.wilkinson@src.edu</a> 649-6329</td>
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<td>Andrea White</td>
<td>Student Services, 1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td><a href="mailto:andrea.white@src.edu">andrea.white@src.edu</a> 649-6305</td>
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<td>Dropping a Class</td>
<td>Jade Powers</td>
<td>Student Services, 1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td><a href="mailto:jade.powers@src.edu">jade.powers@src.edu</a> 833-6019</td>
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<td>Cheryl Reimolds</td>
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<td><a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a> 217-322-6086</td>
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<td>Student Services, 1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
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<td>Student Services, 1&lt;sup&gt;st&lt;/sup&gt; Floor</td>
<td><a href="mailto:jo.branson@src.edu">jo.branson@src.edu</a> 833-6073</td>
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<td></td>
<td>Paula Baughman</td>
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<td><a href="mailto:paula.baughman@src.edu">paula.baughman@src.edu</a> 833-6073</td>
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<td>Peggy Roth</td>
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<td><a href="mailto:peggy.roth@src.edu">peggy.roth@src.edu</a> 833-6073</td>
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<td>G.E.D. (High School Equivalency) classes</td>
<td>Cyndi Johnston</td>
<td>Lower Level, Room 007</td>
<td><a href="mailto:cyndi.johnston@src.edu">cyndi.johnston@src.edu</a> 833-6038</td>
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<td>Janet Young</td>
<td>Lower Level, Room M22</td>
<td><a href="mailto:janet.young@src.edu">janet.young@src.edu</a> 833-6017</td>
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<td>Rob Kirkham</td>
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<td><a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a> 217-322-6086</td>
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</table>

| Help in Course and Program Selection | Jade Powers | Student Services, 1st Floor | jade.powers@src.edu 833-6019 |
|                                      | Patrick Denecke | Rushville Center             | patrick.denecke@src.edu 833-6022 |
|                                          | Rob Kirkham     |                               | rob.kirkham@src.edu 217-322-6086 |

| International Student Information | Patrick Denecke | Student Services, 1st Floor | patrick.denecke@src.edu 833-6022 |

| Job Placement | Patrick Denecke | Student Services, 1st Floor | patrick.denecke@src.edu 833-6022 |

| Literacy      | Cyndi Johnston  | Macomb, Room 007             | cyndi.johnston@src.edu 833-6038 |

| Lost and Found | Macomb Business Office Room 124 | |

| Making Up a Test | Course Instructor | |

| Off-Campus Employment | Patrick Denecke | Student Services, 1st Floor | patrick.denecke@src.edu 833-6022 |

| On-Campus Employment | Patrick Denecke | Student Services, 1st Floor | patrick.denecke@src.edu 833-6022 |

<p>| Paying for Classes | Ellen Armstrong | Macomb Business Office Room 124 | <a href="mailto:ellen.armstrong@src.edu">ellen.armstrong@src.edu</a> 833-6012 |</p>
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<td>Cheryl Reimolds</td>
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<td>Jade Powers, Patrick Denecke, Rob Kirkham</td>
<td>Student Services, 1&lt;sup&gt;st&lt;/sup&gt; Floor, Rushville Center</td>
<td><a href="mailto:jade.powers@src.edu">jade.powers@src.edu</a>, <a href="mailto:patrick.denecke@src.edu">patrick.denecke@src.edu</a>, <a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a></td>
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<td>833-6021, <a href="mailto:Peggy.roth@src.edu">Peggy.roth@src.edu</a></td>
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<td><a href="mailto:jade.powers@src.edu">jade.powers@src.edu</a>, <a href="mailto:patrick.denecke@src.edu">patrick.denecke@src.edu</a>, <a href="mailto:cheryl.reimolds@src.edu">cheryl.reimolds@src.edu</a>, <a href="mailto:rob.kirkham@src.edu">rob.kirkham@src.edu</a></td>
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<td>TRiO – Student Support Services</td>
<td>Jill Olson, Bonnie Swedell, Stephanie Miller, Kalah Kazmerski</td>
<td>Macomb, 2nd Floor, M206</td>
<td><a href="mailto:jill.olson@src.edu">jill.olson@src.edu</a> 833-6029 <a href="mailto:bonnie.swedell@src.edu">bonnie.swedell@src.edu</a> 833-6025 <a href="mailto:stephanie.miller@src.edu">stephanie.miller@src.edu</a> 833-6030 <a href="mailto:kalah.kazmerski@src.edu">kalah.kazmerski@src.edu</a> 833-6030</td>
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