SPOON RIVER
COLLEGE

Taking You Where You Want To Go

2026-2027 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.

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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, Illinois 60604-1411
  Telephone 312-263-0456
  Or online: The Higher Learning Commission

Approved by:

- Illinois Board of Higher Education
  1 North Old State Capitol Plaza, Suite 333
  Springfield, Illinois 62701-1287
  Or online: IBHE
- Illinois Community College Board
  401 East Capitol Avenue
  Springfield, Illinois 62701-1711
  Or online: ICCB
- Illinois Department of Financial and Professional Regulations
  320 West Washington Street, 3rd Floor
  Springfield, Illinois 62786
  Or online: IDFPR
- Illinois Department of Public Health
  535 West Washington Street
  Springfield, Illinois 62761
  Or online: IDPH
- Illinois State Board of Education
  100 North First Street
  Springfield, Illinois 62702
  Or online: ISBE
- Illinois Student Assistance Commission
  1755 Lake Cook Road
  Deerfield, Illinois 60015-5209
  Or online: ISAC
- State-Approving Agency for Department of Veteran's Affairs
  833 South Spring Street
  Springfield, IL 62794-9432
  Or online: Illinois Veterans Benefits
- United States Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202
  Or online: US Department of Education

TUITION

2025 Tuition Costs

TYPE OF TUITION	COST	INCLUDES
In-District – Per credit hour	$182.00	N/A
3 credit hour class	$651.00	Includes Student Fees of $35.00 per credit hour.
12 hours – Full-time status	$2,604.00	Includes Student Fees of $35.00 per credit hour.
Out-of-District – Per credit hour	$404.50	N/A
3 credit hour class	$1,318.50	Includes Student Fees of $35.00 per credit hour.
12 hours – Full-time status	$5,274.00	Includes Student Fees of $35.00 per credit hour.
Out-of-State – Per credit hour	$471.00	N/A
3 credit hour class	$1,518.00	Includes Student Fees of $35.00 per credit hour.
12 hours – Full-time status	$6,072.00	Includes Student Fees of $35.00 per credit hour.
Online – Per credit hour	$217.00	Online tuition rate is all-inclusive of student and course fees.
3 credit hour class	$651.00	Online tuition rate is all-inclusive of student and course fees.
12 hours – Full-time status	$2,604.00	Online tuition rate is all-inclusive of student and course fees.

FEES

TYPE	FEE	PURPOSE
Student Fees – per credit hour	$35.00	For Student Life, Technology, and Student Government Association
Transcript Fee	$5.00	For request for transcript

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, test 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.

COURSE	FEES
General Education Science Courses – per credit hour	$30.00
Career & Technical Education Courses – per credit hour	$30.00
Developmental Education Courses – per credit hour	$15.00

Textbooks and Course Materials

The cost of textbooks and supplies will vary depending on the number and type of courses in which a student is enrolled. The Spoon River College Bookstore provides all required textbooks, academic supplies, and course-related materials. Some courses may include integrated digital content, which is covered by the course fee.

Textbook Rental Program

To help reduce the cost of textbooks, Spoon River College offers a textbook rental program. Eligible rental titles are clearly marked and available online and in the campus bookstore. For information regarding availability, rental policies, and return procedures, students should contact the bookstore directly.

Other Costs of Attendance

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

- Transportation – $2,400.
- Housing - $6,300.
  (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 - $600.

Tuition and Fees Due Dates

Tuition and fees are due prior to the beginning of each semester. Payment due dates are typically September 1 for Fall session, February 1 for Spring session, and June 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 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 who do not pay in full can participate in the tuition payment plan.

FULL OR PARTIAL PAYMENTS

Students 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, credit card, or ACH. Students are able to pay online using Nelnet by accessing their MySRC account. Students may also create a payment plan with Nelnet.

Tuition Payment Plan

Nelnet Business Solutions (NBS) offers 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. Additional information about the tuition payment plan is available online or by contacting Student Accounts.

Nelnet Payment Portal

Enrolling in a payment plan through NBS is simple, and the plan offers multiple payment options. Connection to the Nelnet Payment Portal is available through My SRC. 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 date selected 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, Discover card, or American Express. Payments will be automatically charged to the credit card on the date selected each month until the balance is paid in full. Credit card convenience fees will be charged by NBS.

Outstanding Accounts

Spoon River College will use any and all means necessary to collect this debt in accordance with state and federal laws.

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. Clearance for registration will be held on all students with outstanding accounts until the account is settled and a clearance forwarded to Admissions and Records.

CAREER Agreement Verification

Spoon River College is an approved partner of the Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER Agreement). This agreement allows community colleges to share the career and technical education (CTE) programs of each institution and provide students with access to programs that might otherwise be unavailable to the student in his or her home community college district.

For students this means:

- Out-of-district students wishing to enroll in an SRC program that is not offered within their home district will pay SRC's in-district tuition rate with the proper verification from their home community college. Please contact your SRC advisor, and ask your home community college for a CAREER Verification. Re-verification will be required each academic year.
- Spoon River College district residents attending another community college for a program not offered by SRC may also be eligible for that college's in-district tuition rate. To request a CAREER Agreement verification, complete the required information in the Career Agreement Verification form available online.

Completed requests will be processed by the Instructional Office and reviewed by the Dean of Career and Workforce Education within approximately 10 business days. The student and the receiving college will be notified in writing if the verification was approved or denied. Re-verification will be required each academic year.

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.

Refund Period for 100% Refund

- All credit courses will be refunded 100% if dropped up to the first class session.
- Semesters lasting 9 to 16 weeks will be refunded 100% if dropped the first day of the semester through the fifth business day.
- Semesters lasting 5 to 8 weeks will be refunded 100% if dropped the first day of the semester through the fifth business day.
- Semesters lasting 2 to 4 weeks will be refunded 100% if dropped the first day of the semester through the second business day.
- Semesters lasting less than 2 weeks will be refunded 100% if dropped the first day of the semester through the second business day.
- Community Education and non-credit courses will be refunded 100% if dropped the day before the first class meeting.
- Commercial Driver Training courses will be refunded 100% if dropped the first day of the semester through the second business day.

Additional Refund Information

- 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.
- In extenuating circumstances, students may request a refund based upon a medical withdrawal by completing the Student Petition Form, available online. More information on the petition process can be found in the online Student Handbook.

Student Military Leave

Military reservists called to active duty while enrolled at Spoon River College prior to December 1 or May 1 may withdraw from all classes, and the College will offer tuition credit for a future semester or refund the money to the funding agency, depending on the source of financing. Students must provide the Dean of Student Services with a copy of their orders to request withdrawals and ensure that proper credit is given.

Military reservists called to active duty while enrolled at Spoon River College after December 1 or May 1 may have completed enough of the class so that the grade could be offered. An incomplete should be offered only on the possibility of a very short tour of duty (two or three weeks). If an incomplete is offered, and the student's tour goes beyond the deadline for the incomplete to be made up (nine weeks from the end of the semester), we will retroactively give the student a withdrawal rather than the automatic change to an "F" grade to protect the student.

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.

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.

Technology and Computing Guidelines.

To support its mission, Spoon River College offers computing resources and wireless access to students, faculty, staff, and guests. These resources are protected by security measures against unauthorized access. Use of these systems by employees and students is primarily for official College business, and therefore, the College reserves the right to review systems and stored information, adhering to all applicable privacy laws for private networks. Users should store personal information they wish to keep private on their own devices. Users are solely responsible for any misuse or illegal activity on these systems and may face civil and criminal penalties. All users must act ethically, consistent with Spoon River College's mission and goals, and accept responsibility for their actions when using College technology. The College is committed to providing appropriate security, ensuring system reliability and data integrity, and enforcing these guidelines.

Unauthorized uses of Spoon River College computing resources include, but are not limited to:

- Unauthorized Access:
    - Accessing college files, other users' files, or any protected and private computer resources without permission.
    - Gaining unauthorized access to protected and private network resources.
- Data and Software Manipulation:
    - 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.
    - Unauthorized installation of software on any Spoon River College computer or network.
- Disruptive Activities:
    - Engaging in activities that disrupt normal computer/network use and services, including but not limited to the propagation of computer viruses and violation of personal privacy.

- Equipment Tampering:
    - Damaging or altering college computer equipment or any technology on campus.
- Prohibited Content and Activities:
    - Accessing or processing pornographic material or files that could harm the integrity of the local area network.
    - Using the network for hate mail, harassment, discriminatory remarks, or other antisocial behaviors.
    - Using college computing resources and the network for unauthorized commercial or for-profit purposes.
    - Using profanity, obscenity, racist terms, or other language that may be offensive to another user.
    - Downloading entertainment software or other files unrelated to the College's mission and objectives for personal use on external devices. This includes all forms of software and files not directly related to the College's instructional and administrative purposes.
- Illegal Activities:
    - Any usage that violates state or federal law

Users should never share their login information or allow others to use their account(s).

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. Report misuse of college computers or network resources to the Information Technology Services helpdesk at helpdesk@src.edu.

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 is 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 or the network as a violation of the College's Student Code of Conduct.

Spoon River College will cooperate with the Recording Industry Association of America (RIAA). RIAA is now sending letters to colleges pointing to specific alleged instances of illegal file sharing and requesting the College to forward the letter to the person the College identifies as being associated with the activity. The letter, called a "Pre-Settlement Letter," notifies the student that he or she has a specified number of days to settle with RIAA by going to a designated website, entering identifying information, and paying a set amount, usually between $3,000 and $5,000, but sometimes considerably more. The letter states that, if the recipient chooses not to settle, RIAA will file a lawsuit and the offer to settle for the amount stipulated may no longer be an option.

A growing number of secure, RIAA-approved options are available for downloading music files. A few of the services that have emerged include:

- amazonmp3
- Apple iTunes
- Napster
- Y! Music

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 through 122 of the Copyright Act (Title 17 of the United States Code), the Digital Millennium Copyright Act (H.R. 2281), and the World Intellectual Property Organization (WIPO) copyright treaty. 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; especially the U.S. Copyright Office FAQ's page.

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 Registrar 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 arrange 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 Registrar 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 Registrar, 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 Registrar 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. 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 Registrar, 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 ID number, 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 number, e-mail address, photograph, date of birth, major field of study, enrollment status, dates of attendance, most recent education agency or institution attended, degrees, honors and awards received, and participation in officially recognized activities and sports 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 submitting a Request to Withhold Directory Information form to the Registrar.

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 do 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 Registrar.

D. To schools in which a student seeks or intends to enroll. (The College will 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 days of when the infraction was discovered.

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

The Family Policy Compliance Office, U. S. Department of Education, 400 Independence Ave., SW, Washington, D.C. 20202-4605 is the office responsible for enforcing/administering the Family Educational Rights and Privacy Act and should be contacted to file a complaint.

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 to 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, SRC social media, and Canvas

SRC utilizes a "Text 'Em All" system to notify students of important information, including weather announcements. Students who have opted out of the text message system will not receive these announcements. To opt back in, text SPOON to 292929

Radio Stations
WBYS 107.9 FM
WDUK 99.3 FM
WJEQ 102.7 FM
WKAI 99.3 FM
WKXQ 92.5 FM
WLMD 104.7 FM
WMQZ 104 FM
WNLF 95.9 FM

TV Stations
KHQA (ABC 7)
WEEK (NBC 25)
WGEM (NBC 10)
WHOI (ABC 19)

ID Cards

It is the policy of Spoon River College to require photo identification cards for all employees and students of the College 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 abide by the rules, regulations, and policies of the College. Secondly, each student is expected to obey local, state, and federal laws.

2. DEFINITIONS

a. The term "College" means Spoon River College. The reference to "College" includes any event or site off campus where students, faculty, and staff represent the College.
b. The term "college days" is defined as any workday, Monday through Friday, when the College is open.
c. The term "college official" includes any person employed by the College performing assigned administrative or professional staff responsibilities.
d. The term "college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
e. The term "reporting party" means any person who submits a report alleging that a student violated the Code of Student Conduct. When a student believes that they have been a victim of another student's misconduct, the student who believes they are a victim will have the same rights under this Code of Student Conduct as are provided to the reporting party, even if another member of the college community submitted the report itself.
f. The term "faculty member" means all full- or part-time teachers, counselors and librarians, excluding interns and student teachers.
g. The term "hazing" means any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
h. The term "law enforcement officer" includes any federal, state or local sworn police officer acting in his or her official capacity.
i. The term "may" is used in the permissive sense.
j. The term "member of the college community" includes any person who is a student, faculty member, college official, or any other person employed by the College. A person's status in a particular situation will be determined by the Dean of Students.
k. The term "organization" means any number of persons who have complied with the formal requirements for college recognition.

l. The term “preponderance of the evidence” refers to the standard of proof the Dean of Students and the Judicial Council use to make the determination if an action or behavior of a student violated the code. The standard is met if the evidence suggests that it is more likely to be true (greater than 50%) than not true that an accused student violated the Code of Conduct.
m. The term “student,” for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the college both full-time and part-time.
n. The term “responding party” refers to a student who is identified in a report as allegedly violating the Code of Student Conduct.
o. The term “Judicial Council” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Code of Student Conduct and to impose appropriate sanctions.
p. The term “separation” which applies to College Suspension and College Expulsion means that student is denied access to the campus (including classes), to off-campus instructional sites, and/or to all other college activities or privileges for which the student might otherwise be eligible.
q. The term “threat” means any expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic.
r. The term “will” is used in the imperative sense.

3. 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 or 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.

Students are expected to conduct themselves as mature and law-abiding members of the college community and the general community and to comply with requests of the College authorities for preservation of order on College premises. Conduct which jeopardizes the health or safety of the College community or disrupts the educational activities and supporting services of the College is subject to review and possible sanction in accordance with the policies, procedures, and practices of the College.

4. STUDENT RIGHTS

While the campus conduct process is different than criminal or civil proceedings, the following rights are provided to students, along with the expectation that students fulfill their responsibilities in the process.

Students or others who fail to respect the process or the rights of others may be excused from a meeting or proceeding and the process will continue in their absence.

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
•To be treated with respect and dignity.	•To treat others with respect and dignity.
•To be informed of the policies and procedures in the Student Code of Conduct, published online and available in hardcopy from the office of the Dean of Students.	•To review and abide by the Student Code of Conduct, including both policies and procedures.
•To be provided with notice of charges, if the student conduct process is initiated and to be informed of the procedures for resolution.	•To review the notice and seek clarification if there are any questions about the process.
•To be provided with the opportunity to review materials, information, and relevant case information in a timely fashion.	•To follow the procedures (including deadlines) to request such a review.
•To be provided with an opportunity to be heard through the appropriate resolution process.	•To follow the process as outlined by the College, as failure to do so does not constitute grounds for an appeal.
•To be free from compulsory self-incrimination regarding behaviors that may also be the subject of criminal charges, and that the decision not to share information does not create a presumption of responsibility.	•To understand that, if he/she chooses not to participate, the conduct process will still proceed and that decisions about responsibility and any sanctions will be made based on the available information.
•To have an advisor of choice present with him/her to support/offer advice in any student conduct hearing or meeting. Students seeking an advisor can request a list of potential advisors (i.e. faculty and staff who have received training about the student conduct process) from the Student Conduct Officer.	•To notify the College if an advisor will be present, and to understand that if the advisor does not comply with the College's expectations, he/she will be asked to leave the proceeding or meeting, which will continue without the advisor's presence.

STUDENT RIGHTS	STUDENT RESPONSIBILITIES
•To contact and present witnesses to the incident(s) being investigated or reviewed.	•To present only those who have relevant information to the incident/behavior in question (i.e. no character witnesses within the guidelines presented by the College.
•To have his or her educational records related to the conduct process maintained as confidential except as otherwise required by law or permitted by College policy, to have all conduct proceedings and meetings be closed, and to inspect and review student conduct records, in accordance with FERPA.2 Fall 2019 Edition.	•To understand the recordkeeping policies and that any information related to other students will be redacted from any records that are released, unless otherwise required by law.
•The right to fair and impartial treatment in the investigation of any alleged violation.	•To understand that the conduct process is designed to be educational, not adversarial, and that it is different than a court proceeding.
•To request appeals based on the grounds described in this Code.	•To submit appeals as instructed when applicable.

SECTION B. PROSCRIBED CONDUCT BY STUDENTS

1. BEHAVIORAL EXPECTATIONS FOR STUDENTS

Generally, college disciplinary action shall be for conduct that adversely affects the College's pursuit of its educational objectives. Some programs may have more stringent policies that can be found within the publications of the respective department(s) or with the appropriate Dean.

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:

Students are expected to uphold college policies towards pursuit of their educational objectives. The College reserves the right to set and communicate reasonable standards of behavior as needed. The following behaviors are prohibited. Examples are provided to illustrate the specific prohibition and are not intended to be all-inclusive.

a. Threat to personal safety. Conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person. Physical assault and/or battery, psychological abuse and/or verbal abuse or threat of such abuse of any person on College premises, at College activities or college sponsored events. Examples include physical violence – hitting, pushing, fighting, use of a weapon, beating or other such activity resulting in or intended to cause physical harm.
b. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person(s) threatening behavior.

c. Substantial or repeated acts directed at a person or group of people that would cause a reasonable person to feel fearful, including but not limited to:
   1) Bullying, defined as repeated and/or severe behavior that is aggressive and likely to intimidate or intentionally hurt, control, or degrade another person physically or mentally.
   2) Stalking, defined as engaging in two or more acts directed at a specific person that would cause a reasonable person to fear for the individual's safety or the safety of others, or suffer substantial emotional distress.
   3) Hazing, defined as acts likely to cause physical or psychological harm or social exclusion or humiliation, including but not limited to fear or intimidation, embarrassment or ridicule, physical exhaustion, endangerment, harm, mutilation, or alteration of any part(s) defacement/damage/destruction of property. The intent of the act or the consent/cooperation of the hazing recipient shall not constitute a defense of hazing. The College of the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either on or off campus. Hazing, or actions taken and situations created, in connection with the initiation into or affiliation with any organization, 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.
   4) Coercion, the practice of persuading someone to do something by using force or threats.
d. Harassment, including but not limited to: 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.
   1) Any verbal or physical behavior, such as a disparaging comment(s), slur, insult, or other expressive behavior, that is directed at a particular person or a group of persons, and which creates an environment wherein the behavior is inherently likely to provoke a violent reaction, whether or not it actually does so.
   2) Any act, display, or communication that would cause a reasonable person to fear for his/her personal safety or causes substantial injury and/or distress. This includes, but is not limited to, physical coercion and/or restraint.
e. Physically detaining or restraining any other person(s) or removing individuals from any place where they are authorized to remain.
f. Any form of retaliation towards a complainant or any participant in an investigation or conduct process. Retaliation will not be tolerated.

g. Civil rights: 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. 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. Examples include:
   1) Sexual Harassment
   2) Non-Consensual Sexual Contact
   3) Non-Consensual Sexual Intercourse
   4) Sexual Exploitation
   5) Other Gender-Based Misconduct

   For complete definitions and examples, refer to Spoon River College Policy 3.1.3.

h. Risk of the safety of the campus community.
   1) Illegal or unauthorized possession or use of weapons, including but not limited to: firearms, explosive devices, knives longer than three (3) inches, or any other object used to threaten or cause harm. This includes violation of the College's procedures related to the Illinois Concealed Carry Act or unauthorized possession of any dangerous chemicals or explosive elements or component parts thereof. Unauthorized possession of firearms or other weapons. Any possession of weapons must be authorized by the College's President.
   2) Making a threat of violence (including verbal, written, physical, or virtual communication) that causes a reasonable expectation of harm to the health or safety of the campus.
   3) Behavior(s) that can put physical safety at risk include but are not limited to:
      i. Reckless driving.
      ii. Possessing flammable chemicals or fireworks or tampering with smoke detectors.
      iii. Climbing on roofs.
      iv. Leaving minors unattended on campus.
      v. Knowingly putting others at risk of a contagious disease.
      vi. 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.
      vii. 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.

i. Conduct that threatens the services of the College or the property of the College or others. 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. Examples include:
   1) Misuse, theft, or unauthorized use of College services or property.
   2) Trespassing or unauthorized access to physical or virtual/cyber property or services of the College. Unauthorized entry to, or use of, college facilities or equipment.
   3) Attending classes without being registered for them, other than during the first week of the course or with permission from the instructor.
   4) Theft of the property of a member of the College community.
   5) Intentional destruction of property.
   6) Use of recreational or outdoor equipment indoors, or reckless use of equipment outdoors.
   7) Having an animal in a campus building, other than in accordance with campus policy and ADA laws, such as permitted service animals that are individually trained to perform tasks for the benefit of an individual with a disability.
   8) 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.
   9) Littering, defacing, destroying, or damaging college property, or property under college jurisdiction, or removing or using such property without authorization.
   10) Disruption (substantial or repeated interference) of any operation of the College, including but not limited to teaching, research, administration, technology, meetings or proceedings, or any other College activity. Examples include:
      i. Prohibiting classroom instruction or learning from occurring.
      ii. Prohibiting College sponsored events from occurring.
      iii. Infringing on the rights of other members of the College community, including violations of policies or procedures pertaining to expressive activity: meetings and other group activities of students and student organizations; speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations; distributions of literature, such as leaflets and pamphlets; and any other expression protected by the First Amendment to the U.S. Constitution.
      iv. Leading or inciting others to interrupt scheduled or normal activities within any campus building or area.
      v. Obstructing the free flow of pedestrian or vehicular traffic on College property or at a College sponsored or supervised event, including parking in unauthorized areas.
      vi. Conduct which is disorderly (disruptive), lewd, or indecent on college premises or at functions sponsored by the College.

vii. 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.

viii. Gambling, holding an unauthorized raffle or lottery on the campus or at any college function.

ix. Interfering with 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.

11) Illegal, unauthorized or irresponsible substance use. Examples include:

i. Illegal or unauthorized possession, manufacturing, use, selling or distribution of: marijuana, stimulants, heroin, narcotics, or any other illegal or controlled substance or look-alike drug on college-owned or controlled property or at any college-sponsored activity unless expressly permitted by law and College policy; the unlawful manufacture, distribution, dispensation, possession or use of controlled substance, illegal drugs, cannabis, and/or alcohol in or on Spoon River College owned and controlled property is **absolutely prohibited.**

ii. Illegal or unauthorized possession, manufacturing, use, selling, or distribution of alcohol, except as expressly permitted by College policy (no person under 21 years of age may possess or consume alcoholic beverages, under any circumstances); introducing 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.

iii. Illegal possession or use of prescription medication.

iv. Public intoxication, vomiting, or other such effects of irresponsible substance consumption; 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.

v. In compliance with Public Act 098-0985, Spoon River College is a Tobacco and Vapor Free Campus. This means that all tobacco or unregulated nicotine products (e.g., "e-cigarettes") are prohibited on all college property (including buildings, grounds, parking lots, and vehicles that are owned or operated by Spoon River College). Please note: This prohibition shall not apply to any instance in which an individual is traveling through a campus in a vehicle that is not owned by Spoon River College. While smoking is prohibited on all SRC property, students, employees, and visitors may smoke in their own parked vehicle or in another parked vehicle, with the owner's permission, as long as the doors, windows/vent windows, and convertible top of the vehicle remain closed. Smoking materials, as described above, shall be extinguished in the vehicles.

12. Academic dishonesty in an academic course or program. Academic misconduct generally refers to behavior in which an individual cheats, plagiarizes, or otherwise falsely represents someone else's work as their own. Forms of academic misconduct include, but are not limited to:
    i. Cheating (accessing or using unauthorized materials or information) 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; the use of artificial intelligence (AI) software or tools in homework, quizzes, tests, discussions, essays, and other assignments unless otherwise authorized by the course instructor; 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; 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.
    ii. Plagiarism (reproducing someone else's words or ideas without accurate acknowledgment) 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 use of AI software or tools in any writing assignment unless otherwise authorized by the course instructor (see next section). The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge. Submitting the same work for credit for more than one course without written permission from all instructors involved. (See Appendix to this Code of Conduct.)
    iii. Use of Artificial Intelligence (AI): The use of AI in coursework is determined by the instructor and must follow the guidelines outlined in the course syllabus. In some courses, AI use may be limited or not permitted, while in others it may be incorporated intentionally. Students are expected to follow these course-specific expectations. When permitted, AI should support learning, not replace a student's own thinking or effort. Students remain responsible for the accuracy and integrity of all submitted work and may be required to acknowledge how AI was used (disclosing the AI tool used, explaining how it contributed to the assignment, or providing drafts or other evidence of their independent work). Submitting AI-generated content as one's own original work, using AI to complete assignments meant to assess independent learning, or using AI to create fabricated sources, data, or experiences is not permitted and may be addressed under the College's academic integrity procedures (see Section C. Procedures).

Definitions:

a. **Artificial Intelligence (AI):**
Technology systems or applications that simulate aspects of human intelligence by analyzing data, recognizing patterns, making decisions, or generating content.

b. **Generative AI:**
A type of artificial intelligence that produces new, original-appearing content—such as text, images, audio, video, or computer code—based on user prompts or input.

c. **AI-Assisted Work:**
Academic work in which a student uses AI as a support tool (for example, to brainstorm ideas or check grammar) while still doing the main thinking, analysis, and decision-making themselves.

iv. Falsifying information (providing untrue information) 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; changing, attempting to change, or falsifying academic records, including attendance records or sign-in sheets.

v. Unauthorized collaboration (getting assistance or sharing work without permission.)

vi. Facilitating academic dishonesty (participating in an act that creates an unearned advantage for someone) 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; requesting, acquiring, possessing, or providing another person with an examination or portion of an examination without consent of the instructor.

vii. 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.

13) Dishonesty. Examples include, but are not limited to:

i. Providing false information in any form to any College official or office. 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. Knowingly furnishing false information to college personnel. Making a false report concerning a fire, bomb, or other emergency.

ii. Forgery, alteration, or misuse of any College record, document, or form. 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.

iii. Misrepresentation of one's identity or misuse of the College's copyrighted content and trademark. 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. Unauthorized use of the College's logo or name in unofficial student publications and web sites is prohibited.

iv. Knowledgeable passing of an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.

14) Unauthorized or irresponsible use of College computer, network, or other technology system resources. Examples include:
   i. Unauthorized distribution of copyrighted material. Copyright Infringement or unlawful file-sharing.
   ii. Unauthorized access or misuse of equipment, files, labs, or any other technological resource, 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; 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.
   iii. Violation of any College computing or technology policy, including use of College technology resources to violate a law.
   iv. Sending threatening or offensive e-mails to faculty, staff, or students. Sending threatening, offensive, harassing, or bullying e-mails using college-owned computers, the College's network, or social media.
   v. Use of a college computer for commercial purposes.
   vi. Use of a college computer to access or distribute pornographic web sites.
   vii. Violations of the College's computer usage and lab guidelines.
15) Unauthorized use of personal electronic devices. Examples include:
   i. Audio, photography, or video recording of any person without his/her prior knowledge or consent if such a recording is likely to cause injury or distress. This includes recording in locker rooms or restrooms.
   ii. Audio, photography, or video recording of any person when it is not permitted by law or College policy. This includes recording in classrooms or meetings, unless granted permission by the instructor or facilitator such as to provide an ADA/504 accommodation.
   iii. Use of a cell phone or other electronic device in a manner that disrupts educational activities, classrooms, offices, or other usual College operations. Disrupting classroom activities with electronic devices.

Failure to comply. 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. Examples include:

i. With the directions of an authorized College employee or representative who is performing his/her duties, or with a communicated College policy or procedure. Refusing to depart from any property or facilities of the college upon direction by college officials or other authorized persons.

ii. With any published reasonable guidelines for use of labs, offices, waiting areas, classrooms, or other common campus spaces. 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.)

iii. Any conduct that constitutes a violation of the student conduct process or any sanction imposed in accordance with this procedure. 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; failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of student conduct.

iv. Any conduct that constitutes a violation of any College handbooks, program guidelines, rules, or regulations. Violation of published college policies, rules, or regulations. Violation of the College's solicitation policy.

v. Evidence of violation of any local, state, or federal law, when substantiated through the student conduct process, or when such conduct results in violation of another behavioral expectation in the Code or appears to pose a reasonable threat to the campus community. Violation of federal, state, or local law on college-sponsored or supervised activities.

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

Hazing is involved; or

The violation is committed while participating in a college sanctioned or sponsored activity.

2. VIOLATION OF FEDERAL, STATE, OR LOCAL LAWS AND COLLEGE DISCIPLINE

a. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of this code; that is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

b. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Judicial Council, however, the college may advise off-campus authorities of the existence of the code and of how such matters are handled within the college community. The college will cooperate fully with law enforcement and other agencies in the investigation of potential criminal activity on campus or involving students, enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

SECTION C. PROCEDURES

1. REPORTING MISCONDUCT

a. Faculty members have the authority to decide if students have committed academic misconduct. If a faculty member discovers academic misconduct, the faculty member will proceed with the following steps:
   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 be reviewed beyond the classroom.
   2) A report of incidents of sex discrimination, sexual misconduct, or interpersonal violence must be submitted to a Title IX Coordinator according to policy 3.1.3: Sex Discrimination, Sexual Misconduct, and Interpersonal Violence Policy (Title IX). Reports may be submitted in person, in writing, or electronically. A Title IX reporting form is available online. See policy 3.1.3 for further steps.

b. Interim Action: In some cases, interim action prior to the resolution of the case may be necessary. This may be imposed upon initial receipt of a report, when the College becomes aware of a concern, or at a later time in the student conduct process. The reasons that interim action may be issued are:
   1) to protect the health, welfare, or safety of a student or of the community,
   2) if the student poses a threat of significant disruption to the educational process and/or the normal operations of the College,
   3) to provide legally mandated interim remedies, such as may be required for the College to comply with Title IX,

4) or if the student cannot be located and/or does not participate in the conduct process. In that event, the student will be provided with written notice of the measures. Such notice will usually be provided electronically but may be delivered by other means such as U.S. mail or in person. The interim action notice will state the specific action imposed and the reason for the action, as well as instructions regarding how to request an appeal review on the interim action decision. Such an appeal request must be submitted in writing generally no later than 5 school days from the date of the letter. A timely hearing will be scheduled with an appropriate hearing officer (usually the Dean of Students, unless they are unavailable or issued the interim action). This proceeding will be limited to determining 1) the reliability of the information regarding the student's alleged behavior and 2) whether the alleged behavior meets the above-described criteria for interim action. Failure to request a hearing by the deadline provided constitutes a waiver of a hearing on the interim action but is not an indication of responsibility for the charges. Examples of interim action include but are not limited to:
   i. Ban from campus.
   ii. Restricted access to campus, limiting time or location.
   iii. Class section reassignment.
   iv. Campus no-contact orders.
   v. Campus no-contact orders and class section reassignment are not subject to appeal so long as equitable opportunity for the accused student to continue their education is provided.

2. CHARGES

a. Any member of the college community may file a report against any student for misconduct. The Dean of Student Services is responsible for the administration of the student conduct process. Any report should be submitted within 10 days after the event takes place.
b. Academic misconduct: Faculty will submit an Academic Misconduct Report.
c. Non-Academic misconduct: Faculty and staff will submit an Incident Report Form.
d. The Dean of Student Services, in consultation with an Instructional Dean, may conduct an initial investigation to determine if the report has merit and if the responding party should be charged with a student code of conduct violation.
e. After consultation with an Instructional Dean, the Dean of Student Services will determine if the case can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to parties involved. Such disposition will be final and there will be no additional proceedings.
f. If it is determined that the case cannot be disposed of by mutual consent, the Dean of Student Services, in consultation with an Instructional Dean, will investigate.

3. INVESTIGATION

a. The Dean of Student Services, in consultation with an Instructional Dean, considers all evidence, determines the facts, renders a decision, and imposes disciplinary sanction(s) as appropriate.
b. The Dean of Student Services, in writing, identifies the claimed misconduct, infraction, or offense, notifies a student of the full penalty or sanction, and presents a statement of the student's right due to process. This information is provided to the student via email delivery or by certified, return receipt mail to the last specified address in the student's permanent file.

4. *FIRST APPEAL*
   a. A student may appeal to the Vice President or designee the decision made by the Dean of Student Services or an Instructional Dean within seven (7) business days from the receipt of notification to the student or attempt to deliver by the College.
   b. The appeal must be in writing, with full explanation for the student's appeal to the Vice President.
   c. The Vice President considers all evidence, determines the facts, upholds previous decisions, denies requests, or rescinds the decision and makes appropriate disciplinary sanctions as necessary within seven (7) business days of receiving the appeal.
   d. Any student acquitted of charges after this appeal will be provided with an opportunity to make up class work that may have been missed as a result of suspension during the procedural action.
   e. The Vice President notifies the student by certified mail of his/her decision regarding the appeal.

5. *SECOND APPEAL*
   a. A student may appeal the decision made by the Vice President within seven (7) business days from the date of notification. A request for an appeal must be made in writing to the Dean of Student Services. The Dean of Student Services provides the Judicial Council Chair the documentation of the alleged misconduct and the nature of all the evidence. The Dean of Student Services provides the Judicial Council Chair the documentation of the alleged misconduct and the nature of all the evidence.
   b. Upon receipt of a request to appeal, the student is advised, in writing, on the right, methods, time, and place of the hearing at least seven (7) business days prior to the hearing.
   c. It is the responsibility of the student to make up class work that may have been missed because of the suspension during the procedural action.
   d. The Judicial Council holds a hearing, observes the procedures described above, considers all evidence, determines the facts, upholds previous decisions, denies requests, or rescinds the decision and makes appropriate disciplinary sanctions as appropriate.
      1) Hearing Procedures for Appeal with Judicial Council:
         i. The hearings go forward unless the student notifies the Dean of Student Services a minimum of 24 hours in advance of his/her impending absence and will give the reason for that absence. Failure by the student to appear at the hearing will not prevent the Council from hearing evidence or deciding the case.
         ii. The Chair calls the session to order and reads the rules as charged.
         iii. The Chair will give an opportunity to the student and the Dean of Student Services or designee to make an opening statement.
         iv. The Dean of Student Services or designee presents all pertinent information and/or witnesses regarding the alleged misconduct.
         v. The student, after hearing all evidence presented, may question the accuser or witnesses.
         vi. The student has the opportunity to present his/her case, including all evidence, witnesses, and no more than two (2) character witnesses from student body, faculty, or staff.
         vii. The Dean of Student Services or designee has the right to question the student and/or witnesses.
         viii. The Judicial Council has the right to question the student and/or witnesses.
         ix. The Judicial Council meets in private to render a decision.
         x. The Judicial Council notifies the student by certified mail that his/her petition has been granted or denied within seven (7) business days of the decision.
   e. Decisions at this level are final.

6. Postponement of Resolution

A student who files a report or who is charged with a violation of the Code may request in writing to have a resolution postponed because 1) there is pending or possible civil or criminal litigation which he/she feels may be jeopardized by the outcome of campus resolution process, or 2) the student is unavailable for communications due to being incarcerated or hospitalized. The College may grant this only when both of the following circumstances have been met:

a. When interim action as determined by the Student Conduct Officer or designee is imposed to prevent further or additional incidents during the resolution process. Such interim action will include (at a minimum) a hold preventing registration for classes, but may also include other measures such as, but not limited to, suspension, a ban from campus, and a designation on the academic transcript that there is a pending conduct matter.
b. The College does not have any compelling reason why the resolution process should proceed. Examples of compelling reasons include but are not limited to:
    i. Concerns for the safety of the campus or its members if the situation is not resolved.
    ii. The need to provide a timely response in cases alleging sexual or gender-based misconduct.
    iii. The quality of the investigation or ability to hear from witnesses who have critical case information may be compromised.

The College reserves the right to postpone indefinitely or for a finite period of time. The College may also independently decide to postpone resolution without a request from a student when the above conditions are met. The Dean of Students will review and respond to all requests, and there is no appeal of the Dean's decision concerning a requested postponement.

7. Sanctions

Sanctions are designed to promote the College's educational mission and to promote safety or to deter students from behavior that harms, harasses, or threatens people or property. Some behavior may be so harmful or disruptive to the College community or to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from Spoon River College, or expulsion. More than one sanction may be imposed in a case. The following factors are generally considered when determining sanctions for a particular case:

- The nature of the violation(s),
- Prior findings of responsibility and sanction(s),
- Mitigating circumstances surrounding the violation,
- The student's motivation(s) for engaging in the behavior,
- Impacts of the behavior,
- Sanctions which have been imposed in similar cases in the past,
- The developmental and educational impact on the student.
- In cases of hazing, disciplinary action may be taken against both individuals and organizations or groups.

Sanctions will be standardized or individualized.

a. Standardized Sanctions. Standard sanctions pertain to a student's relationship with the College and provide a form of consistency for the College in responding to acts of misconduct. One or more of these are usually issued when a student has been found responsible for violating the Code:
    1) Warning – written notice to the student that the behavior is not acceptable at Spoon River College and that additional incidents may result in more severe sanctions. This notice exists in the student conduct file and is not reflected on an academic transcript. Warning: Issuance of a written warning, admonition, or reprimand. This may include a referral for counseling.
    2) Disciplinary Probation – a period of time (which may be indefinite) during which a student is under warning that any other violation of college policy may result in suspension. Disciplinary probation may also prohibit a student from participating in certain college activities or programs, as it is considered notice that the student is not in good standing due to behavior. This sanction is not reflected on the 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. 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.
    3) Grade Adjustment: Lowering of a test, assignment, or course grade. Course Failure: Failure of a student from a course where misconduct occurred.
    4) Suspension – a defined period of time during which a student is not permitted to engage in any of the privileges, courses, organizations, events, or activities associated with being a student at Spoon River College. During the period of suspension, a hold designating such will be placed on the student's account and transcript prohibiting registration, enrollment, attendance, or ability to earn credit for any credit or non-credit courses offered by Spoon River College. This also prohibits receipt of a degree or certificate from Spoon River College during this time. This suspension does not prevent a student from attending another college or university, transferring any otherwise qualifying credits back to Spoon River at a later date, or receiving copies of Spoon River College transcripts reflecting academic credits previously earned. Once the period of suspension has been completed, the hold will be lifted from the student account, provided the student has completed any other requirements required prior to return. During the period of suspension, the student is also banned from Spoon River College property unless otherwise stated.
        i. 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 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. In certain circumstances, the Dean of Student Services or Instructional Dean 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, 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 Instructional Dean.

ii. 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.

iii. Suspensions are noted on the student's academic transcript.

iv. 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 to remove the notations of disciplinary action from his/her transcript. The Vice President's decision to remove the transcript notation will be made based on the circumstances surrounding the request and the original offense.

5) Conditional Re-Enrollment – A hold is placed on the student's account, prohibiting re-enrollment until certain activities or sanctions are completed. The student may also be under behavioral restrictions upon enrollment.
6) Restriction of Access or Privileges – Prohibition on accessing a specific area or building of campus, and/or prohibition from participating in certain activities. This sanction may or may not affect a student's ability to take a specific course, but it typically allows for the pursuit of educational programs overall. Denial of Related Privileges: Example: denial of the use of the college computers if the violation is related to the use of computer technology.
7) Ban from Campus – prohibition on accessing any Spoon River College property, including satellite campuses.
8) Expulsion–the indefinite termination of a student's status at the College; permanent denial of enrollment at the College. This prohibits engagement in any of the privileges, courses, organizations, events, or activities associated with being a student at Spoon River College. This does not prohibit the transferring of credits earned to another college or university, but the expulsion is designated permanently on the academic transcript.
    i. Unless otherwise stated, the student is also indefinitely banned from Spoon River College property. This is the most egregious sanction that Spoon River College can impose upon a student.
    ii. Expulsion is designed to be a permanent separation from the institution; however, in those rare cases where a student seeks to return to Spoon River College at a later date after making significant behavioral changes, a student may petition for reinstatement. A petition for reinstatement may be submitted no earlier than 5 years after the date of expulsion. The petition should be submitted in writing to the Dean of Students and should describe 1) what actions the individual has taken to learn from the situation and prevent the behaviors from re-occurring, and 2) what educational pursuits the individual seeks at Spoon River College. The Dean of Students will convene a committee of faculty and staff to review the petition and provide a recommendation for the Dean's consideration. The Dean will make a decision and provide the outcome to the student. If denied, the former student may re-petition once one year has passed. There is no appeal process to this decision.

iii. Expelled students are still responsible for paying balances owed for tuition, fees, and books.
iv. Expulsions are noted on the student's academic transcript.

b. Individualized Sanctions. In addition to the standard sanctions above, individualized sanctions may be imposed that are designed to maximize the learning of a specific student. These sanctions consider the student's learning style and stage of development, as well as the unique factors of a given situation. Multiple individualized sanctions may be imposed, including but not limited to one or more of the following:
    1) Reflective Activity: an activity designed to promote reflection by the student about his/her behavior and its impacts. Examples can include writing assignments, interviews, research projects, etc. Completion will be based on fulfilling the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or point of view. Discretionary Sanctions: Additional academic assignments determined by the student's instructor(s).
    2) Counseling Assessment: Completion of an assessment with a licensed care provider as well as documentation of learning about possible resources for follow up.
    3) Restitution: Payment to a harmed party, such as to repair or replaced vandalized property. Restitution may take the form of appropriate services or other compensation.
    4) Community and/or College Service: Completion of a designated number of hours of service on campus or in the community.
    5) Meetings with College Resources: Meeting with a College employee or office to learn about resources offered to support students.

8. 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. The College reserves the right to impose other sanctions that are not listed in this section of the policy.

a. First Offense:
    1) Warning will be issued
    2) Student athletes will be subject to a minimum four-game suspension and up to removal from the team and removal of scholarship. Students in clubs and organizations will be prohibited from participating in a minimum of the next two scheduled activities and up to removal from the team and removal of scholarship.
b. Second Offense:
    1) Probation status for the remaining time of enrollment.
    2) Student-athletes will be subject to a minimum eight-game suspension and up to removal from the team and removal of scholarship. Students in clubs and organizations will be prohibited from participating in a minimum of the next four scheduled activities and up to removal from the club or organization and removal of scholarship.
    3) Community service.
c. Third Offense:
    1) Suspension from the College not to exceed ten (10) days.
    2) Student-athletes and students that are members of a club or organization will be permanently suspended from participating for the balance of the academic year.
    3) Referral to alcohol/drug abuse screening.

SECTION D. OTHER POLICY PROVISIONS

1. STUDENT CONDUCT RECORDS

The College maintains student conduct records as part of student education records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C.S. §1232g ("FERPA"). Students may request to review their student conduct record by contacting the Office of the Dean of Students, in writing.

No earlier than seven years following the resolution of any conduct case (including fulfillment of any relevant sanctions), a student's conduct record may be purged in accordance with campus procedures if there is no longer an administrative value to the record and the individual's relationship to the campus has ended.

Student conduct records will be disclosed only with written consent of the student's parents or the eligible student (in the case of a student 18 years of age or older), except as otherwise allowed pursuant to FERPA and its implementing regulations. Examples of appropriate disclosures of records without consent include disclosure of information:

a. To other school officials within the institution when there is a legitimate educational interest in the information in order to exercise or complete their responsibilities on behalf of the institution.
b. Records related to behavior that poses a significant risk to the safety or well-being of that student, other students, or other members of the school community; including as part of emergency response, emergency notification, timely warning, or other notifications as required by law.
c. To teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student (this includes release of records when another institution where the student seeks to enroll or has enrolled seeks information in relation to a behavioral risk or threat assessment.)
d. Regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or controlled substance to a parent or legal guardian of a student if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
e. In cases where the behaviors in question may also constitute a crime of violence (as described in the Clery Act), as well as in cases involving any allegation of two (2) parties (sexual or gender-based misconduct), the victim and/or complainant will be informed of the outcome, including the determination of responsibility, rationale, and sanction(s).
f. Final results (the name of the student, the nature of the violation committed, and the sanction(s) imposed) of the student conduct process for any student who is found in violation of a College policy that is also determined to be a "crime of violence," as described in the Clery Act, may be released publicly.

2. 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 shall report such behaviors to the appropriate law enforcement authorities.

3. 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.

4. INTERPRETATION AND REVISION

a. Any question of interpretation regarding the Code of Student Conduct will be referred to the Dean of Students for final determination.
b. The code will be reviewed periodically and amended as necessary under the direction of the Dean of Students. All changes will be approved through the College's Participatory governance system (College Senate). This Code of Student Conduct was last reviewed November 11, 2020.

Acknowledgements

Spoon River College would like to acknowledge the Student Codes of Conduct and related procedures from: William Rainey Harper College and Waubonsee Community College as resources for the 2021-2022 revision of this document.

APPENDIX

PLAGIARISM STATEMENT

Plagiarism, using your own or another person's published or unpublished work by paraphrase or direct quotation without full and clear acknowledgement, is a serious breach of academic integrity, and is considered a breach of the Code of Student Conduct. The college expects that students will submit their original work, in their own words, representing their own ideas and judgements. Students will appropriately cite and document ideas, words and works used. Penalties for plagiarism will be determined by the instructor, the Dean of Students and/or the Judicial Council as the situation warrants.

What is plagiarism?

Plagiarism is more than the theft of mere words: plagiarism involves ideas, theories, insights, work products, projects and images, all collectively termed intellectual property. Authors, scientists, and artists own their intellectual property, so any use of this property without credit is the equivalent of theft.

Examples of plagiarism include:

- Copying or paraphrasing artificial intelligence (AI) such as ChatGPT responses and using them as your own.
- Handing in a paper or assignment (in part or in whole) written by someone else.
- Incorporating information from a book or article without documenting the source.
- Incorporating information from an electronic source (website, listserv, etc.) without documenting the source.
- Submitting a paper, assignment, or project that was purchased and representing it as your own work.
- Inaccurate or incomplete documentation of the source of any information.

What is not plagiarism?

- Using AI writing as a template or framework to help consider new ideas and approaches.
- The learning process often calls upon students to work collaboratively or seek outside assistance—such work does not fall within the bounds of plagiarism.
- Examples of work that is not plagiarism include:
- Working on a group project.
- Seeking assistance from the Writing Assistance Center.
- Asking another student to read over your work and offer his or her opinion.
- Consulting with an instructor on a paper or assignment.

Why is plagiarism such a concern?

- Plagiarism runs counter to the entire learning process. When a student takes a shortcut to completing an assignment or hands in someone else's work, he or she has missed the opportunity to learn. This is a rather disingenuous approach to education as well as a breach of academic integrity. Furthermore, students who cheat may find that they have really cheated their own futures, as they may later be called upon to use the very skills and abilities the assignment was designed for them to learn.

- Plagiarism is about ownership. Scholars, artists, writers, computer programmers and many other professionals make their livings through the articulation of ideas. Through publication they have allowed others access to these ideas but they still own them. Plagiarism robs these individuals not just of their intellectual property but also of their livelihood.
- Plagiarism is a form of dishonesty. Students who plagiarize hurt not only themselves but also other students who have done the work honestly. Avoiding the sometimes-laborious work of scholarship is not only dishonest, it is also unfair to those who were willing to put in the time and effort necessary.

How can students avoid plagiarism? There are several ways students can avoid plagiarism.

A. As you prepare a paper or assignment:
    a. If utilizing AI, do so responsibly by using it as a tool to enhance your learning and writing and not as a way to avoid creating your own original work.
    b. Keep careful records of the sources you consult. If you record this information as you work, you will avoid needless searching later on.
    c. Familiarize yourself with the instructor's preferred citation and documentation style (MLA, APA, CMS, etc.). If you need additional assistance, seek tutoring assistance through the Learning Resource Center.
    d. Learn what falls within the limits of common knowledge. What is considered common knowledge may differ by discipline, but it generally consists of facts and information that are readily available to the public through a variety of sources.
    e. When in doubt, cite it! If you are not sure whether or not the information would be considered public knowledge either ask your instructor or cite it to be on the safe side.
    f. Place quotes around words that are not your own. Even if you've documented the source at the end of the paper or assignment, you are not done yet. Quotation marks indicate that you are using someone else's language.
    g. Be careful when you paraphrase information. Paraphrasing refers to including someone else's information in your own words. Learn what makes for an appropriate paraphrase and remember to cite—even though you may have changed the language, the author still owns the ideas behind the language.

B. Before you hand in a paper or assignment:
    a. Keep copies of drafts, outlines, and any other planning documents you used in preparing course assignments. If any questions arise, you will then have evidence you've done your own work.
    b. Double-check your documentation and citation format for accuracy. Read through the paper or assignment asking yourself: Did I know this before I began my research? Would I have expressed this the same way had I not been exposed to the same sources? Is every quote followed by the source? Are paraphrases accurate? Are paraphrases representative of my own language use?

C. After you hand in a paper or assignment:
    a. Keep a dated copy for yourself. In case questions arise, you will have a record of the completed version.

b. Do not allow others to hand in your work as their own. Allowing others to misrepresent your work is also plagiarism and truly undermines the hard work you have put into the learning process.

D. What are the consequences for plagiarizing?

The penalty for plagiarizing will be determined by the instructor. Penalties vary based on the severity of the incident, whether it was outright theft or faulty documentation. However, lack of knowledge regarding documentation is no excuse for plagiarism. Penalties may include receiving a grade of F in the course, receiving an F on the assignment and/or referral to the Judicial Council.

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 Instructional Dean 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.

Discrimination and Harassment

Spoon River College does not discriminate, and will not tolerate discrimination or harassment, on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs or activities. Reasonable accommodation will be provided to persons with disabilities, consistent with state and federal law. (Refer to SRC Policy and Procedure Manual, Discrimination & Harassment Policy, 3.1.1).

Spoon River College has an established policy against sex discrimination, sexual misconduct and interpersonal violence that articulates the College's descriptions of prohibited conduct. The policy and the related investigation and resolution procedures for allegations of sex discrimination, sexual misconduct, and interpersonal violence outline the College's approach to addressing reports of sex discrimination, sexual misconduct, and interpersonal violence, and other suspected violations of the policy. The College is committed to the prompt and equitable resolution of all alleged or suspected violations of the policy about which the College knows or reasonably should know to the fullest extent possible under the circumstances. (Refer to SRC Policy and Procedure Manual, Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy [Title IX], 3.1.3).

The full Title IX policies, procedures, and other relevant information can be found online.

Appeal

The student may appeal the decision made by the Dean of Student Services or Instructional Dean 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.

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 shall notify the student, either in person or by certified mail, of his/her decision. Decisions at this level are final.

Student Complaints

Spoon River College takes student complaints very seriously and works with students to resolve formal complaints in a timely manner. The complaint process is a means for students to bring forward any concerns or file a formal complaint that pertains to alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising; alleged violations of State laws or rules related to the licensure of postsecondary institutions; and complaints relating to the quality of education or other State or accreditation requirements.

Students, or consumers, who have a complaint they are trying to resolve with a specific community college are encouraged to try to resolve their issues through their institution's formal grievance procedures. If the issue is not resolved through this process, students may file a formal complaint with the Illinois Community College Board (ICCB). ICCB may then contact the institution on the student's behalf. If you are an out-of-state student taking an online class and you have a complaint which has not been resolved through the college's grievance procedures, you may file a complaint with the state in which you reside. See more regarding the State Authorization Reciprocity Agreement (SARA) Student Complaints process and a list of State Portal Entity (SPE) Contacts. Out-of-state students may also contact the Illinois Community College Board when seeking a resolution.

The Higher Learning Commission (HLC) is the outside entity responsible for the accreditation of programs offered by Spoon River College. Accredited institutions are required to submit progress reports, monitoring reports, contingency reports, and annual reports. At times, HLC receives complaints from students or other parties. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, HLC will forward a copy of the complaint to the institution and request a form response. HLC Student Complaints may be filed online.

The Spoon River College Student Complaint form is also located online.

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 SRC 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 Student Petition form can be found on the College web site, 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 Registrar, Director of Business Services, Dean of Student Services, Financial Aid Director, and an Instructional Dean. The student will receive written notice of the decision of the committee within ten (10) business days of 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 in step one, a student may request an appeal with the Vice President. The request for an appeal must be submitted in writing to the Vice President 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 President will review the request for appeal and will determine if the request has merit. In addition, the Vice President 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 President has the discretion to request a meeting with the petition committee and the student appealing the decision. The Vice President 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. The decision of the Vice President is final and binding.

PARKING & PUBLIC TRANSPORTATION

Spoon River College is a commuter college. Students attending classes on the Macomb Campus may take advantage of the Go West bus system provided by McDonough County Public Transportation (MCPT). Information about community routes is available on their website.

Fulton County Rural Transit provides affordable transportation to the Canton Campus. Visit the Fulton County Rural Transit website for more information.

VOTER REGISTRATION

Access to voter registration is available online with the Illinois Board of Elections. SRC sponsors a series of activities encouraging students to register to vote.

ACADEMIC POLICIES AND PROGRAMS

Academic Honors

President's Academic Honors list: Recognition of academic achievement of those students who have achieved 12 credit hours or more of 100 level or higher 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 100 level or higher classes during the semester and earn a semester grade point average of 3.0 - 3.5.

Part-time students who have completed at least twelve credit hours at SRC and are enrolled in six to eleven credit hours during the semester are eligible for the President's List if they have achieved a semester GPA of 3.6 or higher and Dean's List recognition if the earned semester GPA is between 3.0 and 3.5. Courses must be 100-level or higher to be considered for this recognition.

Phi Theta Kappa International Honor Society: Full-time students who have completed at least 12 hours of college-level coursework toward an associate degree with a cumulative grade point average of 3.25 or better are permitted to apply for membership in Phi Theta Kappa International Honor Society. A 3.0 average must be maintained for a student to remain a member in good standing. Part-time students with a cumulative grade point average of 3.25 following the completion of fifteen hours of transfer credit are eligible for membership in Phi Theta Kappa.

Academic Unit of Credit

A semester hour is the amount of credit usually earned by attending a non-laboratory class for fifty minutes a week for 16 weeks. In laboratory courses, one semester hour of credit is granted for every two or three hours of laboratory work.

The standard expectation in a traditional face-to-face 16-week course is that students will spend a minimum of two hours per week outside of class for every hour in class. For example, a student taking a three-credit hour class should plan to dedicate at least 6 hours per week outside of class towards coursework. The work might be class preparation and study time, reading, completing assignments, writing papers, group work, and/or other types of experiential learning. An equivalent amount of work is required for all forms of delivery, including online classes, hybrid classes, laboratory work, studio work, and courses meeting on a shortened schedule such as 12-week or 8-week classes.

Attendance

Regular and prompt attendance at all classes is expected of every student. Specific attendance requirements are reflected on course syllabi; however, students will be excused from absences defined as "excused absences." 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 in Arts (AA) and Associate in Science (AS) Degrees

(Transfer Preparation Programs)
Agriculture
Art
Biological Science
Business
Chemistry
Communication
Computer Science
Criminal Justice
Drama
Early Childhood Education
Education
Elementary & Special Education
English
General Science
Geography
Health Science
History
Mathematics
Philosophy
Physical Education
Physical Science
Physics
Political Science
Pre-Engineering
Pre-Exercise Science
Psychology
Religion
Secondary Education
Social Work
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
Early Childhood education
Health Information Management
Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R)
Logistics and Operations Management
Manufacturing, Advanced – *Anticipated Fall 2027*
Medical Laboratory Technician
Small Business Management

Associate Degree in Nursing (ADN)

Nursing

CERTIFICATES

Agricultural Business Management
Agricultural Precision Technology
Agricultural Production

Commercial Driver Training
Basic Commercial Driver Training

Computer Information Systems
Computer and Network Technician
Computer Forensics
Computer Information Technology
Computer User Support Specialist
Cyber Security
Enterprise Computer Network Specialist
Server Administrator

Diesel and Power Systems Technology
Locomotive Mechanical
Preventive Maintenance

Early Childhood Development
Assistant Teacher
Early Childhood Educator

CERTIFICATES (CONTINUED)

Health Information Management
Medical Assistant
Medical Coding
Advanced Medical Coding
Medical Insurance/Billing
Medical Records
Medical Transcription
Phlebotomy Technician

Heating, Ventilation, Air-Conditioning, and Refrigeration (HVAC/R)
Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC/R)

Logistics and Operations Management
Truck Driver Training

Manufacturing, Advanced
Certified Production Technician
Industrial Maintenance

Nursing
Nursing Assistant
Practical Nursing

Paramedicine
Emergency Medical Technician

Small Business Management
Business Plan Entrepreneurship
Customer Service
Entrepreneurship
Supervision

Welding
Welding Operator
Advanced Welding

COOPERATIVE PROGRAMS
Dental Hygiene (In agreement with Carl Sandburg College)
Paramedicine (In agreement with Illinois Central College)
Radiologic Technology (In agreement with Carl Sandburg College)
Respiratory Care (In agreement with Southeastern Community College, West Burlington, Iowa)

COMPREHENSIVE AGREEMENT REGARDING THE EXPANSION OF EDUCATIONAL RESOURCE (C.A.R.E.E.R.) AGREEMENT

In keeping with the College's mission, SRC and all other community colleges in Illinois have agreed to waive out-of-district fees for students who enroll in select programs. This agreement allows community colleges to share the career and technical education (CTE) programs of each institution, enhancing the curricular offerings of all community college districts.

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 an Associate in General Studies 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 Accreditation Commission for Education in Nursing (ACEN).

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 and Physical Therapy Assistant 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.

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 at 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

In cooperation with Methodist College, in Peoria, three degree programs in nursing are offered. 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

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 59 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.

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.

DEGREE COMPLETION PARTNERSHIPS

The Spoon River College Degree Completion Program offers graduates of SRC the opportunity to complete a bachelor's degree at several universities. Courses are delivered online, on the SRC campus, or at partnering colleges and universities.

University of Illinois-Springfield *(Online or On-Campus)*

- Bachelor of Business and Management
- Bachelor of Science in Biology
- Bachelor of Arts in Criminal Justice
- Bachelor of Arts in Environmental Studies

Western Illinois University (*Independent Study, Online, or On-Campus*)

- Bachelor of Business (Accounting, Economics, Finance, Human Resource Management, Management, Marketing, and Supply Chain Management)
- Bachelor of Science in Biology
- Bachelor of Science in Geology (Biology or Physics option)
- Bachelor of Science in Physics
- Bachelor of Science in Social Work

CAREER PATHWAYS 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.

DUAL 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 counselor.

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.

Grade Point Equivalents:

A Letter Grade Of	Defined as	Grade Point per Credit Hour
A	Superior	4.00
B	Above average	3.00
C	Average	2.00
D	Passing	1.00
F	Failure	0.00
FA	Failure due to attendance	0.00
W	Official withdrawal	n/a
I	Incomplete	n/a
AU	Audit/No credit	n/a

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 Degree or Certificate 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 the commencement ceremony. Students completing work in December and July are invited to participate in the May ceremony. 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. An academic dean 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 an academic dean. 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

An incomplete is given by the instructor to permit a student the opportunity to make up work required for satisfactory completion of a 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 is not recorded by the instructor within nine calendar weeks, the Registrar will automatically record a grade of "F." No withdrawal is permitted after an incomplete has been given.

ONLINE COURSES

Online Courses are taken via the Internet. They are not independent study courses. An online course is a course in which students do not attend a face-to-face classroom. Students will interact with the instructor and each other through e-mail, group work, and discussion forums. These courses provide credit that can lead to an Associate in Arts or an Associate in Science degree and also transfer to many four-year colleges and universities. It is a misconception that online classes are easier than traditional classes. Please speak with an advisor or visit our Online Learning page on the SRC website if you have questions.

For a listing of online courses, go to the SRC home page, click on "Schedule & Registration". Choose the appropriate semester and click on Online. (Or click "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. LMS software 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 the Student, Faculty and Staff Portal on the SRC website.

SPOON RIVER COLLEGE'S STANDARDS OF 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 academic 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 or state 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 (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.

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 and session percentage of enrolled credit hours which the student must successfully complete for each term in which he or 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 be suspended from financial aid eligibility by the Financial Aid office. Maximum timeframe suspension may be appealed through the Financial Aid office and must be accompanied by a current Degree Audit. 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 who do not follow the academic plan will not be eligible for financial aid.

Once a student completes a degree, he or 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 time frame number of credits allowed 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 when the student does not meet standards or if the student previously did not meet standards and now does. 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. Electronic Standards of Academic Progress appeal forms are available on the SRC website.

QUALITATIVE AND QUANTITATIVE STANDARDS

All students must maintain a minimum cumulative and session GPA of 2.00. 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 course (LA 100) that is mandatory for all full-time students on academic warning.

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.

A. 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.

B. 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. (See Appeal Process - Part VI.)

C. 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 C 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.

D. 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 the 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. 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 submitted on the required form to the financial aid office. Appeal forms are available on the Spoon River College web page, as well as in the student services areas, financial aid offices.
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) an academic dean, 2) registrar, 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.

VII. REINSTATEMENT

A. Students who have met cumulative qualitative and quantitative requirements will immediately be reinstated to good academic standing and financial aid eligibility.
B. Students whose appeals are approved will be reinstated for academic and financial aid eligibility but will be placed on probation status.
C. It is possible for students to be reinstated for course registration but not for financial aid eligibility:
    1) 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.
    2) 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.

VIII. 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 purpose 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. ***Developmental Course Credits***

Developmental college 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.

E. ***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 one attempt of 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. (All grades will be used in the financial aid grade point average calculation.)

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 purpose 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. SRC Transcripts may be ordered online for a fee of $5.00 per copy and will be sent within approximately three business days. Telephone requests will not be honored.

To Request a Transcript from SRC

Spoon River College has authorized Parchment to provide secure transcript ordering via the internet. You can order transcripts 24/7 with this service using any major credit card or debit card. The cost is a $5.00 processing fee for each copy ordered, and transcripts are sent within approximately three business days.

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

- Begin your order at the Parchment secure website. The Parchment site will take you through placing your order, including delivery options and fees.
- Your signature is required as consent to release your academic records, and you will be required to sign an electronic authorization form as part of the ordering process.

- You will receive email updates each time there is a change in the status of your order, and you can also check the status of your transcript order by logging into your Parchment account.

Students may also order transcripts via mail or in person. Print while you wait transcripts are available in Canton and Macomb.

The Transcript Request Form is available online. Paper forms are also available in the Admissions and Records office on the Canton Campus, Advising Office on the Macomb Campus, or at the Havana and Rushville Centers.

Transcripts will be sent within approximately three working days for a fee of $5.00. The College will release transcripts of academic records only upon the written request of the student. Telephone and email requests will not be honored.

Please mail transcript requests with a check made payable to Spoon River College in the amount of $5.00 per copy requested to:

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

COLLEGE TRANSFER CREDIT

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 average*s 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 must be submitted directly from College Board to the Registrar at Spoon River College 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.

International Baccalaureate Credit

Students who have completed IB coursework and assessments may be eligible to receive college credit and placement into advanced courses at Spoon River College by demonstrating proficiency in various subject areas. Official IB transcripts with exam scores must be sent directly from the International Baccalaureate Organization to the Registrar at Spoon River College for evaluation.

Eligibility to receive credit for equivalent coursework will be determined by the Registrar based on student exam scores on the IB assessment. In subject areas for which Spoon River College does not have an equivalent course, elective credit may be granted.

Academic Credit for Military Service

Certain experiences in military service may be submitted to the Registrar 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 for Prior Learning

Students with a variety of experience may develop a portfolio of professional experiences in order to apply for course credit. This portfolio is a collection of samples of previous work which would document learning and must indicate that the student has met all objectives of the course to receive credit. This determination will be made by the faculty member responsible for the course.

Approved credit through this process will be posted to the student's transcript after a minimum of fifteen (15) credit hours toward a degree have been earned at the College. Twenty-five percent of the required credits must be completed prior to awarding credit for prior learning to certificate seeking students.

A student interested in this credit should contact the Dean of the division responsible for the course.

Credit for State Seal of Biliteracy

Upon request, students who achieve the State Seal of Biliteracy in Spanish will be awarded credit for SPA 101 *(4 hrs.) and SPA 102 (4 hrs.). Students who achieve the State Seal of Biliteracy in any other language will be awarded 8 hrs. of elective credit.

Requests for this credit must be made within 3 academic years after graduating from high school and should be directed to the Registrar's office by email.

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 or she hopes to transfer, the major in which he or 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 Career and Workforce Education.

TRANSFER SERVICES

Transferology

Transferology is a nationwide network designed to help students explore their college transfer options. 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, information on academic programs, and course equivalencies. SRC Transcripts may be ordered online.

iTransfer

iTransfer 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 visit the iTransfer website.

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. Students in AA and AS degree programs must select general education courses with IAI codes. The following codes identify qualifying general education courses:

CODE	COURSE TYPE
• IAI C	Communications
• IAI H	Humanities
• IAI M	Mathematics
• IAI S	Social Services
• IAI F	Fine Arts
• IAI L	Life Sciences
• IAI P	Physical 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.

Online Course Exchange (OCE)

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 OCE 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 appropriate Dean.

Schedule Adjustments

Registration – Final Add Date

Students may add a course to any session prior to the first class meeting date.

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).

Dropping Courses

Students who have already registered are able to change their schedules without penalty during the first five business days of the regular 16-week semester. They may drop courses online at MySRC, or they may meet with their advisor once classes have started.

Currently enrolled students may drop courses from their schedule for the first five business days of classes for a class that runs nine to sixteen weeks in duration, for the first five business days of classes for a class that runs five to eight weeks in duration, and for the first day, but prior to the second day, for a class that runs four 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 final drop date. 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 final drop date, (which is the first five business days of classes for a class that runs nine to sixteen weeks in duration, or for the first five business days of classes for a class that runs five to eight weeks in duration, or for the first day, but prior to the second day, for a class that runs four 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 listed below. Students are liable for all adjustments of tuition and fee payments.

Definitions

- *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 or 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 or she must officially withdraw from Spoon River College.

Withdrawal Procedures:

Class Withdrawal:

Students wishing to withdraw from one or more courses 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 from faculty and financial aid and forward the withdrawal form to his or her academic advisor. The financial aid office will make necessary adjustments. Students who do not officially withdraw from a course may receive a grade of "F".

Complete Withdrawal:

Students wishing to completely withdraw from the College 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 his or her academic advisor. 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 withdrawal 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

A list of classes cancelled by instructors who have notified the appropriate campus/center staff is available in the MySRC student portal.

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 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 an Instructional Dean.

Foreign Transcripts

Students with questions on the procedures for foreign transcripts should be referred to International Student Affairs. They can be reached by phone at 309-833-6019 or 309-649-6221.

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, State of Illinois High School diploma, or 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

Placement testing criteria measures reading level, math proficiency, and writing skills. The tests are utilized to promote student success in college and place the student into courses where they can reach their potential and achieve their educational goals. SRC accepts ACT, SAT, Accuplacer, and previous college course credit to determine placement. SRC will also review GED® College-Ready scores, high school GPA and math courses to assist in placement determination. If a student's GED® College-Ready scores, ACT/SAT scores, high school GPA/math courses, and previous college coursework do not meet placement requirements, completion of the Accuplacer test will be required prior to registration. Transfer students who have evidence of successful completion of reading, writing, or math courses at another institution may be exempt upon transcript verification.

Placement testing takes place on all SRC sites. Call the campus for specific times and schedules.

Other testing at SRC includes the ATI® TEAS Nursing Entrance test, which is required prior to being considered for the nursing.

CAREER SERVICES AND JOB PLACEMENT

Spoon River College has several free career and job placement services for students. Career Coach is a free interactive career tool that helps match your interests, skills, and personality with a career field. You can take career assessments, browse careers and programs at Spoon River College, build a resume, and search for jobs. There is also a complete guide for Veterans. Additional information and guidance in using this career tool and others is available from an advisor and online at Career Coach.

One of the most comprehensive online sites is Illinois WorkNet. Students can access the Illinois WorkNet website from any computer. Students must have a valid email to set up an account. Students may use their Spoon River College email account or a personal email account. Illinois WorkNet has many tools that can help students achieve their career and educational goals.

The SRC Local Jobs listing site is free and requires no username or password. Local job openings are also posted on the Canton and Macomb Campuses.

Students can make appointments to take interest/career inventories to help focus on careers that best fit their abilities and interests, discuss educational requirements, working conditions, job market information, and salary expectations. The career service and job placement advisors are also available to assist students with resume and cover letter development, proper business etiquette, interview skills, and employment opportunities. Spoon River College hosts an annual Spring Job Fair and workshops throughout the school year. To make an appointment for any of these free services, please contact the Canton or Macomb Campus or one of the Centers located at Rushville or Havana.

RECORDS

The records department conducts an official evaluation of transcripts from previous college experience, AP, and CLEP credit. Transcripts to be evaluated must be sent to the Admissions and Records Office at SRC directly from the college or university where credit was originally earned. The records department also audits the students who have petitioned for graduation. The department maintains student records for current and graduated students.

REGISTRATION FOR CLASSES

Returning students are encouraged to register online by logging into the MySRC student portal and selecting Add/Drop and the appropriate semester. Students may also meet with an advisor to set their semester schedule. New students will need to meet placement testing requirements 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 Standards of Academic 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. Students must also meet Standards of Academic Progress to maintain eligibility.

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 at least the minimum federal 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 during the Fall and Spring semesters. Student enrolled in one course for the Summer semester could be eligible. Students must also meet Standards of Academic Progress to maintain eligibility. Applications for the Federal Workstudy Program are available online.

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, and the student must also meet Standards of Academic Progress. 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 certified. Freshman students (0-29 credit hours completed) may borrow up to $3,500 of subsidized loan funds for the 2025-2026 academic year and $2000 of unsubsidized loan funds for the 2025-2026 academic year. Sophomores (30 or more credit hours completed) may borrow up to $4,500 of combined subsidized and unsubsidized loan funds plus $2,000 additional Direct Unsubsidized for dependent students and $6,000 additional Direct Unsubsidized for independent students for the 2025-2026 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 issued to the student's selected refund option.

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.
- *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.
- *Extended Repayment Plan:* This plan allows you to pay your loans over an extended period of time, up to 25 years. Your payments are fixed or a graduated amount and generally lower than payments made under the Standard and Graduated Repayment plans.
- *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.
- *Pay as You Earn Repayment (PAYE Plan):* Based on your income and family size, you will generally repay 10% of your discretionary income per year with payments adjusted annually. Your payment will never exceed the payment amount for the 10-year Standard Repayment Plan amount. Under the PAYE Plan, you will have 20 years to repay your loans.
- *Saving on a Valuable Education (SAVE) Plan (Formerly the REPAYE Plan):* Based on your income and family size, it lowers payments compared to other IDR plans because payments are based on a smaller portion of your adjusted gross income. Under the SAVE Plan, borrowers who originally borrowed $12,000 or less may get forgiveness after 10 years. There are other interest reducing benefits to the SAVE Plan as well.

Sample Repayment Schedule Standard Repayment - 6% Interest Rate

Amount Borrowed	Monthly Payment for 10 Years	Total Amount Repaid
$10,000	$115	$13,810
$15,000	$173	$20,714
$20,000	$230	$27,619

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 3 through 15 credit hours per semester) of undergraduate work. Students may receive up to 135 MAP Paid Credit Hours, which is equivalent to approximately four and a half years of full-time enrollment. Spoon River College will apply estimated MAP grant awards to students' accounts when funding is received from the State of Illinois. MAP payment is dependent on the State of Illinois budget process and approval of an allocation by the Illinois General Assembly. 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.

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 or 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 meet Satisfactory Academic Progress requirements. Please complete a Veterans Benefit Selection Form for **each** semester of enrollment. Please complete a Veterans Benefit Selection Form for **each** semester of enrollment available online.

Spoon River College will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G. I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the Unites States Department of Veterans Affairs is pending to Spoon River College.

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources available to other students who have satisfied their tuition and fee bills to Spoon River College.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

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. Illinois Veterans' Grant applications are available online and are mailed to the address listed on the application. An online application is also available. 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 the online Veterans Benefit Selection Form for **each** semester of enrollment.

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 to submit online to ISAC. Applicants must reapply for grant eligibility every year. Please complete a Veterans Benefit Selection Form for **each** semester of enrollment.

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 from (ISAC) Illinois Student Assistance Commission. Please complete a Veterans Benefit Selection Form for **each** semester of enrollment. Forms are located online.

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/or fees for a designated number of credit hours or a set dollar amount per academic term during the Spoon River College 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 for SRC Scholarships are listed on the College website. Contact the Spoon River College Foundation or the SRC Financial Aid office for more information. The application deadline is March 1 of each year for the upcoming award 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 the online ASPE Poverty Guidelines.

External Scholarships

Any scholarships awarded to Spoon River College students from external sources must be accompanied by clear instructions on how the funds are to be applied to the student's account. If no instructions are provided, funds will be applied to tuition and fees, then books, and then Snapper Villas housing (if applicable). Any remaining funds will be refunded to the student in that semester. If the scholarship specifies that excess funds are not to be refunded to the student, the remaining balance will be carried over to the following semester for continued use. At the end of the academic year, any unused funds will be returned to the scholarship provider.

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.

STUDENT BODY PROFILE

- 89% of first-time, full-time students receive some form of financial aid or scholarship.
- 57% receive a PELL grant.
- 66% of the unduplicated student enrollment is female, while 34% are male.
- 36% of the student population is at full-time status, while 64% are part-time.
- Fall to Fall retention rate for full-time students is 66%.
- Fall to Fall retention rate for part-time students is 83%.
- The overall graduation rate is 42%.
- Graduation rate for males is 44%.
- Graduation rate for females is 39%.
- Graduation rate for Black or African American students within 150% of normal time to completion is 33%.
- Graduation rate for Hispanic students within 150% is 50%.
- Graduation rate for White/Caucasian students is within 150% is 43%.
- Overall, the transfer-out rate is 22%.
- The Ethnic diversity of 12-month unduplicated student enrollment is:
    - 1% American Indian or Alaska Native.
    - 1% Asian.
    - 7% Black or African American.
    - 4% Hispanic/Latino.
    - 87% White.
    - 1% Two or more races.

Sources:

FYR 2024 Annual Student Enrollment and Completion (A1) Submission

2023-2024 IPEDS Institutional Profile

2024-2025 IPEDS Institutional Profile (data that is available)

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 online in the SRC Student Handbook.

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.

SRC Criminal Incidents

2023

VIOLATION	RATE
Murder	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons possessions	0
Theft	0

2024

VIOLATION	RATE
Murder	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons possessions	0
Theft	0

2025

VIOLATION	RATE
Murder	0
Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Liquor Law Violations	0
Drug Abuse Violations	0
Weapons possessions	0
Theft	0

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.

Spoon River College utilizes a "Text 'Em All" system, a communication tool designed to quickly send important messages to groups of people via text or phone call. Students may opt out of this system but will not receive important messages sent by text. To opt back in to text messaging, students should text SPOON to 292929.

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 or the Dean of Student Services.

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 media.

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, methadone); 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.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82; Federal Register, November 1, 1999, Vol. 64, No. 210.

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 reports 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
- ensure that a 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:

NATIONAL HELPLINE FOR ABUSE
1-800-799-7233 OR
Visit: http://thehotline.org

NATIONAL SEXUAL ASSAULT HOTLINE
Call 800-656-HOPE (800-656-4673)

FULTON/MASON COUNTIES
Fulton Mason Crisis Service Center
Call 309 647-8311
Western Illinois Regional Council
Call 309-333-1934

MASON COUNTY
Prairie Center Against Sexual Assault
(Springfield) call 217-753-8081
Mason County Memorial Behavioral Health
Call 800-526-0844

MCDONOUGH COUNTY
Western Illinois Regional Council,
Victim Services (WIRC)
Domestic Violence call 309-837-6622,
24-Hour Hotline call 309-837-5555
Sexual Assault call 309-836-2148

SCHUYLER COUNTY
Quanada Sexual Assault Program
(Quincy) Call 800-369-2287 or
(Rushville) Call 217-242-3889
Visit: Http://www.Quanada.org

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 Sex Discrimination, Sexual Misconduct, and Interpersonal Violence policy (Title IX) may 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 online in the Illinois Sex Offender Registry.

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 Penalties 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 or 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.

Information on Illinois DUI laws and penalties is available online.

For information on criminal penalties in the United States for illegal drug use and sales visit this Drug Enforcement Agency website.

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 physical and mental dependence on alcohol. About 1 in 10 drinkers become 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:

- Addiction Recovery Center at Carle Health at Proctor – Peoria call 309-691-1055
- Alcohol & Drug Professionals of Fulton County call 309-649-1002
- Life Stance – Peoria call 844-955-2166
- North Central Behavioral Health Services - Canton call 309-647-1881
- Tazwood Community Services – Pekin call 309-266-9941
- Trillium Place Addiction Recovery Center – Peoria call 309-689-3078
- United in Jesus Outreach Ministries - Canton call 309-649-1618
- Veterans Administration Medical Center - Iowa City call 319-338-0581

Macomb:

- Addicts Victorious (under the umbrella of Horizon Social Services) call 217-224-5330 Extension 2302
- Bridgeway call 309-837-4876 or 800-475-4226
- Beu Health Center (Evaluation only for public/ongoing for WIU students) call 309-298-1888
- Lakeview Medical and Psychiatric Healthcare call 309-575-3222
- McDonough District Hospital Behavioral Health Services call 309-836-1582 or MDH Behavioral Hotline call 855-590-0608
- North Central Behavioral Health Services – Macomb call 309-833-2191
- Re:generation- The Crossing call 217-203-6443 or email regeneration@thecrossing.net
- Starting Point, Inc. – Monmouth call 309-734-7812
- Synago call 309-833-2008
- Veterans Administration Medical Center - Iowa City call 319-338-0581
- WIRC Victim Services call 309-837-2997 or Hotline 309-837-5555
- W.I.U. Alcohol and Other Drugs Resource Center call 309-298-1949 or 309-298-1884
- W.I.U. Hotline (7 pm- 1am) call 309-298-3211

Havana:

- Memorial Behavioral Health Counseling - Springfield & Lincoln call 217-788-4065
- Alcoholics Anonymous call 309-543-4431 or 866-504-6974
- Chestnut Health Systems call 309-827-6026 and choose Central Illinois option, then select Behavioral Health option
- Trillium Place - Lincoln Clinic call 217-732-6865
- Veterans Administration Medical Center - Iowa City call 319-338-0581

Rushville:

- Schuyler Counseling & Health Services call 217-322-4373
- Veterans Administration Medical Center - Iowa City call 319-338-0581

During the 2025-2026 academic year, no students were referred for chemical dependency treatment services.

A list of these and other Community Resources, sorted by county, is available online.

Homelessness (For Enrolled Students Experiencing Homelessness)

Spoon River College has a designated liaison to assist enrolled SRC students who are at risk or may be experiencing homelessness. Students are encouraged to reach out to the liaison if they are at risk or experiencing homelessness and to provide as much information as possible to ensure they are able to assist them in navigating through their academic and personal barriers. Additional resources can be found at the Student Needs Center page.

If you are at risk or are experiencing homelessness, contact the Spoon River College Homeless Liaison.

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, identify career interests, and to enhance personal development. Members also host a public speaking contest, a forestry contest, and an annual bonfire. 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.

H.E.A.L. Association (Healthcare Enthusiasts and Leaders)

HEAL will prepare, support, and motivate students as they pursue their education for a career in the healthcare field. This student association will also increase awareness of the numerous healthcare related jobs that are available.

G.S.A. (Gay Straight Alliance)

The GSA Club's mission is to provide a supportive and educational forum to promote personal growth of its members, the college community at large, and the community. By emphasizing diversity, cooperation, and education, the goal of GSA is to make our campus community and community at large more inclusive for all. The focus of the GSA Club is on issues affecting LGBTQ+ individuals and is open to everyone with a focus on education and support of the LGBTQ+ community.

Intramural Sports

Spoon River College offers a diverse range of on-campus activities through its intramural program.

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.

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.

SEA – Students for Environmental Action
The SEA organization works to improve the environment through projects, educational field trips, and other activities. This club explores all areas of science.

SNA – Student Nurses Association
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.

Speech and Debate Team
Participants on the Speech and Debate Team develop performances in public address, oral interpretation, and limited preparation public speaking events and compete in intercollegiate tournaments throughout Illinois.

S.T.A.G.E.
STAGE (SRC Theatre Artists Group for Education) provides support and awareness for the College's theatre program, as well as a pool of interested and talented students to participate in theatre productions.

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 Division II status for all sports except softball, which operates under Division I status. Spoon River College is also a member of the Midwest Athletic Conference which is made up of nine 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 Volleyball
- Men's Basketball
- Women's Basketball
- eSports
- Bowling
- Cross Country
- Track and Field
- Half-Marathon

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 SRC's Equity in Athletics Disclosure report may be found on our web site.

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.

Learning Resource Center

The Learning Resource Center (LRC) provides academic support for all Spoon River College students. Students will find an effective and inviting learning environment, a comfortable place to study, and a network of support services including tutoring, mentoring, Canvas help, study resources, and research assistance, and instruction. All services listed below are available in-person, via email or phone, or online. In Canton, the LRC is located on the second floor of the Centers building, and in Macomb, the LRC is located off the main corridor beyond the reception area. Access to all services and contact information is available online at LRC Services.

- *Library services* are available to students, faculty, staff, and members of the community college district. The library, housed on the Canton campus, supplies a wide variety of instructional materials for use in the academic setting. In order to reach students, faculty, and staff not located on the Canton campus, the library website includes access to the online catalog, subscription databases, eBooks, Library guides, videos, interlibrary loan services, and an order form to request physical items for delivery.
- *Student Success Coaches* are available in Canton and Macomb to assist students with learning new study strategies, overcoming test anxiety, and designing academic and career goals. Student Success Coaches serve as an advocate to make sure that students are aware of all services, including academic support, College, and community resources. In addition, they provide support to online students as it relates to instruction, technology, and services.
- *Tutoring* is available for students who are experiencing difficulty keeping up with the coursework in their classes. Assistance is provided to help students improve and maintain their study skills so that they can complete their course(s) successfully.

Cafeteria (The Snapper Café)

The Snapper Café, located on the lower level of the Centers building, Canton Campus, is a full–service cafeteria that offers a varied menu of made-to-order selections, daily breakfast and lunch specials, salad bar, and numerous grab-and-go options.

Hours of operation:
Monday – Thursday 8:00 am – 2:00 pm
Friday: 8:00 a.m. - 1:00 p.m.

Snack and beverage vending machines are available in the Taylor and Engle student lounge areas.

River Roast Coffee Co., located in the lower level Centers building, Canton Campus, with the Snapper Café.
Hours of operation:
Monday – Thursday 8:00 am – 2:00 pm and Friday 8:00 am – 1:00 pm.
The coffee shop will feature espresso drinks, a variety of Lotus drinks, bottled drinks, and tea. Baked goods, fruits, and other snacks will also be available.

Students may purchase gift cards for The Snapper Café/River Roast Coffee Co. in the Canton Bookstore. Up to $400 can be paid using eligible financial aid during an open charging period.

Macomb Campus
Vending machines offering coffee, snacks, and beverages are located along the back wall of the Town Hall. Microwave ovens are also available for student use. .

Rushville Center, Havana Center
Snack and beverage vending machines are available in the student lounge areas. Havana's student lounge area has a food pantry available for students.

CONTACT INFORMATION

To contact	Call this number
SRC Toll Free	1-800-334-7337
Canton Campus	309-647-4645
Havana Center	309-543-4413
Macomb Campus	309-837-5727
Rushville Center	217-322-6060

Admissions and Records Office:

For this contact	Use this number or email
Email	Admissions Email
Phone	309-649-7020

Obtain general information, change of address, change of major, withdrawing from a class, records, grades, residency and graduation.

Athletics and Intramurals:

For this contact	Use this number or email
Email	Athletics Email
Canton Phone	309-649-6303

Information about intercollegiate athletic programs and intramurals.

Bookstore:

For this contact	Use this number or email
Email the Bookstore	SRC Bookstore Email
Canton Phone	309-649-6295
Macomb Phone	309-833-6012

The Canton Bookstore stocks books, merchandise, and academic supplies. The Macomb Bookstore is a location for pick-up of online book orders and will also stock merchandise and academic supplies.

Disability Support Services:
Email Disability Services
Phone 309-649-6268

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 Services advisor. Students are encouraged to meet with the Disability 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 by email of by calling 309-649-6268.

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 online. Federal Work-Study job openings can be found on the College website. This will take you to the ADP site where you will login (or create a login) and complete the application.

Financial Aid
Email Financial Aid
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.

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.

MySRC Assistance
Email Help Desk or call Help Desk Phone 309-649-6381.

Passwords, changes in passwords, access to campus student email, and log-on assistance.

MySRC – Online Student Services
My SRC is the gateway to student online services. 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. 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 available for students new to Spoon River College during a semester when an on-campus orientation is not available.

Placement Testing and Other Testing Services
For testing in Canton call 309-649-6400
For testing in Macomb call 309-833-6069
For testing in Havana call 309-543-4413
For testing in Rushville call 217-322-6060

Spoon River College has established testing and placement criteria to assess reading level, math proficiency, and writing skills. This is done to ensure students are placed in courses where they can reach their potential and achieve their educational goals. SRC utilizes ACT, SAT, Accuplacer, GED® College-Ready scores, and previous college course credit to determine placement. SRC will also review high school GPA and math courses to assist in placement determination. If a student's ACT/SAT scores, high school GPA/math courses, and previous college coursework do not meet placement requirements, completion of the Accuplacer test will be required prior to registration.

- Other testing at SRC includes ATI® TEAS Nursing Entrance exam for nursing students.
- Career Coach is one of several free career and job placement services available to help students focus on careers that best fit their abilities and interests. This service is available by contacting the Canton or Macomb campus for an appointment.

Reception Desk
Phone 309-647-4645, then press 0
Hours Monday through Friday: 7:30 a.m. - 3:30 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
Phone 309-649-6391
Hours Monday through Friday, 8:00 a.m. – 3:30 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 Student Accounts
Canton phone 309-649-6212
Macomb phone 309-833-6012

Questions concerning bills, tuition, accounts, and payments.

Student Services Advising Office
Email SRC Advisor
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.

Student Success Coaches:

For this contact	Use this number or email
Canton Email	Canton Success Coach
Canton Phone	309-649-6225
Macomb Email	Macomb Success Coach
Macomb Phone	309-833-6048

Tutoring, academic coaching, and homework lab:

To contact by	Use this number or email
Email	Tutoring, Homework Help
Canton Phone	309-649-6309

TECH Help Desk
E-mail Help Desk
Help Desk Phone 309-649-6381
Hours Monday through Friday 7:30 a.m.– 3:30 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
Online Transcript Requests
Phone 309-649-6391

For information regarding official transcripts or sending a transcript or academic records to another institution. Please note that telephone requests for transcripts will not be honored.

Transfer Information and Articulation
Visit itransfer or transferology online.
Canton phone 309-649-6400
Macomb phone 309-833-6069
Havana phone 309-543-4413
Rushville phone 217-322-6060

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
Macomb phone 309-833-6025
Canton phone 309-649-6398

TRIO-Student Support Services is a grant program, funded by the Department of Education. The program is designed to assist students that are first-generation, income-eligible, and/or students with disabilities 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, laptop lending, a scholarship program, and career exploration. Students can complete the TRIO application online. The program services are available to eligible students at any SRC campus location, as well as eligible students that take courses completely online.

TRIO-Student Support Services are located in Canton in Centers, Room 133 and in Room 228 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 Learning Resource Center.

Online tutoring is available for students who cannot access tutoring at one of the Learning Resource 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 Learning Resource 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 Associate in Science Degrees – Structured for transfer to a four-year college or university.

Associate Degree in Nursing – Designed for nursing training to prepare for the NCLEX-RN examination for licensure.

Associate in General Studies Degree – Flexible and personalized non-transferable degree which combines academic and occupational areas for students who wish to "tailor" a course of study to meet their individual needs.

Associate in Applied Science Degree – Non-transfer degree for students seeking specialized career and technical training and preparation 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 job placement in career and technical program areas.

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 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 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 – A plan that allows a student to pay their tuition and fees in installments over the semester.

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

Prerequisite – 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 – A semester hour is the amount of credit usually earned by attending a non-laboratory class for fifty minutes a week for 16 weeks. In laboratory courses, one semester hour of credit is granted for every two or three hours of laboratory work. The standard expectation in a traditional face-to-face 16-week course is that students will spend a minimum of two hours per week outside of class for every hour in class.

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

Where do I go for.....?

Academic Advising
Student Services Advising Office, Centers, Room C131
Email Brandi Ketcham or call 309-649-6324
Email Beth Wilson (also Dual Credit) or call 309-649-6221

Havana Center
Email Stephanie Howerter or call 309-543-6300

Advising Appointment or Testing
Student Services, Centers, Room 131
Call 309-649-6313 or 309-649-6400

Havana Center
Email Kelsey Pappenfort or call 309-543-6301 or 309-543-4413

Applying for Admission
Admissions, First Floor, Centers Building
Email Mickey Decker or call 309-649-6391

Student Services, Centers, Room C131
Call 309-649-6313 or 309-649-6400

Online SRC Application

Athletic Information
Multi-Purpose Building, Room 106
Email John Bassett or call 309-649-6303
Email Danielle Cheatham or call 309-649-6307

Billing Information
Student Accounts, First Floor, Centers Building
Email Emilie Palmer or call 309-649-6212

Books, Supplies and Apparel
Canton Bookstore, Centers Building Lower Level, Room C029
Email Sara Gilpin or call 309-649-6295

Changing Classes or Program of Study
Contact your advisor – See Academic Advising

Community Education Classes
Canton Outreach Center, Engle Hall, Room E107
Call 309-649-6260

Dean of Student Services
Student Services Advising Office, Centers, Room C131
Email Missy Wilkinson or call 309-649-6329

Disability Support Services/Campus Accessibility/Classroom Accommodations
Student Services Advising Office, Centers, Room C131
Email disabilityservices@src.edu or call 309-649-6268

Dropping a Class
Contact your advisor – See Academic Advising

Admissions, First Floor, Centers Building
Email Mickey Decker or call 309-649-6391

Havana Center
Email Stephanie Howerter or call 309-543-6300

Dual Credit/Dual Enrollment/High School Credit
Student Services Advising Office, Centers, Room C132
Email Beth Wilson or call 309-649-6221

Excused Absences
Contact your course instructor

Financial Aid Information
Student Services Financial Aid Office, Centers, Room C126
Email Kylee Bump or call 309-649-7030
Email Charlie Cox or call 309-649-7030
Email Denise Harrington or call 309-649-7030

G.E.D.® (IL High School Diploma) Classes
Learning Resource Center, Upper Level Centers Building
Email Lindsey Larson or call 309-649-6229
Email Natalie Orwig or call 309-649-6278

Havana Center
Email Melissa Koke or call 309-649-6310

Homelessness Liaison
Macomb Campus, Room M206
Email Lydia Perrilles or call 309-833-6048

Grade Information
MySRC

Graduation Information
Contact your advisor – See Academic Advising

Help in Course and Program Selection
Contact your advisor – See Academic Advising

International Student Information
Student Services Advising Office, Centers, Room C132
Email Beth Wilson or call 309-649-6221

Job Placement
Student Services Advising Office, Centers, Room C131
Email Brandi Ketcham or call 309-649-6324

Literacy
Learning Resource Center, Upper Level Centers Building
Email Chad Murphy or call 309-649-6266

Lost and Found
Reception Desk, First Floor, Centers Building
Email Sherri Whitmore or call 309-649-7973

Making-up a Test
Contact your course instructor.

Off-Campus Employment
Student Services Advising Office, Centers, Room C131
Email Brandi Ketcham or call 309-649-6324
SRC Website Local Jobs page

On-Campus Employment
Student Services Advising Office, Centers, Room C131
Email Brandi Ketcham or call 309-649-6324
SRC Website Local Jobs page

Paying for Classes
Student Accounts, First Floor, Centers Building
Email Student Accounts or call 309-649-6212
Or to set up a payment plan visit NBS Payment Arrangement

Registering for One or Two Classes
Admissions, First Floor, Centers Building
Email Mickey Decker or call 309-649-6391

Registering for More than Two Classes
Contact your advisor – See Academic Advising

Scholarships and Loans
Student Services Financial Aid Office, Centers, Room C126
Email Kylee Bump or call 309-649-7030
Email Charlie Cox or call 309-649-7030
Email Denise Harrington or call 309-649-7030

Snacks and Beverages
Snapper Café – Lower Level Centers Building
Student Commons – Engle Hall, First Floor
Student Commons – Taylor Hall, First Floor
Havana – Student Lounge area

Student Government
Centers Building, Room C103

Student Services
Student Services Advising Office, Centers, Room C126; call 309-649-6400
Student Services Financial Aid Office, Centers, Room C126; call 309-649-7030

Student Success Coach
Learning Resource Center – Canton Centers Building, Upper Level
Email Candy Hadsall or call 309-649-6225
Email Calista Daniels or call 309-649-6309

Transcript Request Forms
Admissions, First Floor, Centers Building
Email Mickey Decker or call 309-649-6391

Student Services, Centers, Room C131
Call 309-649-6313 or 309-649-6400

Or SRC Website

TRIO Student Support Services
Canton Campus, Centers, Room C131
Email Jill Olson or call 309-833-6029
Email Sarah Fouts or call 309-649-6398

Tutoring Services
Learning Resource Center, Upper Level, Centers Building
Email Canton Success Coach or call 309-649-6225
Email Calista Daniels or call 309-649-6309

Veteran's Information
Student Services Financial Aid Office, Centers, Room C126
Email Charlie Cox or call 309-649-6267

Withdrawing from a Class or Complete Withdrawal
Contact your advisor – See Academic Advising

Admissions, First Floor, Centers Building
Email Mickey Decker or call 309-649-6391

Work Study Eligibility
Student Services Financial Aid Office, Centers, Room C126
Email Kylee Bump or call 309-649-7030
Email Charlie Cox or call 309-649-7030
Email Denise Harrington 309-649-7030

MACOMB/RUSHVILLE CAMPUS DIRECTORY

Where do I go for.....?

Academic Advising
Macomb Campus
Student Services Corridor, Room 214
Email Mariah Huston or call 309-833-6019

Rushville Center
Email Janet Young or call 217-322-6086

Advising Information or Testing
Macomb Campus, Room 218
Email Mariah Huston or call 309-833-6019

Rushville Center
Email Janet Young or call 217-322-6086

Applying for Admission
Macomb Campus
Student Services Corridor, Room 214
Email Mariah Huston or call 309-833-6019

Rushville Center
Email Janet Young or call 217-322-6086

Online SRC Application

Athletic Information
Multi-Purpose Building, Canton Campus, Room 106
Email John Bassett or call 309-649-6303
Email Danielle Cheatham or call 309-649-6307

Billing Information
Macomb Campus, Room 210
Email Ellen Armstrong or call 309-833-6044

Books, Supplies and Apparel
Macomb Campus, Room 210
Email Ellen Armstrong or call 309-833-6044

Career Assessment
Macomb Campus
Contact your advisor – See Academic Advising

Changing Classes or Program of Study
Macomb Campus
Contact your advisor – See Academic Advising

Rushville Center
Email Janet Young or call 217-322-6086

Community Education Classes
Macomb Outreach Center, 2500 East Jackson Street, Macomb
Email Velvet Powell or call 309-833-6033

Dean of Student Services
Student Services Advising Office, Canton Campus,
Centers, Room C131
Email Missy Wilkinson or call 309-649-6329

Disability Support Services/Campus Accessibility/Classroom Accommodations
Macomb Campus
Student Services Corridor, Room 214
Email disabilityservices@src.edu or call 309-649-6268

Dropping a Class
Macomb Campus
Contact your advisor – See Academic Advising

Rushville Center
Email Janet Young or call 217-322-6086

Dual Credit/Dual Enrollment/High School Credit
Macomb Campus, Room 204
Email Mariah Huston or call 309-833-6019

ESL (English as Second Language)/Literacy
Macomb Campus, Room 209
Email Dan Callaghan or call 309-833-6017

Excused Absences
Contact your course instructor

Financial Aid Information
Macomb Campus, Room 208
Email Kylee Bump or call 309-833-6021
Email Teagan Markham or call 309-833-6065

G.E.D.® (IL High School Diploma) Classes
Adult Education Advisor
Macomb Campus, Room 209
Email Lillian Powell or call 309-833-6017

Grade Information
MySRC

Graduation Information
Contact your advisor – See Academic Advising

Help in Course and Program Selection
Contact your advisor – See Academic Advising

Homelessness Liaison
Macomb Campus, Room 230
Email Lydia Perrilles or call 309-833-6048

International Student Information
Macomb Campus, Room 204
Email Mariah Huston or call 309-833-6019

Job Placement
Macomb Campus, Room 204
Email Mariah Huston or call 309-833-6019

Lost and Found
Macomb Reception Area

Making-up a Test
Contact your course instructor.

Off-Campus Employment
SRC Website Local Jobs page

On-Campus Employment
SRC Website Local Jobs page

Paying for Classes
Macomb Campus, Room 210
Email Ellen Armstrong or call 309-833-6044
Or to set up a payment plan visit NBS Payment Arrangement

Registering for One or Two Classes
Macomb Campus, Room 214

Registering for More than Two Classes
Contact your advisor – See Academic Advising

Rushville Center
Email Janet Young or call 217-322-6086

Scholarships and Loans
Macomb Campus, Room 208
Email Kylee Bump or call 309-833-6021
Email Teagan Markham or call 309-833-6065

Snacks and Beverages
Back Side of Town Hall

Rushville – Student Lounge area

Student Government
Email Mariah Huston or call 309-833-6019

Student Services
Student Services Corridor, Room 214
Call 309-833-6010

Student Success Coach
Macomb Campus, Room 230
Email Lydia Perrilles or call 309-833-6048
Email Samantha Sensor or call 309-833-6077

Transcript Request Forms
Contact your advisor – See Academic Advising

Or SRC Website

TRIO Student Support Services
Macomb Campus, Room 228
Email Jill Olson or call 309-833-6029
Email Miah Zarello or call 309-833-6030

Tutoring Services
Macomb Campus, Room 230
Call 309-833-6048

Veteran's Information
Macomb Campus, Room 206
Email Charlie Cox or call 309-649-6267

Withdrawing from a Class or Complete Withdrawal
Contact your advisor – See Academic Advising

Student Services Corridor, Room 214

Rushville Center
Email Janet Young or call 217-322-6086

Work Study Eligibility
Macomb Campus, Room 206
Email Kylee Bump or call 309-833-6021