



**ILLINOIS VALLEY**  
COMMUNITY COLLEGE

# **DUAL CREDIT AND ENROLLMENT**

**Student & Parent Handbook**

**2024-2025**

# ILLINOIS VALLEY COMMUNITY COLLEGE DUAL CREDIT AND DUAL ENROLLMENT STUDENT HANDBOOK 2024-2025

## **MISSION STATEMENT**

Illinois Valley Community College is dedicated to creating opportunities for students and our community by providing access to affordable, high-quality higher education and life-long learning.

## **VISION STATEMENT**

Illinois Valley Community College will foster personal and professional growth and well-being for our students and community through growing programs, updated facilities, and educational innovation.

## **CORE VALUES**

Achieving Excellence through our Core Values (I-CARE)

Integrity

Compassion

Accountability

Respect

Equity

## **DUAL CREDIT CONTACTS**

Sarah Trager, Dual Credit and Enrollment Coordinator

Phone: 815-224-0598

Email: [sarah\\_trager@ivcc.edu](mailto:sarah_trager@ivcc.edu)

Dual Credit Office

Email: [dualcredit@ivcc.edu](mailto:dualcredit@ivcc.edu)

Each high school in the IVCC district has a designated contact person at their school. Please contact your Guidance office for more information.

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# DUAL CREDIT / DUAL ENROLLMENT PROGRAM BASICS

## OVERVIEW OF DUAL CREDIT/DUAL ENROLLMENT

Illinois Valley Community College provides opportunities for high school students to take college-level courses before graduating. These opportunities are widely known, and state supported as dual credit and dual enrollment courses. Illinois Valley Community College offers these opportunities in partnership with the school districts in response to the educational needs that school administrators have identified for their students.

**Dual Credit:** college credit courses taken by high school students who receive both college credit and high school credit upon successful completion of the class.

**Dual Enrollment:** college credit courses taken by high school students who will receive only college credit for the class upon successful completion.

The courses taken for dual credit/dual enrollment have the same requirements whether the courses are offered on the college or high school campus. The courses must contain content articulated with colleges and universities in the state. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluation are the same for all students. If a high school instructor is teaching the college class, he/she must meet the same educational competencies in the discipline as other Illinois Valley Community College instructors.

## BENEFITS OF DUAL CREDIT/DUAL ENROLLMENT

- Speeds up the time it takes to complete a college certificate or degree.
- Reduces overall college costs.
- Provides students with college credit that is transferable to other colleges and universities.
- Allows for a wider range of course options for students who are ready for more advanced study.
- Promotes challenging educational opportunities while students are still in high school and encourages lifelong learning.

## QUALIFICATIONS OF DUAL CREDIT/DUAL ENROLLMENT STUDENTS

Students interested in dual credit/dual enrollment need to be highly motivated and dedicated to learning. The dual credit/dual enrollment program is an opportunity for students to take courses at the college level; therefore, the amount of work necessary to succeed is much greater than in high school classes. Dual credit/dual enrollment courses become part of a permanent college transcript. Therefore, performance in these courses is critical to future college plans and grade point averages.

Enrollment in dual credit college courses is generally found to be most appropriate for high school juniors or seniors, though there are exceptions. To appeal an age restriction, start by filling out an appeal and contacting the Vice President of Student Services: [mark\\_grzybowski@ivcc.edu](mailto:mark_grzybowski@ivcc.edu)

Students must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying. Any course prerequisites as identified in the Illinois Valley Community College Academic Catalog must be satisfied prior to enrolling. Appeals for younger students can be made through student services.

A student's dual credit/dual enrollment course selection must be approved by the student's high school counselor and/or school official. Students under 18 must obtain the approval of their parent/guardian to participate in the dual credit/dual enrollment program. We strongly recommend that students work with an academic advisor and dual credit coordinator to outline an appropriate pathway based on their interests and long-term goals.

### **LOCATION OF DUAL CREDIT/ DUAL ENROLLMENT CLASSES**

Many high schools offer dual credit classes on their high school campus. Courses offered for dual credit/dual enrollment at the high school must meet college-level content requirements. All policies and procedures that define college level instruction and student prerequisite knowledge, skill, and performance expectations must apply to all dual credit courses.

High school students may also enroll in classes on an Illinois Valley Community College campus where they are integrated with other college students. Additionally, qualified high school students may enroll in dual credit/dual enrollment courses offered online.

### **ONLINE COURSES**

Time management and organization skills are especially important for students who wish to be successful in an online course. Students should work with an advisor or dual coordinator to select the online course that would be an appropriate fit. Students should also check their IVCC email account daily for communication from their instructor.

### **LP AREA CAREER CENTER**

These courses are transferable courses into Illinois Valley Community College's Associate of Applied Science degrees or certificates. Transferability to universities or other community colleges is up to the receiving institution. Students are advised to review IVCC Transfer Services, [itransfer.org](http://itransfer.org), and the transfer credit webpage of the receiving institution for more information on transferability. These courses are at no cost to the student. Contact your high school guidance counselor to register for these courses.

### **DIFFERENCES BETWEEN HIGH SCHOOL-LEVEL CLASSES AND COLLEGE-LEVEL CLASSES**

It is important that students realize the differences between high school-level classes and college-level classes. Some of the differences are listed below:

High School Classes	College Classes
---------------------	-----------------

Teachers record and report attendance.	Students are responsible for attending class.
Teachers tell students frequently when assignments are due, and tests are scheduled.	Students are responsible for completing assignments & taking tests on time, as outlined in the syllabus.
Teachers allow students to do make-up work.	Students must turn in assignments by deadlines.
Teachers tell students what they need to study.	Students determine what they need to learn.
Teachers provide outlines, notes, & study guides.	Students take notes and prepare their own outlines & study guides.
Teachers help students locate information.	Students must use their own library and research skills.
Teachers provide all the information required for the class.	Students must locate supplementary materials.
Teachers provide progress/grade reports frequently.	Students monitor their own progress and grades.
Teachers discipline inappropriate behavior in class.	Students who display inappropriate behavior are not allowed in class.
Teachers provide all the information needed for successful completion of the class.	Students must have prerequisite knowledge and skills before starting the class.
Teachers ask questions and lead discussions.	Students are expected to generate questions and initiate discussion.
Teachers cover all course content during class time.	Students are responsible for learning all material whether it is presented in class.
Teachers give tests over the material and provide make-up tests and retakes.	Students take fewer tests over larger amounts of material and are not necessarily allowed to make-up or retake tests.
Grades are based on many assignments: class participation, extra-credit opportunities, and many quiz and test grades.	Student grades are based on a small number of assessments.

## ENROLLING IN DUAL CREDIT/DUAL ENROLLMENT COURSES

Register for dual credit/dual enrollment classes through your high school. Registration forms will be available for each term through the high school's DC contact or school counselor. You may also contact the DC Specialist at [dual\\_credit@ivcc.edu](mailto:dual_credit@ivcc.edu).

## WITHDRAWING FROM COURSES

Students should meet with their high school counselors to discuss pros and cons of withdrawing from a class. Student and/or counselor should email the dual credit office at [dual\\_credit@ivcc.edu](mailto:dual_credit@ivcc.edu) and submit request through email to withdraw from a class. It is important to officially drop the class to avoid an “F” on the student’s transcript. The student is financially responsible for tuition and fees for all classes not officially dropped by the appropriate refund date according to the IVCC Refund Policy. To ensure the drop has been processed, students should check their IVCC Self-Service account within 24-48 hours. Students should contact their dual credit coordinator if the course is still showing on the student’s schedule.

Students needing a late withdrawal should complete this [form](#).

## THINGS TO CONSIDER WHEN DROPPING A COURSE

Before dropping a course, the student should consider the impact dropping the course has on future financial aid eligibility, grades, or educational goals. The following items should also be considered before dropping a course:

- **Refund policy:**
  - Course withdrawal prior to the start date of the semester is entitled to a 100% refund.
  - A class that lasts 16 weeks: Students must drop on or before the 10th day of the term to receive a 100% refund of tuition and fees, excluding a non-refundable \$5.00 registration fee.
  - A class that lasts less than 16 weeks: The drop/refund period varies according to the length of class.
- **Impact on grades:** If a student does not officially withdraw from a course, they may receive an F for it. This grade remains permanently on the student’s college transcript.
- **Transcript notation:** After the start date of a course, any dropped course will be recorded on the student’s transcript as a W (withdrawal).
- **Financial aid:** Withdrawing from a course may impact future financial aid eligibility.

## FINANCIAL AID

Federal financial aid (Title IV funding) is not available to dual credit/dual enrollment students. However, because these courses appear on a college transcript, dual credit/dual enrollment classes count as credits attempted/completed and are included when determining a student’s eligibility for future financial aid.

Students’ future financial aid eligibility may be based on the following requirements:

- **GPA Requirement:** A student must earn and maintain a 2.0 cumulative grade point average.
- **Completion Rate Requirement:** A student’s total number of earned (completed) hours must be equal to or greater than 67% of the cumulative total of their attempted credit hours for all periods of enrollment at IVCC. Hours attempted are the credit hours a student is enrolled in after



the start of classes. Grades of A, B, C, D, or P are considered earned hours. Grades of F, I, or W are not considered earned hours.

### **TUITION AND FEES FOR DUAL CREDIT/ENROLLMENT COURSES**

Dual Credit classes taught by high school instructors are \$30 per class. Courses taught by IVCC faculty either at the high school, on campus or online will be at a 25% discount. Students will be required to pay the \$5 registration fee each term and are responsible for books not provided by the high school.

All fees must be paid by the due date or students will be dropped for non-payment.

Fees can be paid through IVCC Self-Service or by calling the cashier at 815-224-0213.

### **FREE - CAREER & TECHNICAL EDUCATION (CTE) COURSES**

Students in CTE dual credit courses at their high school or the Area Career Center (ACC) receive their course for free and the textbook is provided by their high school or ACC.

### **30+ PROGRAM - AFTER HIGH SCHOOL**

High school students completing 30 credit hours of dual credit/dual enrollment coursework and matriculate to IVCC upon graduation (typically, the fall semester after they complete their senior year) shall continue to receive the current discounted tuition rate provided to dual credit students up to the point that they complete a credential so long as they remain enrolled as full-time students.

### **TUITION WAIVERS - FOR ELIGIBLE STUDENTS IN TRANSFER COURSES**

Students who receive free or reduced lunch and free or reduced tuition may qualify to have their tuition waived and only owe a one-time \$5 fee per semester. This is for courses at the high school or in the Transfer Academy. School must provide verification of students who are eligible.

### **FINANCIAL HOLDS**

If a student has an unpaid bill to the college, a hold will be placed on their account. Students with a hold on their account will not be permitted to register for any courses or obtain a transcript from IVCC until the bill is paid.

### **IVCC SELF-SERVICE**

This is the student portal through which important college information is provided to all students. Log in and check often!

IVCC Self-Service is used to:

- plan your schedule
- register for classes
- print a class schedule
- pay tuition

- view final grades
- print an unofficial transcript

This login is unique to IVCC Self-Service and is not used with your other IVCC accounts.

## IVCC EMAIL

Access Eagle Mail at [www.ivcc.edu/studentemail](http://www.ivcc.edu/studentemail)

- Your email address is your [K#@ivcc.edu](mailto:K#@ivcc.edu)
- Your password is:
  - If you have logged in to an IVCC campus computer, then use the password you created.
  - If you have not logged in to an IVCC campus computer, your default password is Eaglesxxxxxxx! (where the Xs represent your student ID# followed by an exclamation point).

Click "Next" for More Information Required and enter your phone number or choose another contact option.

Once in your inbox, reset your password:

- Click your initial in the upper right corner and choose View Account.
- Select Change Password under Password.
  - Create a password meeting the following requirements: 14+ in length containing at least 3 of uppercase, lowercase, number, or special character.

**Note:** IVCC Computer and Eagle Mail/Brightspace passwords are the same and sync up after resetting within 2 to 5 minutes. Passwords must be reset every 90 days and cannot be recycled.

IVCC Mail is used for official IVCC communication. For new students, this account will be created within 24 hours after registering for credit courses.

## IVCC BRIGHTSPACE

Brightspace is your learning platform. All classes can be seen on [Brightspace](#).

## STUDENT ID CARD

If you're on campus, visit Admissions & Records in CTC-101 and get your IVCC Student ID Card. Bring a valid photo ID, a current class schedule, and be prepared to have your picture taken.

## **FERPA**

In compliance with the **Family Educational Rights and Privacy Act (FERPA) of 1974**, and all amendments, any unit of the college holding student records shall obtain written consent of the student before disclosing personally identifiable information, other than directory information, from his/her educational records.

### **FERPA RIGHTS**

Students are afforded the following education records rights. Detailed information on these rights can be found at <https://www.ivcc.edu/admissions/ferpa.php>

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that the student believes are inaccurate.
- The right to consent to disclosures of personally identifiable information.
- The right to file a complaint with the U.S. Department of Education.

### **WHAT IS DIRECTORY INFORMATION?**

Information contained in an education record of a student that would not be considered harmful or an invasion of privacy if disclosed is considered Directory Information.

#### **IVCC's Directory Information**

- Student Name
- Mailing Address
- Telephone Listing
- Photograph
- Terms of attendance
- Major/Field of study
- Grade Level
- Enrollment status
- Participation in sports/clubs
- Degrees, Honors, and Awards received.

### **OPTING OUT OF DIRECTORY INFORMATION**

To refuse or "opt out" of the release of directory information, students may fill out this form and return it to the Admissions & Records Office at IVCC. Before deciding to "opt out", a student should consider the effects of a confidential classification:

- The student will be required to make all address changes in person with a form of photo ID
- The student will not receive any mailings from outside educational entities (except the military as required by law) regarding programs or opportunities available

- Enrollment status as an IVCC student will be suppressed and unable to be released.

If a loan company, prospective employer, family member, etc., inquire about enrollment status, they will be informed that we have no record of attendance. The student will not be listed in any honors, graduation, or other recognitions submitted to the press or available to the public.

Once a student has decided to “opt out” and thus designated a confidential classification and requested that a block of directory information be added to his or her record, it will not be removed until the student fills out an "opt out" revocation form. Revocation forms are in the Office of Admissions & Records on the Main Campus.

### **DISCLOSURE OF EDUCATION RECORD INFORMATION**

A student must provide written consent via a signed and dated FERPA Release Form before an institution may disclose personally identifiable information from their education records. Completed forms are stored in a secure location within the Admissions & Records Office on the Main Campus.

## **PARTICIPATING HIGH SCHOOLS**

The following area high schools participate in IVCC Dual Credit/Dual Enrollment:

- Bureau Valley High School
- DePue High School
- Earlville High School
- Fieldcrest High School
- Hall Township High School
- Henry- Senchawine Consolidated High School
- LaMoille High School
- LaSalle Peru Christian School
- LaSalle Peru Township High School
- Marquette Academy
- Mendota Township High School
- Midland High School
- Ottawa Township High School
- Princeton Township High School
- Putnam County High School
- Seneca Township High School
- Serena High School
- St. Bede Academy
- Streator Township High School
- Woodland High School

## IVCC RESOURCES AND SERVICES

### CENTER FOR ACCESSIBILITY AND NEURODIVERSITY- STUDENTS WITH ACCOMMODATIONS

Students who believe that they are eligible for accommodated services in IVCC coursework will need to work with IVCC Center for Accessibility and Neurodiversity to put forth accommodations in college coursework. Please fill out the pre-intake form at this link before requesting services through the IVCC Disability Services Office: <https://www.ivcc.edu/can/Pre-IntakeForm.pdf>

1. Students interested in receiving services through the Center for Accessibility and Neurodiversity must first present appropriate documentation to the Center Coordinator. It is the Coordinator's job to determine:
  1. If documentation is appropriate and complete
  2. Whether the student is a qualified student with a disability
  3. Whether the student is functionally limited in one of the major life areas by his/her disability
  4. Which accommodations would be reasonable and appropriate based on documentation.
2. Ideally, **documentation should be presented at least two weeks before** the start of a new class. For students with hearing impairment and need an interpreter, a one-month notice is required. The Center for Accessibility and Neurodiversity Office will make all reasonable attempts to arrange accommodations and services in a timely manner. However, it should be noted that texts in alternate format and interpreters may take several weeks to procure.
3. The student must make an intake appointment with the Center Coordinator to discuss eligibility, strengths, needs, and possible accommodations and/or support services.
4. Students will fill out a brief intake application and appropriate releases if necessary.
5. If documentation is sufficient, and a student has a qualifying disability, accommodation paperwork will be completed, and procedures will be explained.
6. The student will then be responsible for taking academic accommodation sheets to their instructors and, if desired, explaining the need for those accommodations. Note that students do not need to disclose their disability to instructors. However, we've found that the more instructors know, the more they are able to assist students.
7. Students are required to schedule a mid-term check-up appointment with the Center Coordinator and are encouraged to stop by at least twice a semester to report on their progress.
8. Students will need to repeat steps 3 and 6 at the beginning of each new semester.

### BOOKSTORE

IVCC has partnered with eCampus to provide course materials and support to students and faculty. Benefits of eCampus include reduced costs for required course materials, a streamlined ordering process, guaranteed buyback amounts listed on select materials with year-round buyback options, ship to store or ship to home, and a Price Match Guarantee Program.

Students must check eCampus for course materials.

- Log in to eCampus Online Bookstore
- Go to <https://ivcc.ecampus.com>

- Select Shop by Schedule
- Select Sign In Via Your School Account
- Sign in using your Eagle Mail login

## **STUDENT HELP DESK**

Log in to your accounts and learn how to use them. New students should use the [Student Technology Checklist](#) before classes begin. New students will have computer, email, and Brightspace accounts created 24 hours after registering.

## **TUTORING AND WRITING CENTER**

Course-specific tutors are available to help with a variety of coursework. Writing tutors are available to help with every stage of the writing process.

- Online appointment (Zoom)
- In-person appointment
- In-person drop-in
- Email [writing@ivcc.edu](mailto:writing@ivcc.edu) for writing assignment consultations.

## **JACOBS LIBRARY**

Available resources for all students. Click [here](#) for Jacobs Library home page.

## **IVCC COUNSELING CENTER**

IVCC Counseling Center is here for students to plan their classes and get advice on transfer classes, degrees and certifications. Contact the counseling office [here](#).

## **IVCC OTTAWA CENTER**

Many services are available at the Ottawa Center that are offered at the Main Campus in Oglesby but on limited schedules. Click [here](#) for Ottawa Center home page.

## **DUAL CREDIT RESOURCES AND SERVICES AT YOUR HIGH SCHOOL**

Contact your school counselor or principal or the dual credit contact at the college for assistance with dual credit.

## **TAKING CLASSES ON CAMPUS AT IVCC OGLESBY**

### **STUDENT PARKING PERMITS**

Permits are issued by Campus Security, Room C103. These permits are a sticker that is to be placed on the driver's side of the front windshield. Only one permit is issued per student. Students may register additional cars with campus security. Students may park in ADA or low-emission parking spaces but must have the proper ADA or low-emission permit. Parking permits are not required at the Ottawa Campus.

### ***PARKING AT IVCC OGLESBY***

Parking Lot 1 is reserved for faculty, staff, and visitors. Parking Lot 1 will be open to anyone after 4:00 p.m., but rules regarding ADA parking and low-emission parking still apply. Parking Lots 2, 3, 4, 5 are open to everyone.

Parking Lot 7 is reserved for students, visitors, and east campus faculty. Parking Lot 7 will be open to anyone after 4:00 p.m., but rules regarding ADA parking and low-emission parking still apply.

Parking Lot 6 is reserved for faculty and staff. Parking Lot 8 is reserved for ADA parking and Campus Security.

ADA parking is available in lots 6, 7, and 8.

### **EMERGENCY NOTIFICATION**

IVCC has implemented an Emergency Notification System to notify students so that campus administrators can quickly communicate with students, faculty, and staff in an emergency that would require campus closure. The privacy and priority of this information will be preserved and will not be shared with third parties for commercial purposes or any purpose other than this notification system. Students who provided a cell phone number to IVCC will be included in the alert system. You need to have SMS text messaging enabled on your cell phone account to receive these messages. IVCC's Emergency Notification System does not charge students to receive messages. Standard or other messaging charges apply depending on your wireless carrier plan.

Depending on your plan, these messages may carry a per message charge. This alert system will only be used for campus closures (weather or security related), safety notifications as required by law, and once per semester for testing. Students will not be notified of individual class cancellations through this service—students need to check the IVCC website for this information.



Students must notify the Records Office, CTC-101 or 815-224-0447, of any changes to their cell phone number or email address to be notified in case of an emergency.

### **TESTING**

The emergency notification system will be tested two times per year—once in the fall and once in the spring. This testing is necessary to ensure the system is working when needed during emergency situations.

### **OPT-OUT PROCEDURE**

It is strongly recommended that all students remain in the Emergency Notification System through the text messaging feature. Students who choose to opt out will not receive text notifications of campus closures due to weather, safety or other emergency situations. Students will also not receive text messages regarding safety situations as required by law through the Clery Act. Emails will continue to be sent for these events.

To opt out of the text messaging function, students should text STOP to 67283 or 226787. This will not remove a student from the emergency emails sent out by the college. Are you not receiving RAVE alerts? Opt back in by texting START to 67283 or 226787.

### **INCLEMENT WEATHER CLOSINGS**

As a general rule, IVCC will be open during inclement weather.

Weather conditions often vary across IVCC's 2,000-square-mile district; students and staff should use their best judgment when deciding whether to travel to campus from their location.

In the event the college does close, that decision will be broadcast as early as possible on district radio stations (see list below) and on the top of the IVCC home page: [www.ivcc.edu](http://www.ivcc.edu). In addition, the college's automated attendant phone message will be updated, so please dial 815.224.2720.

College closings are reported to:

<b>La Salle-Peru-Oglesby</b>	WLPO, 1220 AM	WJJK, 99.3 FM	WBZG, 100.9 FM
	WALS, 102.1 FM	WIVQ 103.3 FM	WYYS 106.1 FM
<b>Mendota</b>	WGLC, 100.1 FM		
<b>Ottawa</b>	WKOT, 96.5 FM	WCMY, 1430 AM	WRKX, 95.3 FM
<b>Streator</b>	WSTQ, 97.7 FM	WSPL 1250 AM	
<b>Princeton</b>	WZOE, 1490 AM	Z-98, 98.1 FM	
<b>Peoria</b>	WSWT Lite Rock	107 FM	

The college will attempt to notify stations of closings by 6 a.m. In the event night classes are cancelled, the college will attempt to notify stations by 5 p.m. Students should not phone the radio stations but instead listen for regularly scheduled school closing announcements.

## **COURSE SELECTION**

Students are encouraged to take courses with their intended program of study in mind. If you are uncertain of your career plans, there are many classes that will benefit you. For more information about [programs of study](#), or course transferability, contact an [advisor](#) at your campus.

## **STUDENT ATTENDANCE**

Regular class attendance is an essential component of academic success. Regular classroom attendance is required for students to be able to participate fully in discussion and laboratory sessions and to seek clarification concerning newly presented materials. Each instructor's attendance policy is included in the course syllabus distributed on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first meeting of the class. Courses taken at the college campus will meet according to the college class schedule. Class attendance is the student's responsibility. Students may be required to attend dual credit classes on campus during high school breaks. Whenever the college is in session, students are expected to attend classes; however, students have a responsibility to consider their own personal safety during inclement weather when traveling to and from campus. Excessive absences may prevent a student from successfully completing a course. Students should seek advice from the instructor or advisor to determine if withdrawal from the course is required. The student is responsible for officially withdrawing from a course. Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

## **SYLLABUS**

The syllabus lists a course's objectives and requirements and is distributed at the beginning of the semester. It includes information about the course, course policies and procedures, textbook information, grading rubrics, assignments, schedules, and study aids. The syllabus is a contract between you and your instructor. Make sure you check it regularly. The syllabus is subject to change with adequate notice.

## **GRADES**

The college grade for dual credit/dual enrollment classes will appear on the student's IVCC College transcript. This will follow the student for the remainder of his/her college career. There is no way to remove classes from the student's college transcript. IVCC does not mail out midterm or final grades. Students receive a class syllabus at the start of each course that explains the instructor's grading system and point values for each assignment. Students should save every assignment and keep track of the grade he/she is earning in the class so there are no surprises at the end of the semester. Students may

view and print their college grades online via their IVCC Self-Service account at <https://ssprod.ivcc.edu/Student/>. Grades are usually posted within a week of the end of the class.

### **CALCULATE GPA**

A = Excellent – 4 grade points per each semester hour

B = Good – 3 grade points

C = Average – 2 grade points

D = Passing, Below Average – 1 grade point

F = Failing – 0 grade point

P = Proficiency – credit earned only, not computed in grade point average

I = Incomplete – temporary grade assigned when a small portion of the class remains to be completed. Assigned for extenuating circumstances. Must eventually be replaced by a letter grade (A through F above).

W = Withdrawn – not computed in the grade point average

The formula for computing the GPA is:

Total grade points earned ÷ total hours attempted = GPA

**Example:** Student attempts 9 semester hours (three courses) and earns grades of A, B, D respectively.

24 grade points (12 for 3 semester hours of A, 9 for 3 hours of B and 3 for 3 hours of D) ÷ 9 total semester hours attempted = 2.666 GPA

A GPA of 2.0 and above is considered Good Academic Standing.

### **ATTENDING IVCC AFTER HS GRADUATION**

During their last semester of high school, students **MUST** submit a new application in order to attend as a college student, at <https://admissions.ivcc.edu/apply/>. This will update the student's Illinois Valley Community College record to show they have graduated from high school and allow the student to choose a program of study that may be eligible for financial aid.

### **30+ PROGRAM-AFTER HIGH SCHOOL**

High school students completing 30 credit hours of dual credit/dual enrollment coursework and matriculate to IVCC upon graduation (typically, the fall semester after they complete their senior year) shall continue to receive the current discounted tuition rate provided to dual credit students up to the point that they complete a credential so long as they remain enrolled as full-time students.

### **TRANSFER IVCC GRADES AND CREDITS TO OTHER COLLEGES**

- IVCC counselors are available to consult with you about the transferability of your dual credit/dual enrollment courses. Counselors will look at the colleges you are considering for

transfer and your major. See [Counseling](#) to schedule an appointment. Be sure to indicate you are a dual credit student.

- IVCC accepts credit for all dual credit/dual enrollment courses successfully completed. The student is responsible for determining if the course falls within their intended academic program. [Counseling](#) can help you keep on track as well.
- General Education Courses designated under the **Illinois Articulation Initiative (IAI)** are accepted for credit at all State of Illinois public colleges and universities and most other colleges and universities. How they are applied is at the discretion of the receiving institution within the major selected.
- Some Career & Technical courses may transfer but you will need to coordinate with the receiving institution. Certain IVCC AAS degrees are accepted into the **3 + 1 program with Northern Illinois University**.
- Request your IVCC transcript to be sent to another college
  - Online at <https://www.ivcc.edu/admissions/transcript.php>
  - Printed and mail the [Transcript Request Form](#) to 815 N. Orlando Smith Road, Oglesby, IL 61348

## STUDENT RIGHTS AND RESPONSIBILITIES

As members of the College community, students have the right to express their opinions as to the fair treatment of their academic achievement. Students who wish to dispute a grading matter, or another academic matter (e.g. violation of the plagiarism policy) related to their courses, shall express these concerns to the appropriate faculty member as follows:

1. The student should discuss the matter with the faculty member informally.
2. When feasible, the initial informal meeting between the student and faculty member should occur within **five (5) class days** (normally Monday through Friday when classes are in session) after notification of the grading matter or other academic matter by the instructor.
3. If the complaint is not resolved after the informal discussion, the student may appeal informally (usually a conference) to the Dean of the faculty member involved. Where feasible, this appeal to the Dean should be made within **five (5) class days** of the informal discussion with the faculty member.
4. If the nature of the complaint is personal, involving a faculty member directly and his/her behavior or demeanor, the student may appeal informally directly to the faculty member's Dean as outlined above, bypassing the informal discussion directly with the faculty member. The student should understand that anonymity cannot and usually will not be protected.
5. If the complaint is not resolved after the normal informal discussion, the student may appeal **in writing** to the Dean of the faculty member involved within **five (5) class days** after the informal discussion. In filing the written complaint, the student may request a meeting with the Dean.
6. The Dean shall review the complaint and respond in writing to the student within **five (5) class days** after receiving the student's written statement.
7. If the results of the Dean's review are unsatisfactory to the student, the student may appeal to the Vice President for Academic Affairs within **five (5) class days** of receiving the written response of the dean. The student may request a meeting with the Vice President.
8. The Vice President for Academic Affairs shall issue a written response to the student within five (5) class days of receipt of the student's appeal.
9. The decision of the Vice President for Academic Affairs shall be considered final regarding student academic complaints

## IVCC ACADEMIC INTEGRITY POLICY

Academic Integrity is linked to the Core Values of Illinois Valley Community College, three of which are RESPONSIBILITY, RESPECT, and HONESTY. It is the RESPONSIBILITY of each student to RESPECT the academic integrity of each class/course by doing their own work and by refusing to assist others in deception. Academic dishonesty violates the academic integrity expected of all students. The Office of the Vice President for Academic Affairs will keep a file of these submissions. When a student has been identified as committing an act of academic dishonesty twice, the Vice President for Academic Affairs will investigate, which may include a formal hearing, and will recommend or impose appropriate discipline.

The purpose of this provision is to identify students who commit multiple acts of academic dishonesty in different courses, which the student might otherwise avoid. The assumption is that multiple acts constitute a more grievous offense than a single incident, which would constitute a learning experience for the student.

Academic dishonesty is defined as, but is not limited to:

1. CHEATING—using or attempting to use unauthorized materials, study aids, or information in any academic exercise, including copying from another person's work or preparing work for another person that is to be presented as the other person's own work. This includes utilizing phones or cameras to copy test or assignment materials.
2. FABRICATION—furnishing false information to a college official relative to academic matters, including but not limited to, misrepresentation of written information provided in admission documents.
3. PLAGIARISM—comes from the Latin word plagiarie, which means "to steal." Therefore, plagiarism is a form of cheating. Plagiarism is defined as using the words or ideas of another as one's own either on purpose or unintentionally. This includes, but is not limited to, copying whole, portions or the paraphrasing (rewording) of passages or information from any source in any academic exercise (written or oral) without giving credit to the author or source using an appropriate citation style. Students must be able to prove that their work is their own.
4. FACILITATING ACADEMIC DISHONESTY—helping or attempting to help another to violate any provision of this code.

Academic dishonesty violates the Student Code of Conduct. The faculty member has full authority to identify academic dishonesty in his/her classroom and to impose any of the following sanctions:

1. Failure of any assignment, quiz, test, examination or paper, project or oral presentation for the work in which the violation occurred.
2. Lower grade.
3. Involuntary withdrawal from the course.
4. Failure of the course.

5. In extreme cases of academic dishonesty (such as, but not limited to, collusion among several students, selling or providing papers or repeated violations of academic dishonesty, etc.), it will be reported directly to the Vice President for Learning and Student Development for disciplinary action as outlined in Section VII, Disciplinary Process.
6. Other sanctions as determined by the faculty member. The sanction will be put in writing and signed by the student, faculty member and the Dean.

The instructor shall normally attempt to notify (if possible) the student within five (5) class days of identifying the act of dishonesty to discuss the applied sanction.

Students have the right to appeal through the Vice President for Academic Affairs office as outlined in Section II, Student Academic Complaints. A student identified as responsible for academic dishonesty, as defined above, may not withdraw from the course to avoid penalty.

Each time a faculty member documents an incident of academic dishonesty, he/she will submit to the Vice President for Academic Affairs office the following information (in hard copy to protect student confidentiality): student name, class, date, description of incident and action by faculty and/or student, faculty signature. The faculty member will retain the documentation.

## IVCC STUDENT CODE OF CONDUCT

Discipline may be imposed whenever a student commits or attempts to commit any act of misconduct on the College campus, or at a sporting event, activity, function or other event sponsored or supervised by the College.

Prohibited conduct includes, but is not limited to:

1. Possession, use, distribution or being under the influence of an illegal or controlled substance or look-alike drug.
2. Unauthorized and/or illegal possession, use, distribution, or being under the influence of any alcoholic beverage on campus property.
3. Theft of property or services.
4. Intentional or willful and wanton destruction of property.
5. Assault and/or battery.
6. Conduct which constitutes harassment, sexual or otherwise, or abuse that threatens the mental well-being, health, or safety of anyone, including peer harassment of fellow students.
7. Conduct which constitutes hazing or any related act or activity that might inflict or intend to cause physical or mental harm or anxieties; that may demean, degrade, or disgrace any person, regardless of location, intent, or consent of participants. The intent of the act or the consent or the cooperation of the hazing recipient shall not constitute a defense of hazing. The College or the hazing recipient may charge an individual and/or the recognized student organization with responsibility for the hazing act(s) committed either online or on or off campus.
8. Possession of a firearm or other weapon, dangerous chemical or explosive substance or device.
9. Trespassing on College property or other unauthorized use of college property or services.
10. Academic dishonesty (see also [Academic Integrity](#) section of the Student Handbook). Such matters will be addressed by the Office of the Vice President for Academic Affairs.
11. Disruption of the educational process or related activity.
12. Failure to comply with the direction of an authorized College employee or representative performing their duties.
13. Verbal abuse to any individual including blatant profanity or gross disrespect to a student, faculty member, or staff member.
14. Stalking any individual.
15. Gambling.
16. Unauthorized use of college phones or facsimile (fax) machines.
17. Intentional willful or wanton tampering with computer equipment or networks, to include but are not limited to destruction of files, illegal or unauthorized file transfers or copying, introduction of a computer virus, unauthorized use of copyrighted software, altering or attempting to alter official College computer records, accessing offensive Web sites, malicious tampering, or any other violation of the computer use policies.
18. Gang recruitment and/or activities.



19. Any conduct which violates the terms of any discipline imposed in accordance with this procedure.
20. Any conduct which constitutes a violation of a Federal or State law, local ordinance or College rule or regulation, including failure of a registered sex offender to register with campus security.
21. Failure of a registered sex offender to register with Campus Security as required by Illinois State Law.
22. Violation of the Campus Smoking Policy.
23. Multiple parking violations.
24. Gross misconduct by any standard.

## **IVCC DRUG FREE POLICY**

Students convicted of drug use, possession, or delivery of controlled substances risk losing student financial aid for one year or longer. Other penalties upon conviction for drug and/or alcohol abuse are covered in detail in the IVCC Student Code of Conduct found in the Student Handbook and the college catalog.

# **IVCC COMPUTER AND TECHNOLOGY USAGE**

## **USE OF CAMPUS AND NETWORK COMPUTING RESOURCES**

The College expects appropriate computer and technology usage by all students, employees, and the community. Please see [IVCC Board Policy on use of Computer and Network Computing](#).

## **CLASSROOM AND MEETING ROOM TECHNOLOGY**

The College is committed to providing students with technologies they can expect to encounter in the workplace or at other higher education institutions. Lecture classrooms include presentation technologies. There are many student computers on campus, including the open computing facilities in the Academic Support Center.

## **WI-FI ACCESS**

(815) 224-0318

<https://www.ivcc.edu/studenthelpdesk>

Students may bring in personal laptops and gain Wi-Fi access in all areas of the College. Personal computers must meet minimum security standards, including antivirus updates and operating system security patches. Assistance is available in the Academic Support Center, A-201.

## **COMPUTER ACCOUNTS**

(815) 224-0318

<https://www.ivcc.edu/studenthelpdesk>

Students enrolled in a college credit course will receive access to

- Computer network account
- OneDrive cloud storage
- an email account
- Self-service Student Information System
- Brightspace Learning Management System
- Jacobs Library online resources

## **ONLINE CAMPUS SERVICES**

<https://www.ivcc.edu>

The campus home page is the door to services available anytime of the day or night. Students may look at updated program guides, apply to the college, search class schedules, pay tuition bills, purchase textbooks, conduct library research, check schedules of events, and participate in classes. New online services are added frequently. Quick access to many of the services is available at <https://www.ivcc.edu/studenthelpdesk>