

 Prairie State College

# Student Life Guide

2009-2010



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# STUDENT LIFE GUIDE

## 2009-2010

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## **INTRODUCTION**

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There is more to college than attending classes. Attending classes is important, of course but co-curricular activities can greatly enhance your education as well as your résumé. Prairie State College offers an extensive program of co-curricular activities in which you can become involved.

Various student organizations exist which focus on your interests. Many provide the opportunity to meet students with similar interests, and attain professional development, scholarships and an opportunity for leadership development. The Student Government Association handles **YOUR** student fee money to fund those organizations and provide fun and educational events for students like you. The *Student Review* newspaper publishes bimonthly revolving around student news, campus events and resources available for students. Students, within the clubs, plan and implement a variety of educational and cultural activities throughout the year, including live performers, contests and informative lectures. These events are held for your benefit and supported by your student fees—**so be sure to take advantage!**

Planning and even attending these activities can provide learning experiences which can be applied in practical situations now and in your future endeavors. Co-curricular activities are offered to assist you with transferrable skills for the workplace, in job placement, college transfer and to enhance formal classroom instruction. Take advantage of these opportunities to expand your education experience at PSC!

Within this *Student Life Guide*, “student” is intended to refer to degree/certificate-seeking students who are enrolled in classes for credit and have paid an activities and services fee. The student activities and services fee is used to support student organizations, intramurals, student activities and various programs which provide services to students. Membership in student organizations is open to these students.

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## **MISSION STATEMENT**

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Prairie State is a richly diverse community college dedicated to student-centered instruction that fosters success in adult, transfer, and workforce education.

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## **CORE VALUES**

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*Teaching and Learning*

*Community*

*Diversity*

*Excellence*

*Caring Concern*

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## **POLICY STATEMENT OF AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY**

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Prairie State College does not discriminate on the basis of race, religion, national origin, age, gender, disabilities, ancestry, marital status, military discharge status, national origin, veteran status, sexual orientation or other non-merit factors in educational programs, activities or employment practices. The College is prohibited by law from discriminating in such a manner. This practice and requirement for non-discrimination and of equal opportunity extend to employment by the College and the admission of students to programs and activities operated by the College.

Inquiries concerning the federal laws and their application to the College may be directed to the Affirmative Action Officer, Prairie State College, or to the regional directors of the U.S. Department of Education, the U.S. Department of Health and Human Services, or the U.S. Department of Labor.

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## **DIVERSITY STATEMENT**

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*The Board of Trustees adopted the Diversity Statement on November 29, 2005. This resolution affirms the College's efforts to foster an atmosphere on campus where diversity is acknowledged, accepted and encouraged.*

*Prairie State College recognizes the diversity of students, faculty, staff and community as an integral part of lifelong learning. We are committed to building and maintaining an inclusive, accessible and supportive environment on campus. Prairie State College embraces the diversity of individual beliefs and opinions, and supports diversity in religion, gender, ethnicity, race, sexual orientation, physical and mental ability, age and socioeconomic status. The College will adhere to policies and procedures which discourage harassment and other behaviors that infringe upon the freedom and respect every individual deserves.*

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## **STUDENT RECORDS**

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Your permanent educational record is confidential. Transcripts of academic records contain only information about academic status and official actions regarding your status while in college or upon leaving college.

Specific administrative procedures for handling student records in compliance with Illinois Public Law 93-380 93-568, the Family Educational Rights and Privacy Act of 1976, have been established and include a description of "Directory Information" and a definition of "Education Records," and clarify rights and responsibilities of students regarding access and the release of said information and records.

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## **STUDENT RECOGNITION**

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Prairie State College maintains the following categories of special recognition for those students who demonstrate meritorious achievement. In general, these categories take into consideration students' exemplary academic performance as well as other aspects.

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### **DEAN'S LIST AND PART-TIME HONORS LIST**

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At the end of the fall and spring terms, those students whose term GPA is 3.75 or better (with no grade of "I" or "W"), who have completed no less than twelve (12) credit hours at PSC during that term, earned a minimum of twelve (12) credit hours at PSC (excluding transfer work), have a PSC cumulative GPA of 3.5, and are "in good standing" at the College are listed on that term's Dean's List.

In addition, those students whose term GPA is 3.75 or better (with no grade of "I" or "W"), who have completed no less than six (6) credit hours at PSC during that term, earned a minimum of twelve (12) credit hours at PSC (excluding transfer work), have a PSC cumulative GPA of 3.5, and are "in good standing" at the College are listed on that term's Part-Time Honors List.

The designation "*in good standing*" is reserved for those students who are also current in their financial obligations to the College and who demonstrate personal and social behavior which is respectful of others and appropriate to the pursuit of higher education.

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## **HONOR SOCIETIES**

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### **Phi Theta Kappa**

At the end of each academic semester, those students whose cumulative GPA is 3.5 or better (after completing 12 semester hours at Prairie State College) are eligible to join this international community college honorary society.

Membership in Phi Theta Kappa accrues a letter from the advisor(s), a special invitation to the official banquet, notation of membership on official transcripts, and a news release to the local newspapers.

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### **Sigma Phi Alpha**

Sigma Phi Alpha is the national honor society of the dental hygiene profession. Membership in Sigma Phi Alpha is comprised of dental hygiene educators and graduates with high scholastic achievement. The purpose of Sigma Phi Alpha is to promote, recognize and honor scholarship, service and character among students and graduates of dental hygiene.

### **Nursing Honorary Society**

The objective of the PSC Nursing Honorary Society shall be to recognize the academic excellence of students in the study of nursing. The society shall encourage pursuit of advance degrees in the field of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the field of nursing.

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## **GRADUATION WITH HONORS**

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At the point of graduation, those students whose cumulative GPA is between 3.3 and 3.64 are graduated **CUM LAUDE**; those students whose cumulative GPA is between 3.65 and 3.84 are graduated **MAGNA CUM LAUDE**; those students whose cumulative GPA is between 3.85 and 4.0 are graduated **SUMMA CUM LAUDE**. All students must have completed no less than 32 semester hours at Prairie State College in order to receive the above honors. Only students who attain an associate's degree are eligible to receive these distinguished honors.

Each honor accrues a designation on the student's transcript, a news release to the local newspapers and special recognition during graduation ceremonies. The Vice President of Student Affairs, Vice President of Academic Affairs and Dean of Academic Services and Counseling serve as resource persons for this honor.

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## **ACADEMIC PROBATION/DISMISSAL POLICY**

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### **Board Policy #F-7**

*Prairie State College shall monitor the reasonable academic progress of students through the Academic Probation and Academic Dismissal programs.*

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## **ACADEMIC PROBATION**

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The purpose of Academic Probation at the College shall be threefold:

- A. To provide for remediation through which students are aided in improving their performance and in attaining academic status in good standing;
- B. To establish a minimally-acceptable level for scholastic achievement; and,
- C. To alert students to their less-than-satisfactory scholastic performance.

To accomplish these purposes, any student whose cumulative grade point average at the College falls below 2.0 after attempting at least nine (9) credit hours shall be placed on Academic Probation.

Students who are placed on Academic Probation will be afforded their next two (2) terms of enrollment to recover their academic good standing, a status which requires a cumulative grade point average of no less than 2.0. Students shall be expected to take the necessary developmental courses and to seek counsel to develop strategies for academic improvement.

Probationary status and restrictions shall be removed at the end of the semester in which the minimum cumulative grade point average is attained.

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## **ACADEMIC DISMISSAL**

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A student who has been placed on Academic Probation for two (2) terms of enrollment and has not been able to recover academic good standing shall be subject to Academic Dismissal for a minimal period of one (1) term. After the dismissal period, said students may submit a written request for readmission to the College's judicial officer, as designated by the College President. Upon being granted readmission on Academic Probation, said student will be afforded the next semester of enrollment to attain academic good standing before again being subject to Academic Dismissal.

Probationary students who, at the end of the two (2) terms of Academic Probation, have made substantial improvement in their grade point average performance during the probationary period, yet have not been able to attain the minimum cumulative grade point average, may submit to the College's judicial officer a written request for a postponement of Academic Dismissal contingent upon continued substantial improvement in academic performance.

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## **STUDENT ACTIVITIES AND SERVICES FEE**

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All enrolled students are charged a student activities and services fee. Each year the funds are distributed according to the Prairie State College Board Policy and the Student Government Association Constitution which includes guidelines pertaining to all approved student organizations.

Student activities and services fees are used to support the following programs and services. Students are admitted to events either free or for a nominal fee.

- A variety of clubs and organizations are offered for student involvement including professional and special interest groups as well as the Student Government Association.
- Intramural sports—provide athletic events on campus and open recreation hours for students.
- Student publication—the student newspaper, *Student Review*, available free to students.
- Other publications—health information flyers and pamphlets, college transfer information, and Student Life Guide, available free to students.
- Special events such as musical, educational and entertainment events.

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## **SERVICES FOR STUDENTS**

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### **Student Success Center (Room 2643)**

The primary purpose of the Student Success Center (SSC) is to provide individualized and/or small group tutoring and academic support. In order to learn, students need academic skills, motivation, and quality instruction. Tutoring can increase students' academic skills, reinforce their motivation, improve study skills, and support instructional experiences in the classroom. Tutoring is provided free to all currently enrolled students.

The SSC operates the Open Computer Lab located in Room 2645. The computer lab provides students with tutoring software and an ideal environment to compose and edit research papers. Lab tutors are available to assist students in using the latest software and developing Internet skills.

In order to learn and be successful, a student should:

- ✓ go to every class session.
- ✓ concentrate and participate in class.
- ✓ complete all assignments.
- ✓ read the textbook.

- ✓ take notes and review them after each class.
- ✓ study two hours or more outside of class for every hour in class.

### **Facility Regulations**

- A. Scheduling of facilities for student groups must be done through the Student Leadership Center.
- B. Posters or flyers to be displayed in the building or on bulletin boards **must be approved and stamped by the Coordinator of Student Life.**
- C. Equipment, such as projectors, chalkboards, tables, electrical equipment, etc., is available to recognized student organizations with advance notification to the Student Leadership Center.
- D. Permission for use of the Atrium and the Barnes & Noble Reading Room by representatives from non-profit organizations may be obtained from the Student Life and Multicultural Affairs office, Room 1180.
- E. Alcoholic beverages are **not** permitted on campus or at any campus related event, e.g., student conference at off-site locations sponsored by the College.
- F. Animals may not be brought in the building except for purposes of accommodating the disabled.

### **Student Identification Cards**

All students should possess a Student I.D. It is used throughout the College in such areas as the Bookstore, Fitness Center and Library. There is no cost for your initial I.D. If you already have an I.D. card, you need to have it validated each semester.

Student I.D.s are available in Campus and Public Safety during designated hours. Check with Campus and Public Safety staff or the Information Center to determine upcoming hours. No student I.D. hours are scheduled for the last two weeks of classes in each term, final exam week and interim periods.

The use of your I.D. card is governed by Prairie State College regulations and is not transferable. When presented by anyone other than the owner whose picture appears on it, it will be taken and all privileges revoked. A lost, mutilated or stolen identification card must be reported to Campus and Public Safety. A \$5.00 charge will be made for replacement.

### **Lockers**

Lockers are available for rental by registered PSC students for \$5 per semester and are located in various areas of the College. Locks are provided on the lockers. Lockers must be emptied at the end of each semester. For more information on locker rental, visit the Office of Student Retention and Involvement, Room 1240.

### **Academic Services and Counseling**

The Counseling & Academic Advising Center is your one-stop shop for all your advising, counseling and educational planning needs. It is located in the College's Learning Resources Center.

During the spring and fall the center is open from 8:00 a.m. to 7:00 p.m. Monday through Thursday, 8:00 a.m. to 4:30 p.m. on Friday. The hours may vary during the summer and interim periods.

Staff assists students in establishing and achieving educational, career and life goals. Counselors and advisers help students toward self-understanding and resolution of problems and concerns that might interfere with learning. More information may be obtained by calling (708) 709-3506.

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### **Academic Testing**

PSC's COMPASS test for placement enables you to improve your chances of success in college. The information provided by the assessment assists you in determining strengths and weaknesses in English, math and reading. This assistance enables you to register for courses that help build on strengths and overcome weaknesses.

Prairie State College serves as a testing center for many national examinations. Among these are the American College Test (ACT), College-Level Examination Program (CLEP), and the General Education Development (GED) test, which offers an equivalent high school diploma. Other tests include PRAXIS, TOEFL, Citizenship Exam, Nurse's Aide Exam, Emergency Medical Technician Certification, GMAT, Certified Financial Planner, and Automotive Services Excellence Certification exam.

The College recognizes knowledge obtained by means other than formal classroom learning. This knowledge is assessed by examination or other appropriate methods. Detailed information can be obtained by requesting the booklet "PSC Proficiency and Advanced Credit" from an enrollment advisor, located in the Counseling & Academic Advising Center.

### **Barnes & Noble Bookstore**

Textbooks, school supplies, computer software, new and used books are sold in the bookstore. Students are responsible for their courses and should familiarize themselves with specific bookstore policies. The bookstore purchases textbooks from students at the end of each semester based on the condition of the book and other factors. Bookstore hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday and 8:30 a.m. to 3:00 p.m. on Fridays. Hours vary during interim and summer session. The Barnes & Noble Bookstore is located near the entrance from Lot A, and can be reached by calling (708) 709-3589.

### **Business Office**

Tuition and fees may be paid by mail with driver's license number on the check, by telephone with credit card, online, or in person at the Business Office. The office is located on the first floor of the main building.

Registration is complete only after you have enrolled and paid tuition and fees in full, or made arrangements to pay online through F.A.C.T.S. which can be accessed through Web Advisor. An installment payment plan allows you, for a small fee, to delay paying part of your tuition until later in the semester. Grades and transcripts will not be released until the balance is paid.

Hours are 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Fridays. Hours may vary during interim periods and summer session.

### **Campus and Public Safety**

The Campus and Public Safety office maintains staff at the College on a 24-hour basis, seven days a week. The office is located on the first floor of the main building near the entrance from Lot A.

The following services are provided:

- Assisting in the protection of all students, staff and visitors on campus and responding to all campus emergencies.
- Providing an escort service to vehicles.
- Locating individuals in cases of emergency.
- Issuing student, faculty and staff IDs.
- Enforcement of parking regulations.
- Emergency call boxes are available in the parking lots.

Campus and Public Safety can be reached:

- by dialing extension 3756 during regular College hours and after hours non-emergency, (708) 912-0963;

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- by dialing “0” and asking the switchboard operator to contact an officer; or
  - by dialing 9-911 for a direct line to the Chicago Heights Police when the College switchboard is closed.

### **Career Development Services**

PSC can assist you in the areas of professional placement, part-time and summer employment, job search workshops and individual support. Services are available to students and alumni as well as to non-students who are residents of District 515. Job fairs are also scheduled throughout the year. Assistance is available in Career Development Services, located in the Library. Call (708) 709-3922.

### **Children’s Learning Center**

Prairie State College’s Children’s Learning Center is a licensed facility that provides quality childcare for children ages 24 months to 12 years old. Full and regularly scheduled part-time care is offered to accommodate the scheduling needs of students, faculty, staff and the community. Advanced registration for services is required. Contact the Center at (708) 709-3725.

### **Pre-Kindergarten program**

With space for up to 40 students, the pre-kindergarten program is free to those who qualify and open to students with children as well as to others in the community. Two sessions are available during the fall and spring semesters: a morning program from 9:00 a.m. to 11:30 a.m. and an afternoon program from 12:30 p.m. to 3:00 p.m. Wrap around childcare services are also available, primarily for the morning session.

### **Dental Services**

The PSC Dental Hygiene Clinic is located on the north campus. Students and community members can have their teeth cleaned, radiographed, impressions taken and sealants placed for a nominal fee. Appointments can be made through the clinic receptionist for the fall, spring and summer sessions. The clinic is staffed with licensed dentists and dental hygienists. For more information or to schedule an appointment, call the clinic at (708) 709-3707.

### **Enrollment Services**

The office of Enrollment Services is located on the first floor of the main building. It is the depository for all student academic records. Inquire at the office for the following information: student registration and schedules, schedule changes, grade changes, address change forms and student petitions. Also available are transcripts, graduation evaluations, transfer credit evaluations, transcript requests and information on the Nursing and Dental programs. Hours for the office are Monday through Thursday 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 4:30 p.m. Hours may vary during summer session.

Please note: **It is the student’s responsibility to drop a course.** Even if a student never attends a class he/she has registered for, that student is not considered dropped from that course. **If you do not drop a course, you will continue to be charged for the class and receive a grade of "F" at the end of the term.** To drop a course, you must complete an add and drop slip and submit it to Enrollment Services before the deadline. For more information regarding the dropping of a course, contact the Enrollment Services office at (708) 709-3514.

### **Financial Aid and Veterans Affairs**

The purpose of the Financial Aid office is to provide assistance in financing your education through federal and state financial programs. Many financial aid programs are based on your demonstrated need, and some will not pay for less than half-time. For students who qualify, the following programs may provide assistance to help fund your college expenses.

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**Grants:** Federal Pell Grant, Illinois State Monetary Award Program, Federal Supplemental Education Opportunity Grant (FSEOG).

**Loans:** Federal Stafford Student Loan Program.

**Work Opportunities:** Federal Work-Study.

Information about scholarships offered through the College and from the community and other outside sources, is available through the Financial Aid Office.

Administrative assistance is provided to enrolled veterans. Some of the benefits available to veterans include: GI Bill, veterans' dependents allowance, vocational rehabilitation benefits; tutorial assistance and the Illinois Veterans Grant.

Office hours are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 4:30 p.m. Hours may vary during interim periods and summer session.

### **Fitness Center**

Our Fitness Center, on main campus, offers workouts for a variety of participants. We have Magnum strength equipment. Your level of fitness is measured before starting and an individualized program to help you achieve your goals is developed and monitored. The program is a one-credit hour course with attendance and lecture requirements. There is a small lab fee.

### **Food Service and Vending Facilities**

The cafeteria has daily hot food specials, soups, sandwiches, salads, desserts, beverages and snacks.

Vending services are also provided in the cafeteria and throughout the campus. A change machine is located near the vending machines on the first floor. A food cart which has sandwiches, fruit and coffee is available for evening students Monday through Thursday.

### **Information Center**

This office is located at the front entrance of the main building and provides general information to students and visitors. Campus maps, bus schedules and a lost and found are available in the Information Center.

The Center serves as the 'one-stop shopping' area for the College, maintaining information regarding events, canceled classes and directions. The Center houses the main switchboard and has access to Campus and Public Safety, maintenance and custodial services. The Information Center is available to students Monday through Thursday, 7:00 a.m. to 10:00 p.m., Friday, 7:00 a.m. to 8:00 p.m. and Saturday, 7:30 a.m. to 12 noon. Hours may vary during interim and summer session.

The Information Center is responsible for the flat screen information monitors, which provides information on a daily basis concerning, class cancellations, daily campus activities, meetings, student I.D. hours, and other information pertaining to students.

### **Intercollegiate Athletics**

Experienced coaches, great facilities and motivated student-athletes have combined to grow a winning program at PSC. Scholarship opportunities are available. PSC is a member of the Skyway Conference. Students may participate and enjoy the following:

Men's: baseball, basketball, cross country, golf and soccer.

Women's: basketball, volleyball, softball, soccer and cross country.

### **Intramurals**

The intramural program is provided to develop social and physical growth. We encourage individuals to participate regardless of skill level. For more information, call (708) 709-7846.

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## **Institutional Support Services**

### **Document Production & Office Services, Duplication & Mail Room**

The Institutional Support Services area is located in T-155. The Document Production & Office Services Center is located in T-157 inside T-155. This area is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. Document Production & Office Services is available to maintain the structural continuity of the organizations from semester-to-semester and to support the student organizations with the storing and/or maintenance of the Constitutions, By-Laws, Web sites, membership lists, flyers, posters, banners programs and mailing information to members.

The Duplication/Mail Center, located in the T-wing, provides duplicating services and maintains mailboxes for faculty and staff. The center is open 7:30 a.m. to 7:30 p.m., Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Fridays, fall and spring semesters only. Also, the center is open on the first two Saturdays, 7:30 a.m. - 12:00 p.m. during fall and spring semesters. Hours may vary during interim periods. Student organizations wishing to submit official documents for reproduction must obtain approval from the Coordinator of Student Life.

### **Library**

The Library at Prairie State College is a central service area for books, periodicals, audio-visual materials and equipment and online resources and databases that support the classroom needs of the students as well as the research and informational needs of the College and the community. The collection focuses on the specific coursework offered at Prairie State College and has materials at many reading levels to provide for our students from GED classes, apprentice programs and degree level programs. Membership in the Suburban Library System (SLS) enhances the Library's resources and makes our collection available throughout the community.

The Library is designed to encourage self-inquiry by teaching its users how and where to find information, how to enjoy and evaluate the world of books, magazines, media and online resources. **The Library staff will be happy to give assistance in locating materials for college assignments, personal projects or general information. Please do not hesitate to ask for assistance!** One-on-one instruction and classroom instruction is also available.

Regular semester hours for the Library are Monday through Thursday, 7:30 a.m. to 9:30 p.m., Friday, 7:30 a.m. to 4:30 p.m., Saturday, 8:00 a.m. to 1:00 p.m. Hours may vary during interim and summer session.

Resources are always being updated, so check out our website at <http://library.prairiestate.edu>.

At the Matteson Area Center (MAC) the Library has a research lab (M118) and offers access to PSC's online resources. A librarian is available several evenings (and on Saturday's during fall and spring semesters) to offer research assistance. Feel free to call the MAC (708) 709-3750 for hours and librarian availability.

### **New Student Orientation**

Student orientation sessions are held during July and August. These sessions provide an opportunity for incoming students to become familiar with the College and increase student success. The sessions include an overview of the College, its various programs, College resources for students, and co-curricular activities on campus. The orientation sessions receive great reviews, and all students are encouraged to attend. Call the Counseling & Academic Advising Center for the schedule at (708) 709-3506.

### **Parking**

Parking is regulated by Campus and Public Safety. Parking stickers are required to park in Lots A and C. There is no student parking allowed in Lot B or the Children's Learning Center Lot. Parking stickers can be acquired through Campus and Public Safety, and hours will be posted. No sticker is required to park in lot E (on the north side of Vollmer Road). Lot D is designated BCEC Special Event and Visitor Parking and should not be used for student, staff and faculty parking.

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### **Services for Student with Disabilities**

Prairie State College is committed to providing reasonable accommodations for students who have documented disabilities under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA). Students requesting services should contact the director of disability services, (708) 709-3603, to establish eligibility and arrange for reasonable accommodations.

### **WebAdvisor**

WebAdvisor is an online application which allows students to access their grades, view their transcripts, view class and section availability and register for classes.

Each student, upon registering, is assigned a unique user name and password. This information is mailed to the student's home. An online registration tutorial is available on WebAdvisor for students.

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## **STUDENT LIFE AND MULTICULTURAL AFFAIRS**

Co-curricular and leadership activities are provided for students to enhance classroom learning. Student participation in co-curricular activities contributes to the overall development of the student. A variety of events and programming are offered to add to the quality of campus life.

In order to actively participate in any student organization, the student must be "*in good standing*". Students who are "*in good standing*" are defined as those who maintain a cumulative grade point average of 2.0 or better, who are current in their financial obligations to the College, and who maintain personal and social behavior which is respectful of others and appropriate to the pursuit of higher education, and are enrolled in credited courses at Prairie State College.

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### **MULTICULTURAL AFFAIRS**

The Multicultural Affairs Office serves African-American, Latina/o and other ethnic students of color as part of the College's solid commitment to a multicultural environment. The office develops recruitment, retention, mentoring and transfer programs for students of color. Service includes information on financial aid, scholarships, academic and career advising and transfer to four-year colleges and universities. For more information, call (708) 709-3781.

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### **STUDENT LEADERSHIP CENTER**

The Student Leadership Center offers a variety of services to student organizations. Advice or assistance is available in program and budget planning. The Student Leadership Center also provides assistance to students starting new student organizations. Please visit us in room 1260, or contact Helen Manley, Coordinator of Student Life for information at (708) 709-3910 or e-mail [hmanley@prairiestate.edu](mailto:hmanley@prairiestate.edu).

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### **PREVENTION PROGRAMMING**

PSC provides educational opportunities through seminars and workshops, utilizing external resources such as medical personnel, health professionals, or any other related social services agency. Prevention programming activities are sponsored through the Health Promotions office, Room 1261, in the Student Leadership Center.

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### **LEADERSHIP DEVELOPMENT**

Co-curricular activities are provided for student development and the enhancement of classroom learning. For student leaders to be most effective, a workshop series on organizing and implementing meetings is offered. Specialized workshops detailing the expectations of executive officers in each club and organization are held annually. Please contact Sean Smith<sup>1</sup>, Coordinator of Student Leadership Development at (708) 709-3912, or e-mail [ssmith@prairiestate.edu](mailto:ssmith@prairiestate.edu).

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<sup>1</sup>As of October 1, please contact Helen Manley, Coordinator of Student Life at (708) 709-3910.

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## **PROTÉGÉ PROGRAM**

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The Protégé Program addresses the issues facing collegiate minority males in the areas of enrollment, retention, and graduation. The Protégé Program assists minority males in developing a better understanding of their responsibilities as college students and in being productive members of society. The Protégé Program is part of the South Metropolitan Higher Education Consortium Brother2Brother regional initiative. For more information, please contact Sean Smith, Coordinator of Student Leadership Development at (708) 709-3912, or e-mail [ssmith@prairiestate.edu](mailto:ssmith@prairiestate.edu).

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## **HISPANIC OUTREACH**

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Prairie State College offers a variety of events for members of the Hispanic community including:

- Annual Latino Student Leadership Conference for High School students
- Project Éxito and ParentNet
- United States Hispanic Leadership Institute (USHLI) Conference
- Latino Professional Networking Session
- Bilingual Spanish Speaking Info Night
- ESL Conversation Table Program

For more information, please contact Mildred Andaluz, Outreach Assistant/Bilingual Advisor at (708) 709-3567, or e-mail [mandaluz@prairiestate.edu](mailto:mandaluz@prairiestate.edu).

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## **CIVIC ENGAGEMENT CENTER**

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The Civic Engagement Center connects community-based organizations dedicated to cultural diversity with our students, faculty, and staff and provide volunteer opportunities for students and employees who want to make a difference in the community. Community organizations in the Civic Engagement Center:

- The Center for Multicultural Communities
- Diversity Dinners
- Unity Coalition Southland
- National Coalition Building Institute (NCBI)

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## **SERVICE LEARNING/ANNUAL SERVICE PROJECTS**

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In keeping with our core values, service learning has been integrated into many courses to provide a richer learning experience for our students. The Office of Student Life and Multicultural Affairs, in conjunction with student clubs, sponsors a variety of service projects including:

- Martin Luther King Day of Service
- Heartland Blood Drive and Dr. Charles Drew Blood Drive
- Cesar E. Chavez Serve and Learn Project
- National Global and Youth Service Day
- Keep America Beautiful
- Operation Green Recycling Project
- National Hunger and Homelessness Awareness Day
- United Way Days

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## **STUDENT GOVERNMENT ASSOCIATION**

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The Student Government Association (SGA) is the governing body of PSC students and student organizations. It has many functions, one of which is to approve and allocate funds for student organizations. The SGA office is located in the Student Retention and Involvement Center, Room 1240.

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## **RECOGNIZED STUDENT ORGANIZATIONS**

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Student organizations represent the interests and concerns of students. They are focused on professional and personal development and often provide educational and cultural programming. Active organizations:

- ! All Latin Alliance (ALA)
- ! Art Club
- ! Black Student Union (BSU)

- ! Campus Activities Programming Board
- ! Chess Club
- ! Dental Hygiene Club (Freshman & Senior)
- ! Label Us Able
- ! Nursing Club
- ! Phi Theta Kappa
- ! Photo Society
- ! Protégé Program
- ! PSC *Student Review* Newspaper
- ! Political Science Club
- ! World Peace Ministries

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### **STARTING A STUDENT ORGANIZATION**

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Student organizations cover a wide range of interests and activities. New clubs are always welcome based on the guidelines provided by the Student Government Association Constitution.

An information and recognition packet should be obtained by any student interested in beginning a new club or renewing club recognition. The following are required to begin a student organization:

- A. Determine a purpose and mission of the organization.
- B. Complete petition with 20 signatures of currently enrolled students, of which 10 must be active members. An active member is one who regularly attends meetings and club activities. A petition form is included in the packet.
- C. Identify a club advisor. A club advisor can be any full or part-time faculty or staff member who is committed to working with your club. The Coordinator of Student Leadership Development will provide direction for the selection of an advisor upon request.
- D. Submit the petition, along with a club constitution and a program proposal to the Coordinator of Student Life. Direction for creating a constitution and program proposal is available from the Coordinator of Student Leadership Development.
- E. Student Organization Orientation. All student organizations must attend an orientation provided by the Coordinator of Student Leadership Development in order to be recognized or re-recognized. This brief meeting is designed to provide student organization officers with the information necessary to complete business and plan programs as a recognized student organization. All officers and their advisors are required to attend.
- F. Leadership training is mandatory.

The Coordinator of Student Life provides assistance to any student wishing to begin a student organization.

The club, once approved by the Student Government Association (SGA), will be entitled to the use of bulletin boards, mail room and duplication privileges, and the assignment of a PSC budget account. A representative from each club is required to attend one SGA meeting each month.

The club's advisor must be present at all functions, activities and meetings of the group he/she advises. In the event of a scheduling conflict, it is the responsibility of the advisor to secure an appropriate replacement.

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# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

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## Student Government Association Prairie State College

### Preamble:

We, the students of Prairie State College, in order to promote education and student interests, to protect students' rights, and to ensure student representation, do hereby enact and establish this constitution for the governing of the Prairie State College Student Government Association.

### Article I. Name

The name of the organization shall be the Prairie State College Student Government Association.

### Article II. Objective

The objective of the Prairie State College Student Government Association shall be to provide students an opportunity of a forum for student issues; to offer the opportunity for leadership development in the individual; and to provide social, cultural, educational and recreational activities for Prairie State College students. The Student Government Association shall serve as a representative for the student body on any of the appropriate student organizations whether they are internal or external and to the Board of Trustees. The Student Government Association shall be accountable to the student body for any and all of its actions.

### Article III. Membership

**Section 1.** Membership of the Prairie State College Student Government Association shall consist of:

- Registered Prairie State College students in good standing.
- Students who attain a cumulative and previous semester's grade point average of 2.5 or better
- Students who maintain personal and social behavior which is respectful of others, and deemed in "good standing" at Prairie State College.

Incoming freshmen and new Prairie State College students may be elected to the position of Senator. An incoming freshman is one who has earned no college credit or is in his/her first semester of college.

**Section 2.** The Student Government shall be comprised of a President, Vice President, Secretary, Treasurer, Program Director, Director(s) of Public Relations, and a minimum of two Senators or one Senator per every five clubs. The Student Trustee to the Prairie State College Board of Trustees shall be an ex-officio member of the Student Government.

**Section 3.** Executive Officers of Student Government cannot hold another Executive Officer position in any other club or school organization.

### Article IV. Structure

**Section 1.** The sole and supreme governing body of the Prairie State Student Government Association shall be the Student Government Executive Board. It shall have the power to enact rules and procedures for the regulation of all matters pertaining to Student Government Association and the Student Body, except those which are otherwise expressly provided for in this constitution.

**Section 2.** The Student Government of Prairie State College shall be comprised of two divisions:  
1) the Executive Committee consisting of President, Vice President, Secretary, Treasurer, Program Director, Director(s) of Public Relations and the Student Trustee; 2) the Student Government at-large, consisting of a minimum of two Senators or one Senator per every five clubs.

**Section 3.** The Student Government shall administer designated funds allocated from the student activities and services fee in a manner consistent with fiscal accountability, Board policy, administrative procedures, and with the approval of designated college personnel.

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**Section 4.** The Constitution of the Student Government of Prairie State College may be supplemented with by-laws voted on at a general Student Government meeting preceded by a reading at any previous Student Government Association meeting. These by-laws shall only be in effect until a new Student Government is elected in school-wide elections.

**Section 5.** The Student Government Association shall make ratification of new amendments to this constitution. A three-fourths majority of all Student Government members shall be required for revision of any amendment, followed by an at-large ratification by the Student Body as a whole.

**Section 6.** In order to conduct regular Student Government business, a quorum of two-thirds of the appointed SGA members shall be present, and a simple majority of voting members present is required for approval of an action.

**Section 7.** All Prairie State College students shall have the right of inquiry, speech, and petition before the Student Government.

**Section 8.** The Executive Committee shall consist of three (3) voting members. The three (3) members shall be elected in an at-large election, and shall include Vice President, Secretary, and Treasurer. The Student Trustee will not have a vote. The Student Government Association Executive Board shall have Executive Meetings every week.

**Section 9.** The Student Government Association shall have General Board Meetings every Monday of each month. The mandatory Full Board meetings for club reps will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month in the Prairie State College Board Room. Notification of all scheduled Student Government meetings will be appropriately posted and distributed one week in advance of all meetings.

**Section 10.** The Executive Committee shall have the right to adjourn to executive sessions as it deems necessary.

**Section 11.** *Robert's Rules of Order* shall be the guide of Parliamentary Procedure for the Student Government.

**Section 12.** The first Student Government Association General Board meeting must be held no later than three weeks after the beginning of the academic semester. For example, Fall semester meetings shall be held no later than the second week in September, and Spring semester meetings must be held by the first week in February.

#### **Article V Officers**

**Section 1.** The elected officers of the Prairie State College Student Government shall be the President, Vice President, Secretary, Treasurer, and Student Trustee.

**Section 2.** The Student Trustee to the Board of Trustees shall be an ex-officio member of the Student Government and shall be governed by the policies of the Board of Trustees. They will attend all Executive and General/Full Board meetings. The Student Trustee will not have a vote on the Student Government Association. The Student Trustee will have the responsibility of seeking out interested students who have the intention of running for that office the next school year. It is desirable, if possible, that these students will attend all Board meetings and become knowledgeable in Board matters. The student still must win the general election in order to become Student Trustee. The Trustee can also become a voter registrar after training. They will maintain a file of student issues/complaints and conduct an annual survey to determine students' needs.

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**Section 3.** The following criteria shall be met for individuals interested in seeking and holding office in any level of the Student Government, regardless of the level of position in Student Government at-large.

- the individual shall have at least a 2.5 cumulative grade point average.
- this grade point average must be maintained during the tenure of office.

The President, Vice President and Student Trustee shall be enrolled in at least six (6) credit hours while seeking, and during the tenure of, office and must have completed 12 credit hours at Prairie State College before seeking office. All remaining officers must be enrolled in at least one class during the tenure of office.

**Section 4.** Prior to election, all interested individuals shall attend an orientation at which office duties and responsibilities, qualification for office, and academic expectations while in office, will be discussed. Individuals interested shall submit all pertinent information to the Advisor, such as grade point average and total credit hours earned, in addition to a signed petition for candidacy for eligibility to be determined.

**Section 5.** The candidates for office shall be elected to the Student Government upon receiving a majority of votes cast in an at-large election of the student population.

**Section 6.** All officers shall attend all Student Government meetings while in office, including the Student Trustee. Senators must attend all Full Board and General Board meetings. Individuals elected or appointed into office may be excused from three (3) meetings during the year of tenure. An excused absence will be designated as such by notifying the Information Center or the Student Leadership Center by noon on the day of the absence or by a written letter. After the second unexcused absence, the individual shall be notified in writing as to the consequences of an additional unexcused absence. Upon the third unexcused absence, the Executive Committee will hold a meeting with the member to determine if a suspension is warranted.

**Section 7.** The successful candidates shall be installed at the end of the last Executive Board meeting of the year.

The candidate-elects must participate in the fourteen (14) day orientation period with the current officers between time of election and installment.

In addition, all candidate elects must participate in a pre-officer training leadership workshop before the installment of the fall semester of their term in office. The leadership training series will include workshops on Parliamentary Procedure, How to Run an Effective Meeting, Team Building and specific training on expectations of elected position. Failure to attend training will result in receiving two absences.

**Section 8.** All officers shall hold office until their successors are elected and installed.

**Section 9.** All Student Government officers shall make themselves available to the student populace two (2) hours a week at a designated time. Missing three office hours will constitute an unexcused absence. The Advisor and the Vice President of the Student Government Association will monitor compliance.

**Section 10.** All elected officers shall submit a schedule of available times to the Advisor.

**Section 11.** The President of the Student Government shall be, at the time of seeking office, a student at Prairie State College, shall be enrolled in at least six (6) credit hours, with a minimum of twelve (12) college hours successfully completed.

The President shall preside at Student Government meetings. The President shall serve as an ex-officio member of all committees, however, he/she shall not have a vote on those committees.

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The President shall be responsible for ensuring that all Prairie State College students shall have the opportunity to speak. The President shall make and call the agenda with the Student Government and Executive Committee meetings.

The President shall have the power to nominate any student, in governmental service or not, into any pre-established ad hoc position or appoint persons to vacancies. Persons nominated for appointment thereof shall be members of the said committee or position for only as long as the particular committee or position exists, subject to the approval of the Student Government Association at-large.

The President may exercise a vote in Student Government business meetings only in the event of a tie.

The President may exercise veto power on any Student Government action by notification in writing within two (2) school days following the action to the Secretary of the Student Government and the Advisor. A three-fourths majority vote of the Student Government and Club Representatives at the following Full Board Meeting shall be necessary to override the presidential veto. The President shall attend all Board of Trustees meetings as the Student Government Representative, or shall appoint a replacement member in his/her absence. The President will also attend the College Council meetings.

The President shall preside over the Full Board Meetings, which are mandatory and held on the first and third Monday of each month, and General Board meetings held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.

**Section 12.** The Vice President of the Student Government shall be, at the time of seeking office, enrolled in at least six (6) credit hours with a minimum of twelve (12) college hours successfully completed.

The Vice President is an ex-officio member of all Student Government Committees and will supervise the coordination of and between committees.

The Vice President acts as the assistant to the President. In the President's absence, he/she assumes *pro tempore* (temporarily) the duties of the President. If a permanent vacancy occurs, the Vice President shall assume the office for the duration of the tenure and assume the rights and authority of the President's office.

The Vice President of the Student Government shall have a vote in the Executive Committee and in the Student Government unless he/she is acting as President.

The Vice President serves as the representative to the Foundation Board. The Vice President, along with the Advisor, will monitor officer hours for all Student Government officers.

The Vice President will attend the College Council meetings.

The Senators report to the Vice President.

The Vice President may attend the Board of Trustees Meeting to act as an observer.

**Section 13.** The Secretary of the Student Government shall be responsible for submitting for approval to SGA all official correspondence with other organizations and colleges. The Secretary of Student Government shall be responsible for the compilation of minutes for regular business meetings, as well as placing of said minutes in all pertinent mailboxes. The Secretary will collect and check club meeting attendance sheets, twice a month.

The Secretary of the Student Government shall have a vote in the Executive Committee and in the Student Government unless he/she is acting as President.

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**Section 14.** The Treasurer of the Student Government shall present a written financial report listing all current Student Government balances to the Student Government once each month at a regular business meeting. The Treasurer shall give a brief oral report at each meeting indicating monies expended or generated. The Treasurer shall keep a record of all expenses and income of the Student Government. The Treasurer, if available, shall sign all check request forms before payment is made on Student Government accounts. The Advisor can sign all check requests, as well. The Treasurer will serve as the Chair of the Budget review Committee.

The Treasurer along with the Budget Review Committee is responsible for the renting and maintenance of the student lockers. Maintenance includes removing locker contents from all lockers and changing the locker combinations.

The Treasurer shall have a vote in the Executive Committee and in the Student Government.

The Treasurer of the Student Government shall assume pro tempore the duties of the President in the absence of the President and Vice President

**Section 15.** The Program Director of the Student Government shall be the Chair of the Programming Committee.

The Programming Committee of the Student Government shall be charged with the responsibility for coordinating all functions sponsored by the Student Government and have knowledge of any organizations that wish to co-sponsor activities through the Student Government.

The Programming Committee shall have the authority to execute the programming budget established and voted on by the Full Board.

The Program Director shall have the option to attend the National Association of Campus Activities Conference.

The Program Director will serve on all special activity and special awareness committees or select a designee to represent the Student Government Association.

The Program Director shall submit a monthly report of expenditures.

The Program Director will also assist the Public Relations Director with some of his/her duties.

The Program Director can serve as a voter registrar after training.

The Program Director will work on programming during his/her hours.

**Section 16.** The Director(s) of Public Relations shall be the person in charge of coordinating promotions and publicity for Student Government and club programs, and must work with the Student Review on press releases and articles regarding SGA events.

The Director(s) of Public Relations shall chair the Public Relations Committee.

The Director(s) of Public Relations shall update and maintain all Student Government Association Bulletin Boards.

The Director(s) of Public Relations shall monitor the monthly reports of each club in cooperation with the Secretary and Coordinator of Student Life, and provide monthly summaries of activities to all clubs, organizations and the student body at-large.

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**Section 17.** A Parliamentarian may be appointed by the President and shall, on request, advise on parliamentary law.

During a meeting, the work of the Parliamentarian should be limited to giving parliamentary advice to the chair and to any other member. It is also the duty of the Parliamentarian – as inconspicuously as he/she can – to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.

**Section 18.** The Sergeant-at-Arms may be appointed by the President of the Student Government and shall maintain order during meetings and question individuals seeking entrance into the Student Government meetings.

**Section 19.** The Senators of the Student Government shall report to the Vice President of the Student Government and will be responsible for membership on one Student Government Association standing committee and one ad hoc committee each semester.

Senators are responsible for investigating and expressing student concerns and opinions.

Senators shall be available to the student body for two hours each week.

**Section 20.** The Program Director and the Director of Public Relations must attend all Executive Committee meetings and Student Government meetings, and must maintain a minimum of five (5) office hours per week. Individuals may be removed from these positions at the discretion of the Executive Committee and Coordinator of Student Leadership Development. Responsibilities not outlined in the enumeration of duties are subject to the approval of the Executive Committee and the Coordinator of Student Leadership Development.

**Article VI. Vacancies and Appointments**

**Section 1.** In the case of a vacancy in the office of the President of the Student Government Association, the line of executive succession shall be the SGA Vice President, followed by the SGA Treasurer, followed by the SGA Secretary.

**Section 2.** In the case of a vacancy of any other Executive position, besides the Student Trustee seat, the SGA President may appoint an interim member from the student body (can be a current SGA officer) to serve until the vacancy is filled. The President shall carry out a minimum two (2) week advertised search to fill the open seat, which is open to all eligible members of the student body. After the search is completed, the interim member, if they served on the SGA prior to their appointment, will return to their respective seat.

**Section 3.** No member of the Student Government Association shall hold more than one elected SGA office at any time, unless taking an interim position due to a vacancy.

**Article VII. Committees**

**Section 1.** The President shall have the authority to appoint the Chair of any committee, with the exception of those chairs mandated by this constitution. Special committees may be appointed at the direction of the President or as directed by the Student Government.

**Section 2.** There shall be the following standing committees:

- A. Executive Committee
- B. Budget Review Committee
- C. Programming Committee
- D. Public Relations Committee

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**Section 3.** The Budget Review Committee shall consist of the Student Government Treasurer and two (2) Club Representatives, if available. The Committee will be formed at the first Full Board Meeting.

The Budget Review Committee shall submit a proposed budget to the Executive Committee for approval. If there is an active student newspaper, it will be funded by the Student Government. The newspaper will receive twenty percent (20%) of the total allocated budget that SGA approves for itself. At least \$5,000 will be allocated for scholarships and/or executive officer stipends. After approval by the Executive Committee, the budget will go before Student Government for a vote. The Budget Review Committee will submit the Student Government Budget to the Student Government within the first three meetings.

The Budget Review Committee, along with the Treasurer, will be responsible for the renting and maintenance of the student lockers. Maintenance includes removing locker contents from all lockers and changing the locker combinations.

The Budget Review Committee shall serve as needed during the academic year.

**Section 4.** A Campaign Control Committee (CCC) shall be activated only when a Student Government election occurs. This non-standing committee will enforce campaign rules and regulations. Committee members will be recommended to the Coordinator of Student Leadership Development and approved by the Assistant Dean of Student Life & Multicultural Affairs or his/her designee.

The CCC shall be composed of four members who are not running for election; who will discharge the following duties during election periods;

The CCC will manage a schedule to patrol all areas of the College where campaign materials are displayed;

The CCC will utilize the SGA Polaroid camera to document offenses;

The CCC will post a rules and regulations notice to inform candidates and student body;

The CCC shall have only those powers granted by the Constitution, and will conduct its duties in a manner befitting SGA.

### **Article VIII. Club Recognition, Rights, and Responsibilities**

**Section 1.** Any club wishing to be considered for recognition by the Prairie State College Student Government must meet the following criteria:

- must have a petition signed by at least twenty (20) students, including student ID numbers of those signing.
- must have at least ten (10) active members.
- must submit the following materials to the Office of Student Life:
  - 1) an organizational statement of purpose, delineating the reason for the club's existence;
  - 2) a constitution;
  - 3) the names, addresses, phone and student ID numbers of the club's executive officers and advisor(s);
  - 4) a program proposal for the academic year, if available.

**Section 2.** Once recognized, the club/organization shall enjoy the following rights:

- can requisition appropriate college services to hold organizational meetings;
- may advertise on school bulletin boards and kiosks;
- may have mail room privileges;
- may have duplication privileges;
- may conduct open business pertinent to the operation of the club;
- may request, through formal proposal, the additional funds needed for special projects to be co-sponsored by the Student Government. Clubs may also request matching funds.

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**Section 3.** A representative of the club must appear before the Student Government Association as part of the formal application recognition process. Club officers must attend a student organization orientation meeting before petitioning for recognition from SGA. Clubs may be recognized at any regular SGA meeting. All clubs receiving recognition by the 4<sup>th</sup> week of the 2<sup>nd</sup> semester will receive \$300 in seed money. After the 4<sup>th</sup> week of the 2<sup>nd</sup> semester, funding is optional.

After recognition, all clubs must be represented by their Club Representative or designee, at each of the Full Board meetings held on the first and third Monday of the month. After a club Representative or designee has missed two (2) Full Board meetings unexcused, the club shall automatically lose Student Government Association recognition and rights and funds will be frozen. An excused absence will be designated as such by notifying the Student Leadership Center by noon on the day of the meeting. An automatic letter of inquiry and offer of assistance shall be sent by the SGA Secretary to any club having one (1) unexcused absence. Clubs must also submit a club meeting attendance sheet and a record of events/programs to the SGA Secretary at each Full Board meeting. After a club misses two (2) attendance sheets and two (2) reports of events/programs without a written explanation or a written request for an extension within the first week of the following month, the club shall automatically lose Student Government Association Recognition.

It shall be the Secretary's duty to keep accurate event and attendance records from the clubs and to maintain a file of monthly reports. The Secretary must inform the Student Government President and members following one (1) unexcused absence and/or one (1) missed Club meeting Attendance Sheet and event sheet. Any club losing recognition may apply for reinstatement during the same semester. A majority vote is needed for reinstatement. If reinstated, seed money will not be duplicated.

**Article IX. Club Funding System**

**Section 1.** Clubs, through written proposal(s), may request Student Government co-sponsorship of events proposed.

The Budget Review Committee may set a ceiling on the maximum amount that any club/organization may request.

All funds for any club losing recognition that is not reinstated within one academic year will be returned to the club support budget.

**Section 2.** Club Matching Funds shall be as follows: For every \$1.00 a club raises, the Student Government may add matching funds of up to \$1.00, with a ceiling of \$500 in matching funds per fund raising event. Each club will be limited to \$1,500 a semester in matching funds. The Treasurer of the SGA will monitor compliance. In order to request matching funds, the club must submit the proper forms, with attached deposit slip indicating profit, three calendar days before the general SGA meeting. Matching Funds is voted on based on the following criteria:

- 100% if funds will be used so all PSC students will benefit
- 50% if funds will not benefit all PSC students
- no matching funds if PSC students will not benefit

**Section 3.** Based on Illinois State Law regarding student run newspapers, it will be to the discretion of the Student Government Association to support funding for the Editor-in-Chief of the student newspaper, which will be included in the 20% allocation. Under this law, Prairie State College cannot supply funding to support the EIC.

**Article X. Elections**

**Section 1.** In the Spring semester, an election shall be held with the purpose of filling the following positions:

- A. The Executive Committee, including the President, Vice President, Secretary, and Treasurer.

B. Student Trustee, in compliance with the Illinois Public Community College Act. The Student Trustee shall be elected from a separate ballot.

**Section 2.** A special election shall be held in the fall to elect two-five senators.

**Section 3.** Election policies shall be drafted and ratified during the Fall semester by the Student Government.

**Section 4.** The Campaign Control Committee (CCC) shall have the power to enforce campaign rules and regulations. If these regulations are not met, the following will enforce disciplinary actions:

1. When it is determined by the CCC that an offense has occurred, it shall present all evidence and documentation of facts to the Student Government Board for approval. Upon such approval, the CCC shall present the evidence to the Vice President of Student Affairs/Dean of Students for appropriate administrative action.
2. Candidates convicted of violating regulations will not be permitted appointment to any office, leadership position, or officer position within any Prairie State College club or organization.
3. If candidates for Student Government Association Office are found guilty of violating any of the above regulations, they will be immediately removed from the ballot.

**Article XI. Disciplinary Action**

**Section 1.** Disciplinary action may be taken against any elected or appointed Student Government Association officer.

Charges may be brought against any elected or appointed officer by any member of the Student Government able to show just cause for removal according to Prairie State College Board Policy on Student Conduct. The Student Government shall hear the charges from the plaintiff(s). The official being charged shall be allowed an opportunity to respond to any charges brought against him/her. A three-fourths majority vote of all Student Government members, in secret ballot, shall be necessary to remove the officer from office. Decisions may be appealed according to Board Policy.

**Article XII.**

**Section 1.** All previous Prairie State College Student Government Association Constitutions shall be null and void as of May 5, 2008.

**Section 2.** This constitution was revised in March 2008 and will be the Student Government Association Constitution for Fall 2008 - Spring 2009.

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**STUDENT RIGHTS AND RESPONSIBILITIES**

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**Board Policy #F-12**

Prairie State College shall support student rights of free inquiry, expression, association, peaceful assembly, redress of grievances, and due process. Concomitant with these rights are responsibilities and obligations as members of the College community.

In affirming the rights of its students, the College also affirms the obligations to preserve an atmosphere of orderly behavior and free exchange of ideas and a respect for the rights and dignity of all of its members. The College expects its students to act as responsible adults in an academic community and to be informed about, and abide by, College regulations and the standards of behavior necessary for the ongoing operations of the College and accomplishment of the College's Mission.

These rights, responsibilities, and procedures shall be disseminated through appropriate official College publications such as the College Catalog and/or Student Life Guide.

The President shall be authorized to establish administrative procedures to safeguard these rights and ensure the discharge of these responsibilities.

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## VISITOR CONDUCT

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### Board Policy #C-10

Visitors to the campus or at College-sponsored events shall be expected to observe the guidelines outlined by the Board of Trustees in the Board policy addressing student conduct and, by their attendance, imply consent to do so. Violations of the policy may result in directions to leave the campus or event and loss of future privileges; violations of law are subject to civil and/or criminal penalties.

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## STUDENT CONDUCT

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### Board Policy #F-15

Prairie State College shall require a Code of Student Conduct whereby persons attending or visiting the College assume an obligation to conduct themselves in a manner compatible with the College's functioning as an educational institution.

In accordance therewith, the College shall institute the following Code of Student Conduct:

- A. Children are not to accompany students to classes or to be left unattended on the campus, in College buildings, or at any College event.
- B. Food, beverages, sleeping, card-playing, playing of personal radios/cassette/CD players, disruptive activity misuse of furniture or other property, and/or inappropriate interpersonal conduct for a public area are not permitted in the Atrium or other designated areas.
- C. The College shall be designated as a "Clean Air/Smoke-Free" environment.
- D. The College shall be designated as a "Safe School Zone" with *zero tolerance* for any violations of the law committed on the campus or at any College activity. The College operates according to the Safe School Act of 1984, which allows for a "Safe School Zone," thereby prohibiting criminal activities occurring within the boundaries of the College campus.
- E. Misconduct for which students may be asked to leave the College premises and be subject to official College disciplinary actions fall into the following categories:
  - 1. **False Information.** Furnishing false, incomplete, or misleading information to the College on official records or altering official documents;
  - 2. **Academic Dishonesty.** Use of, or attempt to use, or knowingly assisting in the use of unauthorized material or information in the taking of a test(s), or to submit such material to meet any course requirements as one's own work;
  - 3. **Obstruction of College Business and Activities.** Obstruction, unauthorized interruption, or disruption of the business of the College or any College activity including but not limited to testing, research, teaching, or of the classroom setting.

Activities which disrupt the classroom setting are those which disrupt the educational process. Faculty members may define, communicate, and enforce reasonable standards of behavior in classrooms, offices, and other instructional areas. In cases of violation, the faculty member may discuss the matter with the student, issue verbal or written warnings, or refer the student to the appropriate College official for counseling and/or disciplinary action.

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Examples of inappropriate behavior include, but are not limited to the following:

- (a) Activities that are inconsistent with commonly acceptable classroom behavior including: tardiness, leaving and returning during class, or leaving class early without previous authorization.
  - (b) Side discussions and conversations which are not relevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation.
  - (c) Use of abusive language or epithets directed specifically toward other persons with the purpose or effect of creating a hostile environment or which may reasonably be expected to incite violence.
  - (d) Activities which constitute an unreasonable interruption of the learning process.
4. **Abuse/Assault/Harassment.** Physical or verbal abuse, assault, or harassment, against a student, employee, or any other person on the campus or at any College event; conduct or expression which intimidates, threatens, or endangers the health or safety of any person on the campus or at any College event;
  5. **Destruction of College Property.** Unwarranted damage or destruction of property belonging to the College or to a member or guest of the College, including that which is rented or leased;
  6. **Theft.** Unauthorized taking, embezzlement, misappropriation, or possession of any College-owned property, the property of others, or property maintained by the College by any person on the campus or persons attending a College event;
  7. **Unauthorized Use and Entry of College Facilities.** Unauthorized use, entry, or occupancy of any College room, building, or area of the College or any unauthorized or improper use of the College property, facility, and equipment;
  8. **Computer Information.** Unauthorized or misuse of computers including damaging or altering records, furnishing false information, unauthorized use of files, programs or data without permission or any unauthorized use of computer hardware, software, accounts, passwords, or keys;
  9. **Unauthorized Use or Possession of Keys.** Unauthorized possession, duplication, or use of keys of the College;
  10. **Alcoholic Beverages.** Possession, distribution, or use of alcoholic or intoxicating beverages on College property, except as authorized in accordance with College policy;
  11. **Illicit Drugs and Controlled Substances.** Use, unlawful manufacture, sale, possession, or distribution of illicit drugs and controlled substances on the campus or at any College event in accordance with local, state, and federal laws;
  12. **Weapons on Campus.** Use or possession of firearms, ammunition, other dangerous weapons or materials (except as expressly authorized by Board policy), and the use of instruments to simulate such weapons in acts which endanger or are reasonably likely to endanger any person;

13. **Fire Safety.** Tampering with fire safety equipment, setting or causing unauthorized fires, or calling in or setting off false fire alarms on campus or at any College event;
14. **Bribery.** Bribery, accepting a bribe, or failure to report a bribe by any member of the College community;
15. **Rights of Others.** Interference of the lawful rights of others to any College activity or College event;
16. **Conduct/Behavior.** Disorderly behavior and/or lewd, indecent, dangerous, violent, unlawful, or obscene conduct or expression as defined in federal, state, or local statutes on the campus or at any College event;
17. **College Policies and Regulations.** Violation of College policies or regulations;
18. **Failure to Comply with College Officials.** Failure to comply with directions of College officials, including faculty in assigned courses, when these officials are acting in performance of their duties and responsibilities and are requesting the student to behave in accordance with College policies and regulations;
19. **Motor Vehicles.** Violation of properly-constituted rules and regulations governing the use of motor vehicles on the campus or any College event, or the operation of a vehicle in a manner that endangers the safety of others;
20. **Obligations or Debts.** Incurring obligations or debts in the name of the College;
21. **Distribution of Unauthorized Materials.** Distribution of unauthorized materials including literature, handbills, posters, or other such printed matter;
22. **Hazing.** Any action or situation intended or created intentionally to produce emotional or physical discomfort, embarrassment, harassment, or ridicule; and
23. **Gambling.** Betting of money on the outcome of a game, contest, or other event or activity; playing games of chance or skill (such as cards, dice-throwing, coin-tossing, etc.) for money or other stakes.

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## **STUDENT REQUEST FOR POLICY WAIVER**

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### **Board of Trustee Policy #F-14**

Prairie State College shall provide a process whereby a waiver of stated College policies and/or procedures may be requested by students in the event of extraordinary circumstances. Certain programs may have specific policies and procedures related to enrollment status, program participation, and appeal. Such requests shall be reviewed by College personnel on a case-by-case basis and ruled upon in accordance with the principles of consistency, fairness, and academic/institutional integrity.

The Division of Academic Affairs, through the designee of the Vice President of Academic Affairs, shall serve as the principal review agent for such requests. The appeal may be made to the Vice President of Academic Affairs and, if not resolved, to the College President. Final authority for the action of an appeal for waiver shall be before the Board of Trustees upon presentation by the President

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## **DISCIPLINE OF STUDENTS**

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### **Board of Trustee Policy #F-16**

In accordance with the College's right to establish standards of student conduct, Prairie State College possesses the corollary disciplinary responsibility to enforce said standards when methods of example, counseling, guidance, and admonition are deemed ineffectual or inappropriate.

The enforcement of the College's standards of student conduct will adhere to the following provisions and principles:

- A. A student may not be disciplined for conduct or actions which do not occur on College property and are unrelated to the College or its activities.
- B. Any employee, student, or other person who feels that a student or group of students has violated a policy, rule or regulation of the College which would warrants disciplinary action; is to report the incident for appropriate referral. If in doubt as to the appropriate referral, report should be made to the Vice President of Student Life. The incident is then to be promptly investigated and appropriate disciplinary measures taken, as warranted.
- C. Types of disciplinary action include:
  - 1. Warning. Notice to students that continuation or repetition of specified conduct may be cause for other disciplinary action;
  - 2. Reprimand. Official statement to the student that he/she has been found guilty of misconduct. Such reprimand may be entered upon the student's College record, either permanently or for a specific period of time, and may also include the loss of certain campus privileges for a designated period of time.
  - 3. Restitution of Damages. The student may be directed to pay for damages caused by his/her action. Such restitution may also include the loss of certain campus privileges for a designated period of time. Failure to pay damages will result in additional disciplinary actions being applied.
  - 4. Behavioral Contract. Written agreement whereby the student consents to modify his/her behavior. Failure to fulfill terms of the contract could result in additional disciplinary actions being applied.
  - 5. Probation. An official warning regarding a student's behavior that may result in the withdrawal of one or more of the following student privileges:
    - a. The holding of an office in a campus organization;
    - b. The attending of non-academic activities at the College; or
    - c. The representation of the College in any intercollege events;(Probation shall be imposed for a specific period of time and the student shall be automatically removed from probation when the imposed period expires. Any subsequent violation of conduct, as described in the Board of Trustee's policy on Student Conduct, during the probationary period may result in more severe disciplinary actions.);
  - 6. Suspension. Exclusion from classes and other activities for reasons set forth in a notice of suspension:

- a. Suspension is not to exceed seven (7) days pending the final determination of an alleged violation; and
  - b. The President, through the College’s judicial officer, as designated by the College President, may impose suspension immediately for reasons relating to the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, employees or College property;
7. Dismissal. Termination of student status for a period not to exceed one (1) term. (After the period of dismissal, the student must appeal in writing to the judicial officer for reinstatement. This action may be imposed only after review by the College President.); and
8. Expulsion. Termination of student status for a period not to exceed one (1) calendar year. After the expulsion period, the student must appeal in writing to the judicial officer who will act on the appeal or refer the matter to the Student Appeals Committee. Reinstatement is not automatic and decisions must be reviewed by the College President.
- D. In the role as judicial officer and in keeping with the Mission of the College, the primary emphasis shall be on the student's learning of responsible behavior, acceptance that there are consequences for actions, and effective resolution of conflict.
- The judicial officer shall attempt to handle student misconduct matters within the counseling/guidance mode. However, he/she is empowered to impose disciplinary actions as outlined.
- E. The disciplinary action taken should be appropriate to the nature and severity of the particular infraction.
- F. Disciplinary actions imposed are subject to appeal in accordance with the Board of Trustees’ policy or Student Due Process.
- G. The student who violates the law may incur penalties prescribed by civil authorities; however, College authority shall never be used merely to duplicate the function of general laws. Only where the interest of the College as an academic community is distinctly and clearly involved will the special authority of the College be asserted.
- H. Disciplinary actions as a result of violations of this policy should be taken independent of and free from community pressure. Such actions should be guided by institutional and student interests.
- I. Discipline for violation of College policies, on College campuses/locations, or at College functions may be imposed whether or not such violations are violations of civil or criminal law.

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## **STUDENT DUE PROCESS**

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### **Board Policy #F-17**

Prairie State College shall recognize that all students have the right to due process when charged with an alleged violation of a rule, policy, or regulation of the College. In the event that an alleged infraction cannot be resolved within the counseling/guidance mode, the College’s judicial officer, as designated by the College President, may impose disciplinary actions. Should the student wish to appeal the decision and imposed actions, he/she may request a hearing to review the matter. The judicial officer may also mandate such a hearing.

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The due process for handling student disciplinary matters shall be as follows:

- A. Upon receipt of a report of an alleged violation, the student shall be informed by the judicial officer (or designee) that such a report has been received. The student shall be advised that he/she must respond to the notification of alleged misconduct within seven (7) days whereupon the judicial officer will seek to rectify the situation informally (via the counseling/guidance mode).
- B. In the event that the matter cannot be rectified normally, the judicial officer may impose appropriate disciplinary actions or mandate that a judicial hearing be conducted. Notification of disciplinary actions or of a hearing will take place within five (5) days.
- C. The student has the right to appeal the decision by requesting in writing to the judicial officer within five (5) days of receipt of the notification of disciplinary action that a judicial hearing be conducted.
- D. The judicial officer will convene the hearing in accordance with established procedures. Said hearing is to be conducted in a manner consistent with procedural due process and "fair play;" however, it is not to be unduly restricted by rules of evidence or judicial formalities. The object of the hearing is to ascertain the truth of the allegations at hand and to do so with dispatch, propriety, and respect for the rights of all parties involved.
- E. The Student Appeals Committee, appointed by the Vice President of Academic Affairs, shall serve as the judicial board for formal hearings. All actions taken by this body are to be decided by a majority vote.
- F. The Student Appeals Committee shall be comprised of five (5) members: two (2) faculty representatives, two (2) student representatives, and one (1) administrative representative. The Student Appeals Committee shall establish its own internal operating procedures consistent with due process.
- G. In the event that the student is found to be responsible for the charges brought against him/her, the Student Appeals Committee will uphold the disciplinary actions imposed by the judicial officer and/or have the authority to recommend the imposition of other actions.
- H. Upon official receipt of notification of the appeal outcome, the student may then appeal this decision by submitting a written request within five (5) days to the College President. The written appeal must state the reason for the appeal and supply information to substantiate the reason(s) stated. Such an appeal will only be considered for any one or more of the following reasons:
  - a. The disciplinary action was too severe;
  - b. Additional pertinent information is available which was previously not available;
  - c. College regulations were not correctly applied; and/or
  - d. The College's due process procedures were not followed correctly.
- I. Upon receipt of a legitimate request for appeal, the President will either review the matter himself/herself and make a determination or form an ad hoc appeal committee to review the matter and submit a recommendation.

J. Should the President determine that a rehearing is called for, he/she shall convene such a hearing as soon as possible. Individuals present shall include the student, his/her advisor (if any), a representative of the judicial board, and others designated by the President. If the student's advisor is an attorney, the College may have legal counsel present. The outcome of this second hearing will be one of the following:

1. An affirmation of the original decision of the Student Appeals Committee;
2. An acceptance of the appeal and a decision to return the case to the Student Appeals Committee for a rehearing within seven (7) days; or,
3. A modification of the decision and/or disciplinary action.

K. Requests for review of the decision rendered from this second appeal are to be submitted in writing within five (5) days to the Board of Trustees whose decisions are final.

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### **GRIEVANCES/COMPLAINTS BY STUDENTS**

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#### **Board Policy #F-13**

Prairie State College shall provide an avenue through which students may request the review and consideration of an alleged, unjust, or improper practice or harassment on the part of the College, a member of the Board of Trustees, one or more employee(s), or other student(s).

Efforts to address and resolve grievances/complaints are to be made in a timely manner and in accordance with the following principles and general sequence:

- A. Every attempt is to be made to resolve the matter at the point of origin.
- B. If resolution is not forthcoming at the point of origin, the matter is to be appealed to the supervisor/coordinator of the area concerned.
- C. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) is to be submitted to the director or dean responsible for the area concerned.
- D. If the situation is yet unresolved, the student may submit a written appeal and related correspondence/records to the executive officer responsible for the area concerned.

Appeals which allege capricious grading will be addressed by following the procedures for the review of alleged capricious grading.

- E. Following receipt of a written response from the appropriate vice president, and if still dissatisfied, the student may submit a written appeal and related correspondence/records to the College President for consideration.
- F. As a final College recourse, the student may appeal the decision of the President by submitting the matter in writing to the Board of Trustees.

The Vice President of Student Affairs, or designee, shall serve to assist students, as necessary, in implementing or utilizing this policy. Confidentiality shall be maintained.

This policy shall be disseminated through the Student Life Guide.

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## **CLEAN AIR/SMOKE-FREE ENVIRONMENT**

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### **Board Policy #C-11**

Prairie State College shall contribute to a healthy environment for its students, employees, and the public by fully complying with, or exceeding, the Smoke Free Illinois Act.

To eliminate air contamination and the harmful effects and unsanitary conditions caused by smoking and smokeless tobacco products, the College shall establish and maintain a “Clean-Air/Smoke-Free” environment and shall prohibit the use of tobacco products in its buildings, facilities, selected grounds, and vehicles, and in those spaces leased for its use.

Open flames create a serious fire and personal injury hazard. This policy restricts the use of open flame sources in College facilities.

1. The use of candles and the burning of incense in Prairie State College facilities, including all offices, classrooms and public assembly areas, is prohibited.
2. The use of open flame sources for instructional purposes – e.g., Bunsen burners or torches for welding or soldering – is permitted in laboratories and other instructional spaces where appropriate safety precautions have been implemented.
3. Open flame food warming sources used by personnel of the Pioneer Café must be placed on a non-combustible surface.

Persons in violation of this policy shall be subject to the appropriate disciplinary policies relating to employees, students, and visitors.

Primary enforcement shall be the responsibility of the Office of Campus and Public Safety.

Further, the College shall offer tobacco-use cessation assistance to its employees and students through appropriate programs and services.

Visitors to the campus or at College-sponsored events shall be expected to observe the guidelines outlined by the Board of Trustees in the Board policy addressing student conduct and, by their attendance, imply consent to do so. Violations of policy may result in directions to leave the campus or event and loss of future privileges; violations of law are subject to civil and/or criminal penalties.

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## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

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### **Board Policy #B-8**

The principles of equal employment opportunity and the right of all persons to work and to advance on the basis of merit, ability, and potential shall be considered by Prairie State College as fundamental to the Mission and Goals of the College.

It is the policy of Prairie State College to afford equal employment opportunity without regard to race, religion, color, gender, national origin, ancestry, age, marital status, disability, military status, unfavorable discharge from military service, citizenship status, or membership in any other groups protected against discrimination under federal, state or applicable local law. Prairie State College shall be committed to the principles of affirmative action/equal opportunity in order to increase the numbers of underrepresented groups in positions where they have not been traditionally employed.

As a positive commitment to affirmative action/equal opportunity and fair labor practices, Prairie State College shall assure that the components of this policy are applied at all levels and in all segments and locations of the College community including faculty, students, staff, and administrative employees and for all agencies, persons, vendors, and other organizations which contract to do business with the College.

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The College President shall be responsible to cause the development and maintenance of an Affirmative Action/Equal Opportunity Plan in compliance with this policy and other applicable federal and state rules and statutes. Supervising managers shall be held accountable to achieve the actions, recommendations, and goals of the Affirmative Action/Equal Opportunity Policies & Status Report.

The President shall be delegated responsibility to appoint an Affirmative Action/Equal Opportunity Officer and to establish administrative procedures and guidelines to ensure implementation of the College's affirmative action/equal opportunity policies. The President shall have ultimate responsibility to enunciate and reaffirm the College's affirmative action/equal opportunity policies and to take steps to assure that each supervising manager and all employees are fully aware of these policies and of the Affirmative Action/Equal Opportunity Policies & Status Report.

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## **SEXUAL HARASSMENT**

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### **Board Policy #C-9**

Prairie State College shall support and protect the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is, therefore, unacceptable conduct for College employees and students and is subject to sanctions and disciplinary actions up to and including dismissal or expulsion. Sexual harassment is illegal under state and federal law.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of an unwelcome, sexual nature shall constitute sexual harassment. Typically, sexual harassment occurs when such conduct would be deemed hostile or abusive by a reasonable person, and/or when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting an employee/student;
- C. Such conduct has the purpose or effect of substantially interfering with professional or academic performance; and/or
- D. Such conduct creates an intimidating, hostile, or offensive employment, educational or living environment.

A violation of this policy may result in discipline up to, and including, discharge, suspension or expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge, suspension or expulsion.

The College President shall be responsible for causing administrative procedures to be developed by which an employee or student may file a complaint based upon perceived sexual harassment conduct; such practices shall be developed to protect the confidentiality of complaints and responses pending disciplinary action.

Information and communication of this policy shall be made a part of the orientation materials for employees and students and shall be published in appropriate College documents for the information of employees and students. Furthermore, the President shall be authorized to initiate the development of employee codes of conduct, the inclusion of sexual harassment policy statements in negotiated agreements and grants, and the further dissemination of the policy through appropriate student and employee awareness programs.

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## **POSSESSION OF WEAPONS**

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### **Board Policy #C-8**

No employee, student, or visitor shall possess, on the Prairie State College campus or in any other location during College-sponsored activities, any dangerous or deadly weapon as enumerated in Section 24-1 of Chapter 38 of the Illinois Criminal Code. This prohibition shall extend to carrying such weapon(s) about the person, in any vehicle, or in any place of storage on the campus.

A violation of this policy by an employee or student shall be an irremediable offense warranting disciplinary action up to and including dismissal or expulsion. Any violator of this policy shall be subject to being reported promptly to appropriate authorities.

The prohibition set forth in this policy does not apply to current or retired sworn peace officers with proper credentials, College personnel who are required as a condition of employment to carry a weapon, or anyone who obtains express written approval in advance from the College President.

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## **AMERICANS WITH DISABILITIES ACT**

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### **Board Policy #G-39**

Prairie State College shall recognize and comply with the Americans with Disabilities Act (ADA), PL-101336. The ADA prohibits discrimination against qualified individuals with disabilities and requires employers to provide reasonable accommodations to employees to enable them to perform the essential functions of their position.

With regard to employment, the ADA prohibits discrimination against qualified individuals with disabilities. As an employer, Prairie State College must provide reasonable accommodations to a qualified individual with a disability. Undue hardship means significant difficulty or expense which must be determined in light of the nature and cost of the possible accommodation, the size and resources of the employer, and the type of operation.

In order to enable the employee to perform the essential functions of his/her employment, or apply for employment, the College, consistent with the ADA, is not required to make any accommodation that will cause it undue hardship.

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## **ALCOHOLIC BEVERAGES ON COLLEGE PROPERTY**

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### **Board Policy #C-14**

Prairie State College shall prohibit the sale and/or consumption of alcoholic beverages on College property.

Exceptions to this prohibition must be consistent with the provisions of the Illinois Dram Shop Act (Chapter 43, Section 130) as they relate to community colleges and shall be approved in advance by the College President.

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## **STUDENT RECORDS AND DIRECTORY INFORMATION**

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### **Board Policy #F-8**

#### **Student Records**

Prairie State College shall develop and maintain a permanent educational record of each student's course work at the College. Transcripts of academic records shall contain only information regarding the academic status of the student and official actions regarding the student while at the College or upon leaving the College.

The College shall safeguard and keep confidential all academic and personal information contained in such records which is not otherwise considered to be public information.

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## **Student Directory Information**

Student directory information shall be defined to include a student's name, address, telephone number, date and place of birth, major field of study, class schedules, participation in officially-recognized College activities, current enrollment status, dates of attendance, and degrees and awards received.

Student directory information shall be subject to public release by the Office of Admissions and Records. Students who object to public release must notify the Office of Admissions and Records in writing no later than Friday of the second week of any term. Such restriction will remain in effect during the term for which it was filed.

Access to student information by College staff members shall be governed by legitimate educational interests. Decisions regarding the release of such information shall reside with the appropriate official, as designated by the College President.

The College shall comply with limitations of the Family Educational Rights and Privacy Act (FERPA) in matters related to the release of student information.

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## **DISSEMINATION OF INFORMATION TO STUDENTS**

### **Board Policy #F-18**

Prairie State College shall provide students with information pertinent to particularly-relevant policies and procedures, College services, activities, regulations, and other matters which are in the students' best interests. While the vehicle for such information may vary from term to term (i.e., College Catalog, Student Life Guide, electronic board, pamphlet, course schedule, etc.), the information disseminated is to be constantly updated and readily available to students each term.

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## **USE OF INFORMATION RESOURCES INCLUDING WORLD WIDE WEB/INTERNET**

### **Board Policy #C-21**

#### **Information Resources**

In pursuit of its mission, Prairie State College shall provide access to information technology facilities and resources for students, faculty, staff and other authorized users consistent with institutional policies and within its financial resources. Information technology facilities and resources include all College computing resources and facilities, including the Internet and electronic mail. The College's information resources are not a public forum for general use. Access to the College's information technology facilities and resources shall be considered a privilege granted to PSC students, faculty, staff, and other authorized users. All users are responsible for using these resources in an effective, ethical and lawful manner. Abuse of this privilege and nonobservance of this policy will subject violators to appropriate disciplinary action.

The privilege of use of the College's information resources is not transferrable and may not be extended by members of the College community to nonmembers, without prior authorization of the College President.

Authorized individuals may use the College's information resources for activities related to the College's curriculum and co-curricular organizations and activities sponsored by the College, for research consistent with the College's educational objectives, and for administrative record keeping.

The College reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources. As a condition to access to College information resources, Prairie State College reserves the right to oversee its computing resources, including E-mail and Internet use, to protect the integrity of its computing systems, workstations, and lab facilities.

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Information resources shall not be used for any personal, commercial, or private business purposes, including personal financial or commercial gain, or non-College related activities, without written authorization from the President. Any use of information resources, including the network, for personal and private business is prohibited.

The College's information resources shall not be used for any illegal activities, including but not limited to, copyright violations and unauthorized access to or unauthorized use of data bases.

Access to information technology resources without proper authorization, unauthorized use of College computing facilities, and intentional or negligent corruption or misuse of information technology resources shall be considered direct violations of the College's standards of conduct.

Designated College officials are authorized to make determinations on whether specific uses of the network are authorized and/or consistent with acceptable use practice.

This policy does not preclude further action resulting from the application of pertinent laws and regulations, as a consequence of unauthorized and/or illegal or otherwise unacceptable use of the College's information resources. By adopting this policy, the Board of Trustees recognizes that all members of the College are also bound by local, state and federal laws relating to copyrights, security, and other statutes regarding electronic media.

### **World Wide Web and Internet Use**

Prairie State College recognizes that the World Wide Web (WWW) is an important electronic publication medium. This policy is adopted to promote appropriate use of this medium. The WWW allows the College to promote its programs and services to prospective students, businesses and agencies, alumni, and members of the public. The College's presence on the WWW is intended to promote a positive image of the College. Prairie State College recognizes the value and potential of publishing on the Internet and encourages the development of electronically published information. The College shall maintain an official WWW home page in order to connect visitors to pertinent information.

There shall be only one officially authorized and recognized Prairie State College WWW home page located at *www.prairiestate.edu*. Any other WWW home page shall be considered as counterfeit and subject to appropriate legal sanctions by the College. The home page may include references or links to pages created and supported by campus units but not to individual home pages.

The Prairie State College WWW web site and all pages within the College's web site shall be recognized as official publications of the College, and thereby will be subject to the College's established publication policies and guidelines.

Students, faculty and staff are not allowed to create individual home pages as part of the College's home page and Website, and the College will not provide direct support for developing individual home pages. College resources shall not be used to create WWW home pages primarily used for personal, commercial, or private business, including personal, financial or commercial gain. Official college information may not be included on individual home pages.

Any recognized student organization may create its own home page. However, the organization's home page will not be part of, or linked with, the College's home page or Website. The following statement shall appear on all pages of the organization's home page:

"The views and opinions expressed in this page are strictly those of the author(s). The contents have not been reviewed or approved by Prairie State College."

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The College shall reserve the right to disable and/or remove, after appropriate review and warning, the web page links and publishing capability of college-managed servers of any person or unit which uses the Internet in violation of College policy; which conducts or promotes activities which are illegal or in violation of contractual obligations; or which negatively impacts the College or imposes excessive use of computing or network resources.

The College President shall cause standards and guidelines to be prepared for the development of the College's WWW home pages.

**Use of Electronic Mail Communication**

Electronic mail communication shall not be used to create, communicate, repeat or otherwise convey or receive any message or information which is illegal, indecent, obscene, defamatory, likely to constitute harassment of a College student or staff member or any other individual, likely to cause disruption in the College, or is otherwise inconsistent with the College's curriculum and educational mission.

Electronic mail users shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

**Consequences of Improper or Prohibited Use of Prairie State College Information Resources**

Improper or prohibited use of the College's information resources and/or nonobservance of this policy will result in disciplinary measures imposed. Criminal conduct will be referred to the appropriate law enforcement authorities.

This policy is not intended, nor should it be used, to abridge academic freedom or constitutional guarantees of free speech.

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