Mission, Core Values, and Vision

Our Mission
Prairie State College fosters collaborative relationships that empower students to achieve their education and career goals. The college embraces its diversity, nurtures life-long learning, and supports community and economic development.

Our Values
Learning
Excellence
Accessibility
Respect
Integrity

Our Vision Statement
Prairie State College will offer rigorous academic programs, meet the needs of the local workforce, cultivate the values of sustainability, and demonstrate an awareness of its responsibilities in a global society.
Academic Calendar

Spring 2019

Priority Registration* ............................................. October 22
Open Registration .................................................. October 29
Payment Due for Registration .................................. December 11
Martin Luther King, Jr. Day (College Closed) ............... January 21
Classes Begin ..................................................... January 14
Schedule Changes ............................................... January 14-15
Last Day to Declare an Audit and Last Day to Enroll (First 8-week and 16-week Classes)**/Last Day to Change Your Academic Program . January 25
Financial Aid Census (16-week and First 8-week Classes)*** .... January 26
14-week Classes Begin ........................................... January 28
Last Day to Declare an Audit/Last Day to Enroll (14-week Classes)** . February 7
12-week Classes Begin ........................................... February 8
Financial Aid Census (14-week Classes)*** ..................... February 8
Lincoln's Birthday (College Open) ................................ February 12
President's Day (College Closed) ............................... February 18
Last Day to Declare an Audit/Last Day to Enroll (12-week Classes)** . February 20
Financial Aid Census (12-week Classes)*** ..................... February 21
Last Day to Withdraw for "W" Grade (First 8-week Classes) .... February 22
Graduation Petitions Due in Enrollment Services ............. March 1
First 8-week Classes End ........................................ March 1
Spring Break (No Classes, College Open) ..................... March 11-15
Mid-term ............................................................ March 18
Second 8-week Classes Begin .................................... March 18
Last Day to Declare an Audit/Last Day to Enroll (Second 8-week Classes)** March 28
Financial Aid Census (Second 8-week Classes)*** ........... March 29
Spring Holiday (College Closed) ................................. April 19-21
Last Day to Withdraw for "W" Grade (16-week Classes) ........ April 12
Last Day to Withdraw for "W" Grade (14-week and 12-week Classes) . April 18
Last Day to Withdraw for "W" Grade (Second 8-week Classes) ... April 26
Payment Due (Summer 2019) .................................. May 7
Last Day of Classes ............................................... May 9
Final Exams ....................................................... May 10-16
End of Term ...................................................... May 17
Graduation ....................................................... May 18
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Academic Code of Conduct

Academic Code of Conduct, Summary of Policy F-25
Education at Prairie State College is a right that comes with responsibilities to the academic community. For this community to flourish, all members must create and uphold an environment supporting the free exchange of ideas and the rights of others.

Academic Code of Conduct
Faculty members define, communicate, and enforce reasonable behavior standards of behavior in classrooms, laboratories, offices, library, and other instructional areas. When a student’s behavior interferes with an effective learning climate, the student may lose the right to attend or receive course credit and may be subject to more severe disciplinary actions, including suspension or expulsion from the college.

For more information on academic dishonesty, refer to the Faculty Senate’s Statement for Students on Academic Honesty.

Violations of the Academic Code of Conduct include:

A. Academic Dishonesty: Any activities which constitute a misrepresentation of the student’s work. Some examples include:
   • Plagiarizing
   • Cheating
   • Fabricating
B. Disruptive Behavior: Any behaviors which interrupt classroom or laboratory activities. Some examples include:
- Tardiness, leaving and returning during class, or leaving class early without permission from the professor;
- Use of electronic devices;
- Personal conversations during class;
- Bringing children into the classroom, laboratory or other instructional areas;
- Abusive language or epithets directed towards others;
- Refusing to comply with the directions of the professor.

C. Unauthorized Use or Misuse of Equipment: Theft or abuse of equipment, computer software, hardware, and network resources. Some examples include:
- Unauthorized installation, use, modification, or copying of software;
- Using the network to gain unauthorized access to remote systems or disrupt the security of the network;
- Sending obscene, abusive or inappropriate messages over the network;
- Unethical, unlawful, or irresponsible use of equipment or the network; and
- Use of equipment or computers for personal or business purposes.

Probation - Academic, Financial Aid

Academic Probation/Dismissal Board Policy F-7

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

Academic Probation

The purpose of academic probation at the College is threefold:

A. To provide a procedure 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 (fall, spring or summer) 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 are to be removed at the end of the semester in which the minimum cumulative grade point average is attained. The Dean, Student Development and Campus Life, serves as resource person.
Advising

The Academic Advising Center is a one-stop shop for all advising 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 a.m. to 7 p.m. Monday through Thursday, 8 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. 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.
Transfer Advising

If you wish to transfer from Prairie State College to another college, you must follow the admissions procedure for the institution you wish to attend. No matter what transfer hopes and plans you might have, recognize that each college or university has its own unique policies, selection process, and admissions requirements. It is the responsibility of students to be familiar with transfer policies at other institutions. Visit the website or obtain a catalog and application packet from the schools you are interested in attending. The PSC Counseling and Academic Advising Center can assist you in the transfer process. Contact the Transfer Coordinator at (708) 709-3508, or talk with any of PSC’s advisors and counselors for more information. A transfer student agreement (commonly called the Compact Agreement) is established with a number of public universities in Illinois. This compact states that a transfer student who has completed an associate degree based on a baccalaureate-oriented sequence is considered to have attained junior standing and to have met lower-division general educational requirements. The Prairie State College Counseling and Academic Advising team is your connection to making a successful transfer to a four-year college or university to earn your bachelor’s degree.

Illinois Articulation Initiative (IAI) ([www.itransfer.org](http://www.itransfer.org))

Prairie State College participates in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois Transferable General Education Core Curriculum between participating institutions. Completion of the Transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate or bachelor’s degree have been satisfied. This agreement became effective statewide in the summer of 1998. It applies to students who enrolled in an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 or later. More than 100 schools, including all community colleges and all public state universities in Illinois, as well as most independent colleges and universities in the state, participate in the IAI.

IAI Course Codes
IAI has its own course numbering sequence for the Illinois Transferable General Education Core Curriculum (GECC).

Here is an example of an IAI GECC course:

S7 903D: Racial and Ethnic Relations
This code would be noted for a PSC course listed in the catalog as follows:

SOCIO 220 (IAI: S7 903D)
Race Relations: A Multicultural Perspective

The first letter in the IAI GECC code indicates the discipline field for the course. The letter S, for example, indicates Social/Behavioral Sciences. IAI letter codes and their corresponding disciplines are as follows:

General Education Core Curriculum Course Codes:
IAI: C Communication
IAI: F Fine Arts
IAI: H Humanities
IAI: HF Interdisciplinary Humanities and Fine Arts
IAI: HS Interdisciplinary Humanities/Fine Arts and Social/Behavioral Sciences
IAI: L, LP Life Sciences
IAI: M Mathematics
IAI: P, LP Physical Sciences
IAI: S Social/Behavioral Sciences

The first number after the letter indicates the sub-area of the discipline. The S7 in this example represents the Sociology sub-area of Social/Behavioral Sciences. The next numbers represent the unique content category within this subdiscipline. Letters at the end of course numbers identify specific perspectives related to the course. The D in S7 903D, for example, represents courses that examine aspects of human diversity within the United States. Other end-of-course letters include:

- N for courses designed to examine aspects of human diversity from a non-U.S./non-European perspective
- L for laboratory courses
- R for research paper courses

Codes which represent the IAI Baccalaureate Majors recommendations have two parts: a letter code that represents the field of study and a unique number that represents the course content.

Baccalaureate Major Course Codes:
IAI: AG Agriculture
IAI: BIO Biological Sciences
IAI: BUS Business
IAI: CHM Chemistry
IAI: CS Computer Science
IAI: CRJ Criminal Justice
IAI: EGL English
IAI: EGR Engineering
IAI: HST History
IAI: IND Industrial Technology
IAI: MC Mass Communication
IAI: MTH Mathematics
IAI: PHY Physics
IAI: PLS Political Science
IAI: PSY Psychology
IAI: SOC Sociology
IAI: TA Theatre Arts

Sanctions for Drug and Alcohol Use (Drug Free Schools Communities ACT) Health Risks
Prairie State College shall contribute to a healthy environment for its students, employees, and the public by fully complying with, or exceeding, the Illinois Clean Indoor Air Act of 1990.
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.

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.

**Academic Policies**

**Attendance**
Students are responsible for prompt attendance and participation in all class meetings of every course for which they are registered. You have the responsibility to contact professors in case of unavoidable absence. Make-up work will be arranged at the professors’ discretion. The specific attendance policy of each professor will be included in the course syllabus distributed on the first day of class. Students who do not regularly attend class are strongly advised to officially withdraw from the course by the designated date for the semester. Those who do not officially withdraw will be given a grade of “F” or “FW” for the course. Both grades of “F” and “FW” factor into your GPA for 0 points.
Grade Definitions
The following letter grades are used on semester grade reports and transcripts for credit courses:

- **A**—Superior work (4 grade points).
- **B**—Above average work (3 grade points).
- **C**—Average work (2 grade points).
- **D**—Inferior work (1 grade point).
- **F**—Failing work (0 grade points).
- **FW**—Failing due to unofficial withdrawal (0 grade points). Student stopped attending before the end of the semester.
- **W**—Official withdrawal. Student officially withdrew from class before the end of the 12th week of classes during the fall and spring semester (6th week in the summer semester); not counted in student’s grade point average.
- **I**—Incomplete. An “I” grade will only be given in special circumstances in which a student has completed most of the work for the course with a passing grade but was unable to complete the course due to extenuating circumstances (e.g., hospitalization, death in the family). The “I” is given only with prior arrangement and agreement of the course professor. Once an “I” is assigned, deficient work must be completed satisfactorily and the grade change processed during the following semester, excluding summer, or the grade of “I” will automatically become an “F.”
- **U**—Audit. Students may elect to audit a course (no credit, no grade points, not figured in grade point average). When auditing a course, you attend class but are not required to take examinations, write papers or complete other academic course requirements. If you enroll for credit, you may change from credit to audit through the fourth week of classes in the fall and spring semesters by filling out the proper form in the Enrollment Services Office in Room 1160. However, you may not change from audit to credit during the semester.
- **R**—Credit by Proficiency Test (no grade assigned).
- **L**—Credit by Prior Learning Experience (no grade assigned).
- **T**—Credit for transfer coursework.

Note: Students’ grades are ONLY available online through WebAdvisor, accessed via prairiestate.edu. Grades are not mailed to students. Help with WebAdvisor is available in the Student Success Center.

Withdrawals
Prairie State College adheres to a strict policy governing class withdrawal. Students are responsible for withdrawing from classes by the withdrawal deadline listed on the academic calendar. Students can drop a course by accessing WebAdvisor or by visiting the Enrollment Services Office (RM 1160). Students can drop a course on WebAdvisor on or before the end of the course refund date. After the end of the refund date, courses can only be dropped by visiting the Enrollment Service Office. Students will be assigned a grade of “W” for courses dropped after the refund date. NOTE: A course refund date is found on the table located at prairiestate.edu under tuition refunds for the respective semester. Students enrolled in the nursing, dental hygiene and surgical technology programs must receive the program coordinators written approval before withdrawing from a course. Once approval is received, students in these programs must visit the Enrollment Services Office (RM 1160) to officially withdraw. **Students in the following categories must also receive the respective advisor’s approval prior to withdrawing from a course: athletes, international students, early college high school students.** Students who request to be administratively withdrawn from a class...
after deadline are required to submit a formal, written appeal. Appeal can be accessed on-line or from the Counseling and Academic Advising Center (RM 1190). Appeals should only be submitted in the event of an extenuating circumstance. The appeal must include a written statement of explanation and supporting documentation verifying the extenuating circumstance. Appeals are reviewed on a case by case basis. Once completed, appeals must be submitted to the Counseling and Advising Center. Students will be notified of the determination two-three weeks after submitting the appeal. Students are encouraged to continue pursuit of the course until a final determination has been rendered.

Calculating Grade Point Average (GPA)
Each academic term, the college calculates two grade point averages for a student. First, your semester’s grades will be combined in the term GPA. Second, the college calculates your cumulative GPA. These calculations include only those courses numbered 100 and above and exclude developmental courses, since they do not count toward meeting degree or certificate requirements. All academic honors and decisions about academic standing are based on your cumulative GPA. A student’s cumulative GPA is calculated by using total grade points divided by total credit hours attempted.

For the purpose of your official transcript, honors at graduation, and the Dean’s and Part-Time Honors Lists, the GPA calculation will not include developmental courses. For the purposes of Illinois Veteran Grants, financial aid, and Satisfactory Academic Progress, the GPA calculation will include developmental courses.

Repeating a course and academic forgiveness also impacts GPA. See page 13 for more information.

Audit Policy
If you are not concerned with receiving college credit, you may take a course as an auditor. No letter grade is given, and you’ll receive no academic credit. Students who wish to take a course on an audit basis need to comply with the following procedure:
- Register for the course in question.
- Pay all applicable tuition and fees. (Many financial aid or veterans programs do not pay for audited courses.)
- Complete an audit request (student petition) form, available in the Enrollment Services. This procedure must be completed prior to the end of the 2nd week of classes for first and second 8-week courses, 3rd week of classes for late start courses, and 4th week of classes for full 16-week courses held during the fall and spring semesters. Senior citizen discounts can be used to audit a course.

For information on audit deadlines, call (708) 709-3516.

Never Attended
You must attend the courses you register for at PSC. If you register for a course and never attend, you run the risk of being dropped from the course(s). Course attendance is important to academic success. If you will be unable to attend any courses in which you enrolled, you must drop them. Refer to the academic calendar and the college refund table for applicable dates. All of this information is located at prairiestate.edu. Use the A-Z index where information is arranged alphabetically.
The college reserves the right to make decisions on the maximum amount of credit to be carried on the basis of your previous academic record and your obligations beyond the instructional program. Please note that the maximum course load changes during the summer sessions, which are shorter. Consult with an advisor at (708) 709-3506.

Grade Change Appeals

A student has the right to express concern about his or her grade, keeping in mind that faculty members have sole responsibility for assigning grades. The right to appeal a grade assumes a corresponding responsibility on the part of the student to act in good faith. It is the student’s responsibility to communicate any concerns with the professor throughout the semester. If there are discrepancies with respect to academic honesty, students should refer to the Senate Statement on Academic Honesty. Students may not appeal a grade for an individual assignment or examination. Only the final course grade may be appealed. Forms are due by October 1 (for spring and summer classes) and March 1 (for fall classes). If the faculty member who assigned the grade is no longer at the college, the dean may refer the student to the chair or coordinator of the appropriate department. If, at any point in time, this process or this information seems overwhelming to the student, it is recommended that students contact an Advocate that is a member of the PSC faculty or staff. Please contact the PSC faculty or staff member and ask him/her to be your advocate and guide you through this process.

Steps in the Grade Appeal Process:

Step One: The student communicates with the faculty member who issued the grade. The instructor reviews the grading policy with the student and makes sure the grade was correctly calculated. If the course grade is based on a portfolio assessment, it is recommended that the student also discuss the course grade with the department chair before proceeding to step two. If no satisfactory resolution is reached, the student may proceed to step two.

Step Two: The student downloads and completes a Grade Appeal Form, explaining why the grade is incorrect. The dean sends the completed form to the student’s instructor.

Step Three: The faculty member responds with a short written explanation of the assigned grade and returns the form to the division dean within 10 business days of receiving the grade appeal. The dean signs and dates the form, confirming that the deadline has been met.

Step Four: The dean notifies the student of the faculty member’s decision. After hearing from the dean, a student who is dissatisfied with the outcome has up to 10 business days to ask the Vice President, Academic Affairs (VPAA) to arrange the final step in the appeal process.
Step Five: The VPAA will coordinate a panel that consists of three faculty members if the above criteria have been met. The student is notified of the time of the Grade Appeal Meeting or referred to the department chair. The decision of the appeal committee is final. After hearing from the dean, if the student believes that the process was not followed as indicated, he/she may petition the President. The President will evaluate all documents, and if the President agrees that procedure was not followed, it will be referred back to the VPAA to coordinate a new panel.

Step Six: If the student disagrees with the President’s decision and can present evidence to support this, he/she may petition the Board of Trustees. At this time, the Board of Trustees will review all evidence and make their decision. The decision of the Board of Trustees is final.

Access the Final Grade Appeal Form.

Advocates
The grade appeal process can be daunting for all parties involved. It is for this reason that both the faculty member and the student may choose an advocate to help throughout the process. While the advocate is meant to assist the faculty member or student, the advocate does not represent the faculty member or student and will not be able to speak on their behalf. It is requested that the advocate be named on the Grade Appeal Form; however, if an advocate has not been chosen at the time the Grade Appeal Form is turned in, it may be left blank. Once an advocate has been determined, the VPAA needs to be notified in writing.

For the Student
To help the process go as smoothly as possible, it is recommended that you have an advocate. If the advocate is a representative of the school (while suggested but not required), he/she will be aware of the process and help you navigate it. This advocate may or may not be a representative of the school. If you choose someone who is not affiliated with Prairie State College, you will need to sign a FERPA waiver in the Office of Enrollment Services before the Grade Appeal Meeting. The school advocate will be available to look over your proposal and make any suggestions. Because the Grade Appeal Form is a formal document, you will want to ensure that it is free of grammatical errors.

When gathering materials in preparation for filling out the form, it is important to include all documents that may aid in the process. Please highlight the areas in the documents that directly relate to your request. Some examples include:

1. Syllabus
2. Emails (or other forms of communication)
3. Homework assignments
4. Assessments (quizzes, tests, etc.)
Appealing a Grade
Students may appeal their grade for the following reasons:

1. The grade is based on an error in calculation.
2. The grade assigned did not follow the grading criteria stated on the course syllabus.

The following are not legitimate reasons that warrant a change in grade:

1. The course was poorly designed or facilitated.
2. The course was too difficult.
3. This course required too much work.

In order to ensure a timely response, it is important to follow the timeline established on the Final Grade Appeal Form. If, at any point in time, the student does not adhere to the timeline, the right to a Grade Appeal may be forfeited.

After the student has followed the initial steps regarding the Grade Appeal Process (meeting and discussing with the instructor), if he/she does not like the outcome, he/she may proceed with the process. At this time, the student is responsible for organizing his/her argument in order to present it to the Panel. It is the student’s responsibility and burden to show that the final grade reported was in error. To help with this process, it is recommended that the student work with an advocate. To see more information regarding advocates visit the Grade Appeal Process Advocates web page.

Grade Appeal Meeting
It is important to note that all students have the right to appeal their grade. After the student has followed the process as outlined by the Final Grade Appeal Form, the Vice President of Academic Affairs (VPAA) will coordinate a panel of three faculty members. Students will be advised in writing (via email and letter) as well as by a phone call from an administrative assistant with the date and time of the Grade Appeal Meeting. The student must confirm the date and time. If confirmation does not occur, the student may forfeit his/her right to the meeting (which will result in not changing the final grade).

At the beginning of the meeting, the VPAA will allow all parties to introduce themselves. The following people are expected to be present: VPAA, student, faculty member of class, panel of three faculty members, advocates (for both the student and faculty member should they choose to have one) as well as an individual who is responsible for taking notes. If the student is not present and has not advised the VPAA of his/her absence, the meeting may continue on as scheduled. If the faculty member is not present and has not advised the VPAA of his/her absence, the meeting may continue on as scheduled. The VPAA will explain the outline of the meeting. After introductions, the student will be asked to present his/her appeal. After the student has completed his/her presentation, the faculty member will present. Once both parties have presented their cases (to last approximately 10 minutes each), the panel will have the opportunity to ask follow up questions. After the panel has asked all questions, each party (the student and faculty member) will have the opportunity to ask follow up questions regarding the opposing presentation. Once this has occurred, the VPAA will dismiss all but the faculty panel. The faculty panel will have two business days to discuss and make a decision. During the meeting of the faculty panel, the members will evaluate all evidence presented. A simple majority is needed.
The following are possible outcomes:

1. The panel believes, based on of everything presented, a grade change is warranted.
2. The panel believes, based on of everything presented, a grade change is not warranted.
3. The panel identifies work that can be completed in order to warrant a grade change (for example: write another paper, complete another test, etc.). If the student declines this option, a grade change will not be warranted.

The Chairperson of the faculty panel will notify the VPAA of the panel’s decision.

**Follow up**
The Vice President of Academic Affairs (VPAA) will notify all the parties of the panel’s decision in writing (via email and letter) as well as a phone call. If the student believes that procedure has not been followed, he/she may petition the President. If the President determines that procedure was not followed, he/she will refer the appeal back to the VPAA who will form a new Grade Appeal Panel (refer to Step five of the Grade Appeal Process). If the President determines that procedure was followed, the decision of the Panel stands. At this point, if the student continues to believe that procedure was not followed, he/she can petition the Board of Trustees. The Board of Trustees will evaluate all documents and if procedure was followed, the decision of the Panel will stand. If not, the Board of Trustees will refer the appeal back to the VPAA who will form a new Grade Appeal Panel (refer to Step five of the Grade Appeal Panel Process). The decision of the Board of Trustees is final.

**Probation and Dismissal**
This policy is designed to encourage academic excellence and provide assistance in improving a student’s performance if necessary. At the end of each term, if you have a cumulative grade point average of less than 2.0 (“C”) after completing nine or more credit hours, you will be placed on Academic Probation.

You may also be placed on Academic Probation or dismissed for unsatisfactory attendance, unacceptable scholarship, or unacceptable conduct as specified in the College Policies. Once you are placed on Academic Probation, you will be given the next two semesters of enrollment to raise your cumulative grade point average to at least 2.0 (“C”). Failure to do so will jeopardize your continued enrollment at PSC.

Students placed on Academic Probation will be notified through a letter from the college that explains your status and spells out assistance that is available to you to help you improve your academic performance. If you fail to earn the necessary 2.0 (“C”) cumulative GPA at the end of the probationary period, you will be subject to Academic Dismissal. Copies of the complete policies are available in the Enrollment Services Office.

Typically, students placed on Academic Dismissal will maintain this status for at least one term. However, those students whose cumulative GPA has shown significant and substantial improvement during their probationary period, or those who have already been away from their studies for at least one term, may file a written petition for readmission to the Dean, Student Development and Campus Life. Those readmitted to PSC under such circumstances return on Academic Probation and are given the next semester to reach “good standing.”
Academic Forgiveness
PSC allows students to make up for poor past academic performance on a credit-hour by credit-hour basis. After a period of five years of non-enrollment at PSC, you may use grades earned in more recent course work to obtain grade point average relief for past academic performance. You may use the academic forgiveness policy only once during your tenure at PSC. Note that while this policy provides a mechanism for deleting grades from grade point average calculations, all grades, including those forgiven, will continue to appear on your academic transcript. For details, contact an enrollment advisor at (708) 709-3506.

Course Repeat Policy
If you receive a grade less than “C,” you can retake that class in order to increase your learning and earn a higher grade. In such cases, all completed courses and earned grades will appear on your transcript; however, the later grade for a particular course will be the only one used to calculate your cumulative grade point average. If you retake a course for which you received a grade lower than a “C,” you may do so only once at the regular tuition rate. For more than one retake, you must pay tuition plus a course repeat fee. This policy only applies to courses that are not designated for multiple enrollments. Courses deemed by the state to be repeatable (such as aerobics, private music lessons) may be taken up to four times at regular tuition charges.
Adult Education, Corporate and Continuing Education Options

Adult Education Department
Through the support of state and federal grants, PSC offers several programs that are free of charge to eligible students in need of basic education. Classes are offered days, evenings, and weekends in the Adult Training and Outreach Center, as well as at other locations in the PSC district. All programs are open to those at least 16 years old who are not enrolled in public school. Based on an assessment of needs and skill levels, students are placed in the proper program.

Adult Basic Education
These classes are for students who want to improve their basic skills in reading, mathematics, and writing. Call (708) 709-7880 or (708) 709-7931 for more information.

Adult Literacy
Trained volunteer tutors are matched with students for one-on-one and/or small group reading, writing, and math instruction. Call (708) 709-3724 for more information.

English as a Second Language (ESL)
Classes offer non-English speaking adults an opportunity to develop listening, speaking, reading, and writing skills in English. This five-level program is designed to help students learn English skills for work, community participation, and education. Preparation is also offered for the U.S. Citizenship Test. Call (708) 709-7922 or (708) 709-3790 for more information.

High School Equivalency
Review classes prepare students to take the high school equivalency exam. The courses focus on the five areas of study on the exam: writing, social studies, science, language arts, reading, and math. Preparation and testing for examinations on the Illinois and federal constitution are included in the course. Students must be at a ninth grade reading level in order to qualify. Call (708) 709-7880 or (708) 709-7931 for more information.

GED® en Español
Classes offer Spanish speaking students an opportunity to complete their high school studies and receive a GED certificate which is accepted as a substitute for a high school diploma. Classes are taught in Spanish. Preparation for the Illinois and federal constitution exams in Spanish are included in the course. Call (708) 709-7922 or (708) 709-3790 for more information.

Continuing and Professional Education . . . and More
The opportunities to be trained—or entertained—continue with PSC non-credit and professional education courses. Each semester’s classes are described on our website, and in the class schedule. All these programs are coordinated through PSC’s Matteson Area Center, located at 4821 Southwick Drive, Matteson, IL 60443. The Matteson Area Center is a satellite campus and has a variety of classrooms and meeting rooms available for rent, as well as computer labs. Call (708) 709-3750 for more details.
**Non-Credit Classes**
Whether you are pursuing a hobby, trying to understand personal finances, or seeking new vocational skills, these classes are designed to meet your needs. They are offered at the Matteson Area Center, the main campus in Chicago Heights, and at other locations throughout the district. Online noncredit courses are also available at ed2go.com/mac.

**Non-Credit Vocational Certificates**
Although you will not be earning college credit, you may soon be earning more in salary. In as little as one semester, you can open the door to excellent jobs. Programs are offered in such areas as Medical Billing/Coding, Home Inspection, Real Estate, and Security Officer Training, among others.

**Kids@College**
Children can enjoy Kids@College workshops and classes throughout the summer months at PSC. Learn more at prairiestate.edu/kids.
Alerts

Stay informed! PSCAlert is the best and quickest way to learn about emergencies on campus, school closings, and other important information for students. You can get started now by visiting prairiestate.edu/PSCalert.

Athletics

PSC is a proud member of the National Junior College Athletics Association, which promotes and fosters community college athletics on intersectional and national levels.

PSC also is a member of the Illinois Skyway Collegiate Conference, which hosts athletic competitions as well co-curricular events from the fine arts and academics departments.

Men’s Sports
• Baseball
• Soccer
• Basketball
• Tennis

Women’s Sports
• Basketball
• Soccer
• Softball

For more information on PSC athletics, visit prairiestate.edu/athletics. Scores and statistics are available at skywayconference.com, illinoisjuco.com, or njcaa.org.
Business Office

For general assistance, assistance with tuition and fees, payment plans, and other student billing questions, call (708) 709-3577.

Office Location:
First floor, Room 1110, off the Atrium

Hours:
Monday and Tuesday, 8 a.m. - 6 p.m.
Wednesday, Thursday, and Friday, 8 a.m. - 4:30 p.m.
Clean Air/Smoke/Tobacco Free Environment, Summary of Policy C-11
In compliance with Illinois State Law, a policy has been adopted making PSC a 100% smoke/tobacco free campus, effective July 1, 2015. The use of tobacco products is prohibited from all college buildings, on college grounds including parking lots, and in college vehicles. Use of tobacco products in personal vehicles is permitted. To view the policy in its entirety, see Board Policy C-11.

Enforcement
PSC Police will monitor the college to ensure compliance with the Smoke-Free Campus Act (110 ILCS 64) and PSC Board Policy C-11. At the discretion of Police Officers, citations will be given as follows:
• 1st offense: $25 fine or participation in tobacco use cessation class
• 2nd offense: $25 fine
• 3rd offense and each offense thereafter: $50 fine

In compliance with the Smoke Free Illinois Act (410 ILCS 82), persons who smoke within 15 feet of any entrance or inside any building or college-owned vehicle may be fined in an amount that is $100 for a first offense and $250 for each subsequent offense.

Resources for Smoking Cessation
American Heart Association 1-800-242-8721
American Lung Association 1-800-586-4872
Quitterinyou.org
Centers for Disease Control Office of Smoking and Health 1-800-232-1311
Illinois Tobacco Quit-line 1-866-784-8937
Smokefree.gov
Tobaccofreeu.org

Copyright Infringement
If the college is contacted with a “Notice of Claimed Infringement” or other violation notice involving a student, the Dean of Student Development/Campus Life will follow the Student Discipline process per Board Policy F-16. This process may result in a variety of actions, including warning, suspension, or expulsion. For more information about this process, see the Student Discipline section of this booklet. The college will also refer any criminal conduct to the appropriate law enforcement authorities. For more details, go to prairiestate.edu, then A-Z index, then Copyright.
Degrees and Certificates

Whether you are a recent high school graduate, an adult juggling family and work responsibilities, a career-changer needing to retrain, someone in need of English-language training or a High School Equivalency certificate, or you want to take a personal interest class, we are your community college. We have the people and the programs to help you define and achieve your goals. Here are some highlights of our credit and non-credit programs.

Get Your Degree at PSC and Transfer for a Bachelor’s Degree
If a bachelor’s degree is your goal, Prairie State College is a great place to start. The combination of high-quality faculty, small classes, well-equipped facilities, and low tuition make us an excellent first choice.

Take care of general education requirements while deciding on a major. The Student Success Center, advisors and counselors, excellent professors, ease of transferring credits, and a host of other services will move you toward the undergraduate degree you want. We offer four degrees with which you can transfer as a junior and earn a Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts.

Associate in Arts (A.A.)
Choose from more than 20 majors in the arts, humanities, and social sciences, including Criminal Justice, Education, English, pre-Law, Mass Communication, and Political Science.

Associate in Science (A.S.)
We offer more than 15 majors in the sciences, including Astronomy, Biology, Chemistry, Computer Science, Geology, Engineering, Mathematics, pre-Medicine, Nursing, pre-Physical Therapy, and Physics.

Associate in Fine Arts: Art (A.F.A.)
The A.F.A. allows students to take the same sequence of studio art courses that art majors take at four-year colleges and universities. Excellent instruction and facilities help you earn the credits and develop the portfolio needed for admission to B.F.A. programs.

Career Education: Training and Retooling
Whether you are a recent high school graduate or between jobs and needing to retool for the workplace, PSC’s career programs provide what you need. Up-to-date, well-equipped facilities and experienced faculty members provide real world training for the current job market.
Degrees and Certificates - continued

Associate in Applied Science (A.A.S.)
The A.A.S. degree requires a minimum of 60 credit hours. Programs cover nearly every career field from automotive technology to information technology to the health professions.

Certificates
Short-term programs are the perfect way to gain new skills to boost your earnings and your career potential. We offer more than 60 certificates, including Accounting, CAD, Networking, Industrial Electrician, Surgical Technology, Personal Trainer, Photography, and Web Design.

Associate in General Studies: Learning for Life
The A.G.S. degree allows students to create, within certain broad requirements, their own 62-credit-hour degree program. Although this degree is good for enrichment, it is not intended for transfer or for preparation for a specific occupation. Thus most students are better served by selecting another kind of degree.
Disability Services

PSC is committed to providing reasonable accommodations for enrolled or admitted students with documented disabilities, under Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA). A variety of reasonable accommodations are available on a case-by-case basis to students with disabilities.

Email

Your Prairie State College student email account will be the official means the college will use to communicate with you. Thus it is important that you check your student@prairiestate.edu email often.

Emergency Closing Information

Here are the options to find out if Prairie State College (PSC) is closed:

- Sign up for PSC Alert at prairistate.edu/PSCAlert. Follow the instructions and choose how you wish to be notified.
- Go to the PSC home page at prairiestate.edu and look under announcements.
- Like PSC on Facebook and watch for an announcement.
- Go to www.emergencyclosings.com.
- Sign up for personalized email notification of your facility’s status at www.emergencyclosings.com.
- Tune in to WGN Radio 720, WBBM News Radio 780, TV: CBS 2, NBC 5, ABC 7, WGN 9, FOX 32, or CLTV News.

Emergency Closing Information

There is a list of service providers available at https://prairiestate.edu/student-services/emergency-community-services.aspx which lists services for those who need to seek resources quickly. It is not meant to replace the one-to-one help of a licensed counseling professional, and it is not all-inclusive. Every effort has been made to list accurate and current resources. Please report any changes to the Shannon Word, Personal Counselor at (708) 709-3511 or at sword@prairiestate.edu, so that others may benefit from updated information. If you know of additional helping agencies, please help us update this list by contacting Shannon Word as well.
Enrollment Information

A full-time student must take at least 12 credit hours during a fall or spring semester. Anything less than that is considered part-time. If you wish to enroll in more than 18 credit hours, during a fall or spring semester you must have the approval of the Dean, Student Development and Campus Life. Students attending PSC during a summer semester are considered full-time if enrolled in six or more credit hours. Contact financial aid for the number of hours which constitutes full time status during the summer semester. Students interested in enrolling for more than nine hours must receive approval from the Dean, Student Development and Campus Life.

As a student at Prairie State College, you will be classified as follows:

Freshman: Any student who has completed less than 30 credit hours of college work.
Sophomore: Any student who has completed 30 credit hours or more of college work.

Current students can register from the start of priority registration through late registration. All other students can register as of the start of open registration through late registration.

Once a course begins, students must obtain the professor’s consent in order to enroll in the course. Students must be officially enrolled for courses they are attending. Students are encouraged to view WebAdvisor to review their official course registration. Students may add or drop courses through the dates referenced on the academic calendar. An additional fee may be charged for changes made after the beginning of classes. Courses or particular sections of courses are occasionally canceled due to insufficient enrollment. In such cases, the college will make every attempt to notify you so you may enroll in another section or another course. Refunds are automatically approved for canceled classes.

Flexible Scheduling
PSC offers flexible scheduling to give students the opportunity to fit college into their busy lives. Classes are offered during the day, evening and online. Students can choose from 16-, 14-, 12- and two eight-week options, with convenient start dates throughout the semester. For a full list of courses, visit prairiestate.edu/apply-reg-pay/how-to-enroll/course-schedule/flexible-scheduling.aspx

Students who are unable to start at the beginning of the semester may take advantage of Late Start courses. These accelerated courses begin the fifth week of the semester and run for 12 rather than 16 weeks. A broad selection of such courses is available each semester.

Evening/Weekend Courses
Because many students have family and work responsibilities that make it difficult to attend class during the day, the college offers courses in the evening and on Saturday mornings.

Online Courses
A growing number of credit courses are offered online. Self-directed students with computers connected to the Internet can take advantage of these courses.
Honors Program
The Honors Program offers qualified students enhanced learning and transfer opportunities. Its benefits include smaller classes and a stimulating learning environment with guest speakers, field trips, and other enrichment activities. Honors classes are special sections of regular courses and are designated as honors on your transcript. To begin taking honors courses, a student must have college-level placement scores in Reading and English or qualifying scores on the ACT test; or 12 credit hours of college level course work and a minimum grade point average (GPA) of 3.5. Recent offerings have included courses in Astronomy, Art, Biology, Communication, English (Composition and Literature), Humanities, Philosophy, Political Science, and Psychology, but offerings vary by semester. For a list of current offerings, see the honors listing in the fall and spring schedules. For more information, contact the Honors Enrollment Advisor at (708) 709-3641.

Study Abroad
Because PSC is an active member of the Illinois Consortium for International Studies and Programs (ICISP), our students have opportunities to study abroad and experience living and studying in a different country. ICISP is a consortium of 40 community colleges and small liberal arts colleges that offers semester-long or summer study abroad programs in countries like Costa Rica, Ireland, Austria, and England. For more information call (708) 709-3643.

Online Course Registration (Online step-by-step)
http://prairiestate.edu/assets/global/admissions/webadvhelpbro.pdf

- Log in to WebAdvisor to add a course, view your billing, and review financial aid information.
- Download Online Registration using WebAdvisor brochure.
- To register for non-credit courses click on Instant Enrollment.
- Payment due or payment plan must be in place the day you register.
- Students dropped for nonpayment can re-register for courses based on course availability. An additional $25 re-enrollment fee will apply.
- No additional registration after deadline dates, see academic calendar.
- Tuition increase effective fall 2018 Visit tuition and fees for the most up-to-date information.

Placement Testing Information
Placement tests re computerized and written assessment tests that confirms your readiness to take college-level classes by determining your prior level of achievement in English, Math, and Reading. It is the policy of PSC that students pursuing transfer and all degree programs achieve minimum scores required for entry into courses above the 100 level or complete the necessary developmental coursework.

All new students entering college for the first time are required to take the placement tests and meet with an advisor prior to registering for classes. ACT or SAT scores may be used in place of the placement tests. Some restrictions apply. For more information, contact the Counseling and Academic Advising Center at (708) 709-3506 for assistance.

Students are encouraged to do their very best when taking the placement tests because the results determine whether placement in a developmental course is required, or whether you can work with your advisor to register immediately for college-level classes.
General Information

Finding the right Student Health Insurance Plan is fast and easy!

Prairie State College students taking 6-12 credit hours or more, and their dependents are eligible to purchase student health insurance. Access the brochure, enrollment forms and other information at http://www.1stagency.com/college.htm. View FAQs.

Download the brochure and mail in the enrollment application with payment by
- credit card, check, or money order, or
- Sign up online with a credit card and print a temporary ID card after enrolling.
- Once you have enrolled, you will receive a permanent ID card in the mail.

Testing Services

GED Testing
PSC is an approved Cook County GED testing site. GED testing information, instructions, and application are available at http://www.cookcountyged.org/.

Proficiency Testing
Proficiency exams are designed for students who have substantial knowledge (without college credit) in a given area. PSC students interested in pursuing college credit in lieu of taking a class at PSC can apply for proficiency testing. More information on proficiency tests available, as well as policies and procedures is online at prairiestate.edu/pdf/proficiencybook.pdf.

Proctoring Services
Proctoring services are available for students from other colleges or universities, who live in the area and wish to have an exam proctored. There is a fee associated with this offering. For more information, contact testing services at (708) 709-3558 or email mvillanueva@prairiestate.edu.

Pearson Vue
PSC is a Pearson VUE Authorized Test Center offering exams for ACSM, Cisco, CompTIA, Microsoft, Evaluation Systems, and more. For more information and registration, visit pearsonvue.com. There is a fee associated with this offering. For more information, contact testing services at (708) 709-3558 or email mvillanueva@prairiestate.edu.

HESI A2
Students interested in enrolling in the Nursing Program at PSC must first take the HESI A2 exam. The test is administered by Testing Services. Information on the exam and tips on how to study and prepare are available at http://www.nursingexamprepinfo.com/. For more information, contact testing services at (708) 709-3507 or email mvillanueva@prairiestate.edu.
Student Success Center (SSC)/Tutoring
The SSC provides academic support to students and faculty. Services include:

- Free tutoring
- Open computer lab
- Testing Services
- TRiO Student Support Services
- Writing Center

All students are welcome to use the Writing Center for help with any writing in any class. The Center is not limited to students who are struggling in their writing, but also a place for students to discuss ideas at any time during the writing process.
Graduation, Commencement Procedures

Graduation Requirements
To earn a degree or certificate, students must complete the academic requirements shown in the catalog for the year in which you entered Prairie State College. If the degree or certificate requirements are changed during your attendance, he/she may elect to satisfy either the new requirement or the ones in force when you enrolled. If there is a break in a student’s enrollment from Prairie State College for either a fall or spring semester, he/she must satisfy requirements in force at the time you re-enroll for credit courses. Students planning to receive a degree and/or certificate at PSC must request an official evaluation of their credits in the Office of Enrollment Services by completing the “Transcript Evaluation Request Form” at least one or two semesters prior to degree and/or certificate completion in order to ensure correct course selections. You must earn a 2.0 GPA to graduate.

Graduation Petition
When submitting a graduation petition, students will be asked to identify the year of the catalog from which you are graduating. Any modifications of graduation requirements must be approved by the department. A course substitution form must be completed with the program coordinator. The dean of the department also will review the document. If approved, the course substitution form will be submitted to the Office of Enrollment Services. Students must submit a graduation petition to the Enrollment Services Office by the following deadlines to be eligible for graduation:

- October 1 for December graduation
- March 1 for May graduation or August graduates participating in May ceremony
- July 1 for August graduation

December, May and August candidates may choose to participate in the annual May Commencement ceremony (see Commencement Ceremony).

Graduation Petition Instructions:
Obtain the Graduation Petition form in the Enrollment Services Office. Complete the form, carefully printing your full name as you want it to appear on your diploma. Pay the appropriate fee in the Business Office (staff member in Business Office must sign the bottom of the form). Graduation fee is $20 per degree and/or certificate. Petitions received after the posted deadlines are charged an additional $20.

After payment, return form to Enrollment Services Office. The staff will sign the form and give you a copy of the petition. In approximately 2 to 3 weeks, you will receive an eligibility notice in the mail, along with additional information regarding the awarding of your degree and/or certificate.

Commencement Ceremony
A Commencement (graduation) ceremony is held once a year, at the end of the spring semester in May. Graduates from the previous fall, current spring, and upcoming summer terms are invited to participate. Please note: This is the only ceremony held all year, though you may be certified as a graduate at the end of any semester of the academic year.
The deadline to apply for the ceremony is March 1 for spring and summer graduates. Previous fall graduates are automatically notified via mail at the end of March regarding participation in the ceremony. For each degree application, a fee of $20 will be charged upon petitioning for graduation (this includes the cost of a degree diploma); there is no additional fee to participate in the ceremony. **Attention Student Veterans:** If you wish to participate in the Veterans Stole Ceremony, you must contact the Student Veterans Center Coordinator at (708) 709-3567.

For more information regarding commencement, visit prairiestate.edu or call (708) 709-3910.
Pioneer Café

The college offers hot and cold food choices in the Pioneer Café. For daily menus, click here
https://prairiestate.edu/student-services/pioneer-cafe.aspx

PSC Foundation

The PSC Foundation is a non-profit organization committed to excellence in education by promoting PSC and enhancing opportunities for students.

PSC Foundation Scholarships
The PSC Foundation awards more than $75,000 in scholarships annually to students who are not fully funded through any other source.

How to Apply
Register for classes: Foundation awards are not “first money” to hold a class. Foundation scholarships are for partial costs, pending available funds. Sign up and complete the PSC Foundation scholarship application online: Apply Now
Right to Know

Non-Discrimination Statement
Prairie State College does not discriminate on the basis of race, religion, color, age, gender, disability, ancestry, marital status, military discharge status, national origin, veteran status, sex, sexual orientation, or other non-merit factors in its educational programs, activities, or employment policies in conformance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Illinois Preventing Sexual Violence in Higher Education Act, and relevant sections of the Illinois Human Rights Act. The college’s Title IX Coordinator oversees compliance with all aspects of the sexual discrimination, harassment and misconduct policy. Anyone (including third parties) wishing to make a report relating to sex/gender-based discrimination or harassment may do so by reporting the concern to the Title IX Coordinator: Tiffany Brewer, Manager, Compliance and Effectiveness, Room 2143, (708) 709-3653.

To view the college’s full Sexual Discrimination, Harassment, and Misconduct Policy and Procedures, visit prairiestate.edu/assets/global/pdf/sexdiscmharabooklet.pdf.

Gainful Employment
The U.S. Department of Education requires schools with financial aid eligible programs that prepare students for gainful employment in a recognized occupation to disclose certain information about these programs. We hope that this information is helpful to prospective students as they make their career and educational choices. For more information, contact Grace McGinnis, Director of Financial Aid at (708) 709-3519 or gmcginnis@prairiestate.edu Please visit prairiestate.edu/ge for more information.

FERPA

What is FERPA?
FERPA is The Family Educational Rights and Privacy Act of 1974, as amended in 1976, which sets forth requirements designed to protect the privacy of student education records.

Who is protected under FERPA?
Current or formerly enrolled students are protected under FERPA. Students who have applied but have not attended are not protected.

What are education records under FERPA?
Education records are:
- Directly related to the student, and
- Maintained by the College or a party acting for Prairie State College
- Education records can be any media: Print material, computerized data in the student records database, faxes, microfilm/microfiche, film/video, email, or web pages.

Education records are not:
- Sole possession records (faculty, staff or administrator notes written for their own personal use; not shared or made accessible to others)
- Law enforcement records
- Employment records, except for students who are employed as a result of their status as a student
- Medical records
Alumni records
Career planning and placement records
Financial information submitted by students’ parents
Confidential letters/recommendations
Education records containing information about more than one student

Students have two types of records:
- Directory (commonly considered public & information)
- Non-Directory (individual education records)

What rights are given to students under FERPA?
- Right to inspect and review their education records
  - Requests to review educational records must be made in writing to the Office of Enrollment Services. The student will be notified of the time and place where the records may be inspected.
- Right to request to amend their education records
  - Requests to amend an educational record must be made in writing to the school official in possession of the record, clearly identifying the part of the record in question and the reason for the amendment. If an amendment is not granted, the college will notify the student in writing of the decision and the student’s right to a hearing regarding the request.
- Right to consent to disclosures of non-directory information, except to the extent that FERPA authorizes disclosures without consent
- Right to file a complaint with the US Department of Education concerning alleged failures by Prairie State College to comply with the requirements of FERPA

When can education records be disclosed?
The student must give written consent for the disclosure of non-directory information from education records. The consent must include (a) description of the education record to be released, (b) the person to whom the records should be released, and (c) state the purpose of the disclosure. This request should be delivered to the Office of Enrollment Services, Room 1160.

To whom can non-directory information in education records be disclosed without a student’s consent?
- To the student
- To College employees who have a legitimate educational interest
- To agents acting on behalf of the College
- To anyone who is providing financial aid to the student (not the parent)
- To organizations conducting studies for or on behalf of educational institutions
- To accrediting organizations
- To comply with a judicial order or subpoena to comply with the US Patriot Act (i.e. ex parte orders, subpoena and court orders, health and safety emergencies, etc.)
- In a health or safety emergency
- To an alleged victim of a crime of violence of the results of a disciplinary hearing regarding the alleged perpetrator of the crime
- To anyone requesting the final results of a disciplinary hearing regarding a crime of violence on non-forcible sex offense
- To military recruiters who request “Student Recruiting Information”
• To federal, state, and local authorities involving an audit or evaluation of compliance with education programs
• To the Bureau of Citizenship & Immigration Services for the purposes of the Student and Exchange Visitor Information System
• To the Internal Revenue Service to comply with the Taxpayer Relief Act of 1997
• Parent of a dependent student as defined by the IRS
• Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

In most cases, a copy of the disclosure may be furnished upon request.

A health and safety exception permits the disclosure from the student’s record in case of an immediate threat to the health or safety of the student or other individuals. Additionally, the college may disclose information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

**What is 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, weight and height of members of athletic teams, participation in officially recognized College activities, current enrollment status, dates of attendance, and degrees and awards received.

**How can students limit disclosure of directory information?**
Currently enrolled students may withhold directory information by notifying the Office of Enrollment Services in writing within two weeks after the first day of classes for the semester.

However, doing so will make this important information unavailable to all, including prospective employers, honor societies and government and licensing agencies.

**How can students access their records?**
Students have the right to access their records by providing a signed, written request to the Director of Enrollment Services, Room 1163. Copies, with the exception of transcripts from other schools, may be obtained upon request. A fee may be assessed for copying the education records.

**How can students request that their education records be released to a specific person (i.e., to a parent or spouse)?**
Students should go to the Office of Enrollment Services, Room 1160, to sign a Release of Confidentiality.

**How can students request that their records be amended?**
Students have the right to request that their records be amended if they believe the content is inaccurate, misleading, or in violation of their privacy rights. Students should write the Director of Enrollment Services, clearly identify the part of the education record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the student has a right to a formal hearing on the matter.
Please Note: The right to challenge a grade does not apply under FERPA unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

For more information on the privacy of student education records, contact the Director of Enrollment Services, Room 1163 or call (708) 709-3513.

Where can I file a complaint for alleged failures by PSC to comply with FERPA?

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

Web address: www.ed.gov/offices/OM/fpcos/
Sexual Harassment Information

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.
Social Code of Conduct

The college maintains the authority to impose sanctions for behaviors that violate the Student Code of Conduct through the office of the Vice President of Student Affairs and Institutional Effectiveness/Dean of Students and through the Dean of Student Development and Campus Life.

The college’s interest in behavior is separate from that of the civil or criminal authorities. It has the right and responsibility to exercise its jurisdiction and take action as is appropriate to protect its interest. The college may report a discipline matter to civil or criminal authorities whenever appropriate.

While PSC is dedicated to an open campus community, there are actions inappropriate in an institution of higher learning. The following pages will outline policies and procedures designed to further the college’s educational mission and to assist students in the pursuit of knowledge and personal development.

Copies of the complete Board policies are available in the Office of the Vice President, Student Affairs and Institutional Effectiveness/Dean of Students and on the college website. Go to prairiestate.edu, then A-Z index, then Board Policies.

Expectations of Student Conduct

Students Rights and Responsibilities, Summary of Policy F-12
Prairie State College supports student rights of free inquiry, expression, association, peaceful assembly, redress of grievances, and due process. PSC also protects an atmosphere of orderly behavior, 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 follow college regulations and the standards of behavior necessary at an educational institution.

Student Conduct, Summary of Policy F-15

- Persons attending or visiting the college must conduct themselves in a manner compatible with an educational institution.

- Children are not to accompany students to classes or to be left unattended on the campus or at any college event.

- Food, beverages, sleeping, card-playing, playing music devices, disruptive activity, misuse of furniture or other property, and/or inappropriate interpersonal conduct in a public area are not permitted in the Atrium or other designated areas.
• The college is a “Clean Air/Smoke-Free” environment.

• The college operates according to the Safe and Drug-Free Schools and Community Act of 1994, thus prohibiting criminal activities occurring within the boundaries of the college campus.

• 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:
  o Obstruction of College Business and Activities
  o Abuse/Assault/Harassment
  o Destruction of College Property
  o Theft
  o Conduct/Behavior
  o False Information
  o Unauthorized Use and Entry of College Facilities
  o Computer Information
  o Unauthorized Use or Possession of Keys
  o Alcoholic Beverages, Illicit Drugs, and Controlled Substances
  o Weapons on Campus. See Board Policy C-8 and C-8.1 for more details
  o Fire Safety
  o Bribery
  o Rights of Others
  o College Policies and Regulations
  o Failure to Comply with College Officials
  o Motor Vehicles
  o Obligations or Debts
  o Distribution of Unauthorized Materials
  o Hazing
  o Gambling
  o Electronic Devices

A student hosting a guest on campus is responsible for the conduct of his/her guest. A violation of the Student Code of Conduct by the guest becomes the violation of the student and as a result will be subject to the Student Judicial Process.

Possession of Weapons, Summary of Policy C-8
No employee, student, or visitor shall possess, any dangerous or deadly weapon as enumerated in Section 24-1 of Chapter 38 of the Illinois Criminal Code on the PSC campus or in any other location during college-sponsored activities. This prohibition shall extend to carrying such weapon(s) about the person, in any vehicle, or in any storage place on the campus. A violation of this policy by an employee or student warrants disciplinary action up to and including dismissal or expulsion. Any violator of this policy may be subject to being reported promptly to appropriate authorities.
Firearm Concealed Carry, Summary of Policy C-8.1

The Illinois General Assembly has adopted Public Act 98-0063, “The Firearm Concealed Carry Act” (the “Act”), 430 ILCS 66. Subject to the overall supervision and regulation of the Illinois State Police, the Act authorizes qualified individuals to carry a concealed firearm. Reaffirmation of Prohibition Except as provided elsewhere in this Policy, no individual shall possess, carry, or have control of a firearm either on his or her person, or in his or her vehicle, on any property owned, leased, or otherwise controlled by the college. This prohibition includes the college’s main campus in Chicago Heights, as well as the Matteson Area Center in Matteson. This prohibition includes the following areas:

A. Any building or portion of a building under the college’s control.
B. Anywhere on the college’s grounds.
C. Anywhere on the college’s parking areas, sidewalks, and common areas.
D. Any property on campus where the college grants permission for a public gathering, such as Jazz Concerts and meetings held on campus.

There are special regulations for licensees. See Board Policy C-8.1 in its entirety for details.

Sexual Harassment, Summary of Policy C-9

Prairie State College protects the right of all employees and students to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is unacceptable conduct 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 are sexual harassment.

Use of Information Resources Including World Wide Web and Internet, Summary of Policy C-21

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 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.

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.
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.
Student Complaint Procedure

Purpose
The purpose of this procedure is to explain the appropriate use of the student complaint form and the process that is used to resolve student complaints. The college provides the right to a fair hearing for each student complaint arising during his/her enrollment as a student at Prairie State College (PSC).

The Student Complaint Form is designed to address complaints regarding any department or service including, but not limited to:

- Dissatisfaction expressed by a student because he/she believes that a policy, procedure or practice has occurred that adversely affects the student
- Allegations of discrimination by reason of race, sex, national origin, disability, religion or other areas covered by federal or state laws, guidelines and regulations, and college policies and procedures
- Sexual harassment

PSC provides a board policy regarding Grade Appeals, which is a separate procedure. Grade Appeals are not considered complaints and are not addressed by this procedure. Students seeking a grade appeal or needing to discuss academic issues should see the appropriate dean for resolution. The academic deans will determine whether a student issue needs to be addressed through the student complaint process.

Complaint Procedure
When possible and as circumstances allow, students should make every effort to resolve complaints by working informally with the person(s) whose actions or inactions have caused the dissatisfaction, or that person’s department supervisor.

It is recommended that, when possible and as circumstances allow, a student first makes an informal or verbal complaint to the institutional officer who is responsible for the area to which the complaint is directed. If, however, an informal complaint is not satisfactorily resolved or if not addressed at all, a student may submit a formal written complaint through the dean, student development and campus life.

A formal written Student Complaint Form is available at the Counseling and Academic Advising Center (CAAC), or may be printed from the website at prairiestate.edu, by clicking on the Current Students tab. The written Student Complaint must be submitted to the CAAC, to be recorded in the receipt database. A copy will be provided to the student upon receipt.

A written complaint filed with the CAAC must contain the following information (see the form attached to this policy):

a. Student name and student ID number;
b. Description and date of the problem or concern;
c. Names of persons, department or policy responsible for the complaint (if known);
d. Description of any actions taken informally to resolve the problem or concern;
e. Recommendation as to what could be possible resolution(s) of the complaint; and
f. Signature and date of the student filing the complaint.
**Timeframe**
Any student who believes that his/her rights as a student have been infringed upon should initiate a written Student Complaint with the CAAC within fifteen (15) working days of the incident, unless extenuating circumstances necessitate additional time.

The student filing the complaint will be informed of the action taken or progress accomplished within fifteen (15) working days of the filing date of the complaint, unless extenuating circumstances necessitate additional time. Moreover, the student shall be informed, along with the nature of the extenuating circumstance, if more than fifteen (15) days is required.

**Formal Office of Counseling and Academic Advising Center (CAAC) Complaint Process.**
The process that is followed by the CAAC in responding to a student complaint has six steps:

**Step #1:** The student completes the “Written Student Complaint Form,” which is included with this procedure, and submits the written complaint to the CAAC.

The CAAC representative will immediately:
- a. Return a signed and dated copy of the complaint to the student;
- b. Record receipt of the complaint in an automated database, noting all appropriate details; and
- c. Submit the original written complaint to the dean, student development and campus life.

**Step #2:** The dean, student development and campus life will:
- a. Create a folder in the electronic complaint log;
- b. Respond to the student in writing at the student’s PSC e-mail address to acknowledge the complaint has been received and logged;
- c. Collect all pertinent information; and
- d. Direct the complaint to the institutional officer who is responsible for the area in which the complaint is made and convene all parties involved, as appropriate. An “institutional officer” may be anyone in the position of director or above at any PSC campus or site.

**Step #3:** The institutional officer to whom the student complaint has been referred is expected to respond within 10 working days to the dean, student development and campus life regarding the recommended action or explanation as appropriate.

**Step #4:** The dean, student development and campus life will:
- a. Collect copies of all communication and other supporting documents for inclusion in the complaint file;
- b. Document any other external actions initiated by the student to resolve the complaint, if known to PSC (e.g. lawsuit, EEOC investigation, etc.);
- c. Document in the electronic file all steps taken to resolve the complaint; and
- d. Present the recommended resolution of the complaint to the vice president, student affairs for review and approval.
Step #5: The dean, student development and campus life informs the student, again at the student’s PSC email address, of the recommended resolution, action or explanation regarding the formal written complaint.

Step #6: If the complaint is not resolved to the student’s satisfaction, the student may first follow the Grievance Procedures, which are published on the college website, to appeal the decision. Any student who has completed the full complaint resolution process, but believes that the complaint has not been satisfactorily resolved, has the right to contact The Higher Learning Commission of the North Central Association at www.ncahlc.org and/or the higher education regulatory agency in his or her home state. Illinois residents may contact the Illinois Board of Higher Education at www.ibje.state.il.us. Indiana residents may contact the Indiana Board of Proprietary Education at www.in.go/bpe.

Retaliation
Any retaliatory action taken by a member of PSC (student or employee) against any student or employee of the college as a result of a student seeking a resolution of a written complaint under this policy, or cooperating in an investigation, is prohibited and shall be regarded as a separate and distinct matter under these procedures.

Student Complaint Log
The information in the electronic log of student complaints, which is maintained by the CAAC, includes the following confidential information on each complaint:

1. Date the complaint was submitted;
2. Nature of the complaint;
3. Steps taken to resolve the complaint, and all documentation associated with those steps;
4. Date and the final resolution, action or explanation regarding the complaint, including referral to outside agencies; and
5. Any other external actions initiated by the student to resolve the complaint, if known by PSC (e.g. lawsuit, EEOC investigation, etc.)
6. Any actions taken by PSC to improve/change policies, procedures or practices based on the resolution of the complaint

Information on all student complaints may be made available for outside review by the Department of Education, the Higher Learning Commission and any other official legally entitled to such review; however, steps will be taken to insure the anonymity of any student who files a complaint.

The purpose of an outside review can include, but is limited to:

1. Establish that PSC processes complaints in a timely manner;
2. Demonstrate fairness and attention to student concerns; and
3. Identify any pattern in the complaints that suggests problems with institutional quality.
Student Recognition

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.

Dean’s List
At the end of each term, those students whose term GPA is 3.5 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 3.0, and are “in good standing” at the College are listed on that term’s Dean’s 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.

Part-Time Honors List
To be eligible for this recognition, a part-time student must be in “good standing” and have

1. completed a minimum of six credit hours in the semester;
2. earned a semester GPA of 3.75 or better;
3. maintained a cumulative GPA of 3.5 (“B+”) or better; and
4. completed a minimum of twelve (12) credit hours at PSC (excluding courses transferred in to PSC).

Honor Societies

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) 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.

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.
Graduation with Honors
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.

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, Student Affairs and Institutional Effectiveness, Vice President, Academic Affairs and Dean, Student Development and Campus Life serve as resource persons for this honor.

Academic Dismissal
Students who have been placed on academic probation for two (2) terms of enrollment and have not been able to recover their academic good standing shall be subject to academic dismissal for a minimal period of one (1) term (fall, spring, or summer). 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 subjected to Academic Dismissal. Probationary students who, at the end of the two (2) terms of 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.

Dropping a Course
If you decide to stop attending a course you are required to fill out an Add/Drop form to officially withdraw from the course. Students can visit the Enrollment Services Office, Room 1160, to withdraw from courses. Students can also withdraw from courses via WebAdvisor prior the start date of the course. After a course has begun, withdrawals must be completed on campus. Withdrawals cannot be accepted by phone. Please contact the Registrar at (708) 709-3516 for additional assistance. Please note: Students who do not officially withdraw from courses will be assigned the grade of “FW.” If applicable fees are incurred as a result of the drop, the student is responsible for payment.

Cancellations
The college may change course offerings during the registration period. Occasionally a course is canceled if there are not enough students enrolled. If this happens, the college will do everything possible to notify students before the first class meeting. You will have the option of registering for another course or receiving a refund.
To help you broaden your college experience beyond the classroom, Prairie State College offers a variety of activities, clubs, sports, and other co- and extra-curricular activities.

Student Organizations

Student Leadership Center
Located in room 1260, the Student Leadership Center offers a variety of services to student organizations. These include use of club mailboxes, meeting space, and organizational resources. Approval is provided for facility use, bulletin board posting, expenditures, and vendor contracts. Advice or assistance is available in the areas of program planning and budget planning. In addition, the Student Leadership Center provides assistance to students starting new student organizations.

For more information, please contact Helen Manley, Coordinator, Student Life at hmanley@prairiestate.edu.
Student Services

Student success is a priority at PSC, and we have many services intended to support students in their educational and personal pursuits. We understand that every student is different, and offer a variety of services intended to meet individual student needs.

Among the many student services we offer are:

**Academic Advising Center**
Services include:
- Pre-enrollment advising
- Academic advising
- 

**Counseling**
- Personal counseling
- Transfer advising

**Enrollment Services**

**Financial Aid**

**Information Technology Resources**
- Help Desk

**Learning Achievement Center**
Services include:
- Computer lab
- Quiet study area
- Textbook, laptop, and calculator loans

The LAC also functions as the central location for Male Success Initiative (MSI) activities.
Library

The PSC Library connects students to credible, free, and fast information. The library offers space for quiet studying, technology equipped rooms for group study, printer/scanner/copy machines, and a computer lab. The library provides students with online, audiovisual, and print resources to meet their educational, recreational, and lifelong learning goals.

Student Career Development Center

Services include:
- Career counseling
- College Central Network
- Job fairs
- One-on-one consultation
- Day and evening workshops

First Year Experience

First-Year Experience (FYE) is a program designed to support first time college students as they transition into college. First Year Students work closely with FYE advisors to explain and explore college and career interest, as well as assist students with the class registration process, campus technology, and how do I succeed questions. Students who participate in First Year Experience programs are more informed about academic and extra-curricular opportunities available on campus as well as personal support programs also available on campus. FYE students strengthen their knowledge about the financial aid process as well as other aspects of financial literacy. Our goal is for new students to successfully transition into college.
Fitness Center
The Prairie State College Fitness Center, located in the Tech Wing on the west side of the Main Building, is open to students, staff, and the community. For just a fraction of the price of many other health clubs, PSC’s fitness center offers free weights, treadmills, elliptical trainers, standing weight machines, stair climbers, stationary bikes, and more! Individual fitness levels are assessed by our well trained, friendly staff, and a personalized program is designed to help you achieve fitness-related goals.
Campus Safety
Campus safety and security is coordinated by the Prairie State College Police Department. The department is located in Room 1100 of the main campus building. Satellite offices are also located in the Health Tech building and the Adult Training and Outreach Center of the College (ATOC). Police Department Officers are empowered by the college (as provided by 110 Illinois Compiled Statues 805/3-42.1) to enforce both criminal laws and college regulations. The main College campus and its satellite facility are located in areas with highly trained fire departments, equipped to handle any emergency. The department operates in cooperation with other municipal, county, state, and federal law enforcement agencies. The Department operates 24 hours a day, seven days a week. All full-time Police Department Officers have completed state approved training as provided by the Illinois Private Security Act of 1993. All police officers completed the training required by the State of Illinois. For more information about the department, contact Chief George Pfotenhauer at (708) 709-7834.

Campus Police Services
The mission of the Prairie State College (PSC) Police Department is to provide a safe and secure environment on our properties. PSC is concerned about the safety and well-being of all staff, faculty, students, and visitors. Since crime has the potential to occur on any college campus, the college advocates that the members of our college community exert personal responsibility in an effort to keep themselves aware of their surroundings. The PSC Police Department is dedicated to the prevention of crime, fire, and injuries. Crime prevention and awareness information is made available to educate our college community so that we may all act proactively in the prevention of campus crime. The PSC Police Department performs all duties in a professional manner with pride, integrity, and compassion and will serve all without prejudice and uphold the Constitutional Rights of people we encounter, as well as enforcing all laws of the State of Illinois and the United States of America. (Statistics of incidences at PSC).

Parking Policies
http://prairiestate.edu/assets/global/security/parkingbooklet.pdf
Student Identification Cards: The Welcome Center issues identification cards to all students, faculty, and staff. There is no charge for the first card and replacement cards are available for $5. The identification card must be carried at all times and is to be surrendered on demand to any college official.

Free Parking: Parking at Prairie State College is complimentary. However, all vehicles parked on campus property are expected to register with the ID Center. A parking permit/sticker will be issued for each registered vehicle and must be displayed while parked in parking Lot A. Lot D is designated for visitor and Conference Center parking. Lot B is for designated college officials parking permit/sticker or a valid faculty/staff parking permit/sticker. Student parking is not authorized.

Parking Enforcement Responsibilities: Vehicle code violations, as well as handicapped and fire lane violations, will be enforced by the Prairie State College (PSC) Police Department (PSCPD) and/or the Chicago Heights Police Department (CHPD). Citations issued by CHPD will be handled in accordance with their authority, policies, and procedures. Violations of PSC parking regulations will be processed by the PSCPD. If a vehicle is left unattended or abandoned on PSC property, it will be towed. Towing procedure and location can be found on signs in the college parking lots. The cost of retrieving the vehicle from the towing company is the responsibility of the vehicle owner.
Parking Registration: All vehicles parked in Lot A, Lot B, and the Children’s Learning Center are required to display the proper and valid PSC parking permit/sticker for that lot. Green and Short Term Parking are in the designated spaces of the circle drive, east of the main entrance. Several spaces are marked with signs for Green Parking and four spaces are marked for Short Term Parking. Short Term Parking is provided for a maximum of one hour in the designated spaces of the circle drive east of the campus main entrance. Visitor parking is available in Lot A, front row, east and west side. Students are not authorized to park in visitor parking. Permits may be issued to specific individuals and are not transferable. Permit holders are responsible for compliance with all parking regulations and any fines assessed. Parking Lot C, Lot D, and Lot E, (north of Vollmer Road), are open lots and parking without a permit is authorized except in designated spaces.

How to Obtain a Permit: Parking permit/stickers do not expire and are good for as long as a student attends PSC. Permits are not transferable. Permits are obtained through the Welcome Center. There is no fee for the first sticker. Replacement stickers and additional vehicle stickers are $5 each. Fees must first be paid at the Business Office, room 1110. To register a vehicle students must have the license plate number. Permits are to be placed on the lower left-hand side of the back windshield. If the vehicle has tinted windows, please place parking permit in the front window on the left-hand side.

A valid vehicle registration is required for Green Parking. To be eligible for a Green Sticker, the student’s vehicle must be on the Electric Vehicle or Low Emissions Vehicle list. The list is available at prairiestate.edu/sustainability.

Permit Types:
Students are allowed to park in the yellow-lined spaces in Lot A. White-lined spaces are for Faculty/Staff only. Students, Faculty/Staff and visitors may park in Lot C, Lot D, and Lot E with or without parking permit/stickers.

VIP: VIP permits are issued with the approval of the President’s Office. A VIP permit is permanent and no renewal is required. A vehicle displaying a VIP permit is authorized to park in designated VIP parking spaces and all reserved places, including Faculty/Staff parking, but excluding places designated as handicapped or fire lanes.

Handicapped: Handicapped placards/license plates are issued by the Illinois Secretary of State and must be displayed to park in designated handicapped places. PSC does not issue temporary permits for handicapped parking. Visit cyberdriveillinois.com for more information.

Electronic Vehicle (EV) Charging Stations: EV stations are located in Lot B at the north end of the lot against the main building.

Parking Citations
PSCPD officers are authorized to issue parking citations for the violations listed in the Violation and Fines section below. Officers may issue warnings as appropriate. A three-part citation will be issued. Part 1 will be left on the violator’s vehicle, Part 2 goes to the PSCPD, and Part 3 to a suspense file.
Violations and fines: A monetary fine will be assessed for the following violations:

- Improper permit for lot in which vehicle is parked
- No PSC permit in Lot A
- Blocking driveway/intersection/lane
- Violation of signs
- Parking outside yellow/white lines
- Unauthorized parking in loading service area
- Parking overnight without a permit
- Parking on grass/sidewalks/trails
- Parking in visitor lot without temporary visitor permit
- Parking in a handicapped space not displaying a placard or license plate will result in a $250 fine.

Payment of fines: Violators will have 10 calendar days from the date the violation is issued to pay the fine at the Business Office, room 1110. A $5 late penalty will be added for late payments. Failure to pay a fine will result in a hold being placed on student records/registration until the fine is paid. Part 1 of the citation may be mailed by the violator in the envelope provided to the Business Office along with the appropriate payment. The Business Office will mark Part 1 as paid and forward it to PSCPD. Violators who lose the original citation may request a copy in writing using the ticket tracking form. Do not mail an appeal form in the payment envelope. Do not mail cash. Unpaid violations for students will be referred to the Business Office to be added to the student’s account.

Forgiving and Voiding Citations: A violation may be forgiven by the President or any Vice President by notifying the PSCPD Chief in writing. Forgiven citations are considered voided by the person notifying the Chief of Police. The Chief of Police may void a citation only when a clear administrative error has been made on the part of the issuing officer. The issuing officer must return all three parts of the citation with a written explanation of the voiding of the citation. The voiding process will not be used as an appeal process. The Chief of Police is not authorized to void citations not found to be an administrative error. The Chief will refer all other citations to the Appeals Committee. Each citation will be numbered and accounted for by PSCPD.

Parking Appeals: A parking violation may be appealed by forwarding a written appeal to the PSC Parking Appeals Committee. Appeal forms are available at the PSCPD office, in The Welcome Center, and online. The appeal will be reviewed by the Appeals Committee. The committee can either declare no violation or sustain the violation. If the violation is sustained, the violator will have 10 days from the date of notification to pay the fine. The $5 late penalty will not be assessed if: the appeal is received within 10 days; the violation is sustained and the fine is paid in 10 days; or the violation is dismissed. If the committee declares no violation, the citation is considered dismissed.
Transcripts
Prairie State College has retained Credentials Inc. to accept transcript orders over the Internet. (Please note: A $7 transaction fee applies.) Visit prairiestate.edu/apply-reg-pay/how-to-enroll/contact-us/transcripts.aspx for more.

TRiO
Tuition and Fees
Tuition Per Credit Hour Fall 2018

In-District Residents and Companies
$143.50 tuition + $30.50 fee = $174 per credit hour

Out-of-District Residents
$358.75 tuition + $30.50 fee = $389.25 per credit hour

Out-of-State/International Students
$430.50 tuition + $30.50 fee = $461.00 per credit hour

Tuition Rates and Fees* Effective Fall 2018
Passed by the Board of Trustees on March 27, 2018 (subject to change without notice)

Fees

<table>
<thead>
<tr>
<th>General</th>
<th>General Credit hour fees (detail): $30.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Fee</td>
<td>Athletic Fee (ATHFE) $4.00 ($3.50 per credit hour; $.50 Illinois Skyway Collegiate Conference): This fee is allocated to support PSC athletic programs and facilities.</td>
</tr>
<tr>
<td>Educational Fund Fee</td>
<td>Educational Fund Fee (EDUFE) $2.00 per credit hour: This fee is allocated to support our education fund which is for costs directly related to student educational programs.</td>
</tr>
<tr>
<td>Extracurricular Fee</td>
<td>Extracurricular Fee (EXCFE) $.25 per credit hour: This fee is allocated to support extra activities, like student government.</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>Technology Fee (TECFE) $15.00 per credit hour: This fee is allocated to support the technology systems and upgrades for technology services and equipment.</td>
</tr>
<tr>
<td>Student Activity/Service Fee</td>
<td>Student Activity/Service Fee (STDFE) $.25 per credit hour: This fee is allocated to support student organizations.</td>
</tr>
<tr>
<td>Infrastructure Fee</td>
<td>Infrastructure Fee (INFFE) $9.00 per credit hour: This fee is allocated to support the cost of maintaining buildings, parking lots, and grounds.</td>
</tr>
<tr>
<td>Allied Health Surcharge</td>
<td>There is a $75 per credit hour surcharge for Nursing, Dental Hygiene, and Surgical Technology classes.</td>
</tr>
</tbody>
</table>
Special Tuition Discounts
Note: For all tuition discounts, a $10 registration fee applies.

| Tuition for Senior Citizens | Senior citizens (65 years of age or older) who reside in Illinois Community College District 515 are permitted to enroll in any credit course (on a graded basis only) offered at PSC at no charge for tuition. However, if you wish to audit a course, full tuition payment is required. Payment will be required for any necessary books, laboratory fees, or materials used in classes. You must present proof of age at the Enrollment Services Office. For more information, Contact Enrollment Services at (708) 709-3516. |
| Tuition for Employees of In-District Companies | If you are employed on a full-time basis by an in-district employer but live outside of our district, you may attend PSC at the lower in-district tuition rates. A signed affidavit from your employer is required. Contact Enrollment Services at (708) 709-3516 for more information. |
| Tuition for Veterans | If you do not qualify for VA benefits and are within 3 years of leaving the military, pay in-district tuition and fees. Click here to view information for VA Benefits |
Payment Options for Credit Courses
Registration is not final and enrollment is not guaranteed in any course until all costs have been paid in full. You are held responsible for payment unless you drop courses in the Enrollment Services Office by the dates listed on the Refund Table.

Payment for tuition and fees are accepted in the Business Office. Payment options include:

1. **Cash** - In person only.
2. **Personal check** - Make checks payable to Prairie State College. Driver’s license or State ID required for all checks.
3. **Visa, Discover, or MasterCard**
4. **Debit Card**
5. **Tuition Payment Plan**
6. **Partial payments**

PSC utilizes the services of [Nelnet](#) for payment plans. The non-refundable charge for setting up the plan is $30 and is processed separately. If a down payment is required, it is processed immediately.

**What if my Financial Aid does not arrived by the semester’s payment due date?**
If you have applied for financial aid and have not received your award letter by the payment due date for the semester, here are your options:

1. Go to the Financial Aid Office and complete a “Request to Hold Classes” form.
2. Set up a payment plan and pay the down payment and the non-refundable set up fee. If you subsequently receive financial aid, and you have a credit on your account after tuition and fees are paid, you will receive a refund.
3. Pay tuition and fees in full. If you subsequently receive financial aid, you may receive a credit.

Payment Options for Non-Credit Courses
Payment is due at the time of registration. This includes in person, by mail, and online through Instant Enrollment. Payment for tuition and fees are accepted in the Business Office on main campus or at the Matteson Area Center. Payment options include:

1. **Cash**
   In person only at the main campus only.
2. **Personal check**
   Make checks payable to Prairie State College. Driver’s license or State ID required for all checks.
3. **Visa, Discover, or MasterCard**
   Credit card payments also are accepted at the Matteson Area Center and online through Instant Enrollment.
4. **Debit Card**
   Debit card payments also are accepted at the Matteson Area Center and online through Instant Enrollment.
5. **Tuition Payment Plan**
   For courses above $999.00.
6. **Tuition Assistance**
   May be available the WIOA or scholarship for some vocational classes. Call (708) 709-3750 for more information.

[Instant Enrollment Online Payment Information](#)
Bookstore Payment Plan
Eligible students may defer part of the cost of book purchases that total at least $300 and have a Nelnet agreement in place for their tuition. The payment terms for the remaining balance are the same as the payment plan.

Third-Party Payments
The College accepts payments by third parties on student accounts, but any refund due is made directly to the student.

Returned Checks
A service fee of $25 is charged for each check that is returned by the bank for nonpayment. The College also will not accept another check from your account for one year. If checks are not made good within two weeks of notification, your account may be placed with a credit agency for collection. If your check is returned due to stop payment or account closed, the College will not accept checks on your account for 10 years.

Cooperative Agreements to Attend Prairie State College
Out-of-district students may be offered the opportunity to attend Prairie State College if their district does not offer the program at their community college. Applications for Cooperative Agreements must be obtained from their local college. If the application is approved, students will pay in-district rates at Prairie State College. Without approval, out-of-district rates apply.

For more information about cooperative agreements, visit prairiestate.edu/apply-reg-pay/how-to-enroll/cooperative-agreement-information.aspx.

Tuition Refunds
Refunds Due to Overpayment
If a student or parent overpays the student account, any related credit balance will be refunded to the student, regardless of the source of payment.

Financial Aid Credit Balance Refund
Refunds that are issued due to excess Financial Aid will be issued to the student within fourteen (14) days of the day it was created. All Financial Aid refunds are paid to students through BankMobile. Students must select their refund preference through their RefundSelection.com profile.

To view our institution's contract with BankMobile, a Division of Customer Bank, click here.

Sponsored Billing
Students who are sponsored by a third party for whom PSC is billing the sponsoring organization, any refund may be sent to the sponsoring organization, depending upon the conditions of the sponsorship.

Credit Course Refunds
Refunds for credit classes are administered through PSC’s partnership with BankMobile. Each PSC student has or will receive a PSC One Card in the mail at the primary address on file with PSC. Students can then use this card to make a choice of how they choose to receive their refund. More information is available at RefundSelection.com.
You will receive a 100% refund if the course is dropped within 24 hours of the start of the class, excluding weekends and holidays. For example, if a class starts on Saturday, the refund table starts the following Monday. Please see the refund table for the specific dates for a specific term.

If you withdraw from a credit class or classes, you may receive a refund of your tuition and student fees. Registration fees and some lab fees are not refundable. The refund percentage is based on your withdrawal date.

Consult the Refund Table for Credit Courses in each semester's course schedule. (Please note: that you must withdraw from non-credit courses 48 business hours before the start date to receive a refund.) The college issues refunds once a week beginning with the third week of the term. If you would like a refund made to your credit card, please contact the Business Office. No refunds will be made in cash. Refunds are made directly to the student, even if the payment was made by a third party. All credit seeking students must establish their refund preference through BankMobile. See details at RefundSelection.com.

All students are assessed a $10 nonrefundable registration fee per semester. No refunds will be paid in cash. If requested, credit card payments may be refunded as a credit to the card used for payment when the classes are dropped. The card must be presented to the cashier at the time of the request and a refund can be immediately processed, provided there is a credit balance. Scholarship or financial aid refunds are paid to students through BankMobile. Students must select their refund preference through their RefundSelection.com profile.

It is the student’s responsibility to drop a course by published deadlines.

Courses dropped within the refund period will not appear on your record.

**PLEASE REFER TO THE REFUND TABLE FOR THE SPECIFIC REFUND DEADLINES FOR A SPECIFIC TERM.**

Refunds for classes less than eight weeks in length will be granted at 100% up to 24 hours after the course begins. After that time, no refunds will be issued. Please call (708) 709-3516 for more information. [http://prairiestate.edu/apply-reg-pay/financial-aid/refund-disbursement-process.aspx](http://prairiestate.edu/apply-reg-pay/financial-aid/refund-disbursement-process.aspx) (Refund table)
Veterans Services

PSC offers a supportive environment for veterans. Whether you are a new student, returning student, or deployed on active duty, we can assist you and eligible dependents as you begin or continue your education. PSC appreciates your service to this country.

Voter Registration

If you would like to register to vote, please go to the State Board of Elections or contact the Student Leadership Center. The Program Director is a Voter Registrar.

We will have opportunities to register to vote through the year, such as the Involvement Fest, Reading of the Constitution, etc. Please check the calendar for updates or contact the Coordinator of Student Life (708) 709-3910 or email hmanley@prairiestate.edu, or you can stop by the Student Leadership Center (Room 1260).
Accreditations

The Office of Institutional, Effectiveness, Planning and Accreditation leads college-wide efforts to implement strategic planning, and promotes institutional effectiveness and continuous quality improvement by applying research-driven decision making, identifying process deficiencies, and supporting institutional change. The office also provides leadership and coordination for activities and processes that support institutional accreditation by the Higher Learning Commission.

Prairie State College is accredited by the Higher Learning Commission (HLC). The HLC accredits degree-granting post-secondary educational institutions in the north central region.

Contact information for the HLC:
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: (800) 621-7440 / (312) 263-0456
Fax: (312) 263-7462
info@hlcommission.org
www.hlcommission.org

Visit the Higher Learning Commission website for full details, including the Prairie State College Statement of Accreditation Status.

In addition to the institution’s accreditation, the college maintains accreditation for individual degree and/or certificate programs as follows:

Automotive Service Technology
National Automotive Technical Education Foundation (NATEF)
101 Blue Seal Dr., S.E., Suite 101
Leesburg, VA 20175
(703) 669-6650

Dental Hygiene
American Dental Association Commission on Dental Accreditation (CODA)
211 E. Chicago Ave., Suite 1900
Chicago, IL 60611
(312) 440-4653

Nursing
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, NE, Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Website: acenursing.org
Surgical Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park St.
Clearwater, FL 33756
(727) 210-2350

To obtain or review documents describing accreditation, approval or licensing, contact the President’s Office, room 2270, or email Pat Trost, Administrative Director-President’s Office and Board of Trustees, at ptrost@prairiestate.edu.

Copies of letters or certificates of accreditation may be viewed at the Welcome Center and the President’s Office, room 2270.

Prairie State College is recognized by the Illinois Community College Board, Illinois Board of Higher Education, and the US Department of Education, and is approved by the State Approval Agency for Veterans Education, Illinois Department of Veteran Affairs.

The College is affiliated with the following:

- American Association of Community Colleges
- Illinois Skyway Collegiate Conference (athletics, music, art, writing)
- National Junior College Athletic Association

Filing a complaint with the Illinois Community College Board

Filing a complaint with the Higher Learning Commission
Administration

PSC Staff Directory

**Academic Affairs**
Marie Hansel, DNP RN, Vice President

**Adult Education**
Kim Marisa Kunce, Dean

**Allied Health and Emergency Services**
Carol Fawcett, Dean

**Athletics**
Chris Kuchta, Director

**Business Services**
Marina Krtinic, Controller/Director
Career and Technical Education
Janice Kaushal, Dean

Community and Economic Development
Craig Schmidt, Vice President

Corporate Education and Training
Kelly Lapetino, Dean

Enrollment and Financial Aid Services
Jaime M. Miller, Executive Director

Facilities and Operations
Timothy Kosiek, Executive Director

Finance and Administration
Thomas D. Saban, Ph.D., Vice President

Financial Aid
Grace McGinnis, Director

First Year Experience
Stefanie Coleman, Ed.D., Director

Foundation
Deborah Smith Havighorst, Executive Director, Institutional Advancement and the PSC Foundation

Human Resources
David Cronan, Executive Director

Information Technology Resources
Greg Kain, Executive Director

Institutional Effectiveness, Planning and Accreditation
Jan Bonavia, Director

Institutional Research
Adane Gebeyaw Kassa, Ed.D., Director

Learning Center and Assessment
Carolyn Ciesla, Dean
Liberal Arts and Social Sciences
Elighie Wilson, Dean

Math and Science
Debra Prendergast, Ph.D., Dean

Office of the President
Terri L. Winfree, Ph.D., President
Patricia Trost, Administrative Director

Police Department
George Pfotenhauer, Chief of Police

Student Affairs and Institutional Effectiveness
Scott Kalicki, Ph.D., Interm Vice President

Student Development and Campus Life
Felix Simpkins, Dean
Faculty

For a listing of our full-time faculty and their credentials, visit http://prairiestate.edu/academics/faculty-departmental-directory.aspx