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Mission, Core Values, and Vision

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.

Core Values

Learning
Excellence
Accessibility
Respect
Integrity

Vision

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.
Spring 2022

Classes Begin (16-week and First 8-week Classes) ........................................ January 18
Last Day to Enroll and Last Day to Declare an Audit (16-week and First 8-week Classes) ........................................ January 28
Financial Aid Census (16-week and First 8-week Classes) ................................ January 29
14-week Classes Begin ................................................................. January 31
Last Day to Enroll and Last Day to Declare an Audit (14-week Classes) .......... February 10
12-week Classes Begin, Financial Aid Census Date (14-week Classes) ........ February 11
President's Day (College Closed). .................................................. February 21
Last Day to Enroll and Last Day to Declare an Audit (12-week Classes) ...... February 23
Financial Aid Census Date (12-week Classes) ........................................ February 24
Last Day to Withdraw for "W" Grade (First 8-week Classes) ................. February 25
Graduation Petitions Due ................................................................. March 1
First 8-week Classes End ................................................................. March 11
Spring Break (No Classes, College Open) ........................................ March 14-18
Spring Break Day, College Closed .................................................. March 18
Mid Term, Second 8-Week Classes Begin ......................................... March 21
Last Day to Enroll (Second 8-week Classes) ........................................ March 31
Financial Aid Census Date (Second 8-week Classes) .......................... April 1
Spring Holiday, College Closed ....................................................... April 15-17
Last Day to Withdraw for "W" Grade (16-week Classes) ..................... April 18
Last Day to Withdraw for "W" Grade (12-week and 14-week Classes) ........ April 22
Last Day to Withdraw for "W" Grade (Second 8-week Classes) ............... April 29
Last Day of Classes ................................................................. May 12
Final Exams ................................................................. May 13-19
End of Term ................................................................. May 19
Spring 2022 Commencement ........................................................ May 21
Memorial Day, College Closed ....................................................... May 30
Academic Calendar

Summer 2022

Memorial Day (College Closed) . May 30
First Five-Week session classes begin . May 31
First Five-Week session classes end . June 30
Eight-Week session classes begin . June 13
Independence Day (College Closed) . July 4
Eight-Week session classes end . August 4
Second Five-Week Session classes begin . July 5
Second Five-Week Session classes end . August 4

Fall 2022

Term Begins . August 16
Classes Begin . August 22
Labor Day (College Closed) . September 5
Fourteen-Week classes begin . September 9
Twelve-Week classes begin . September 16
First Eight-Week classes end . October 14
Mid-Term . October 17
Second Eight-Week classes begin . October 17
Thanksgiving recess (College Closed) . November 23-27
Last day of classes . December 8
Final exams . December 9-15
End of term . December 15
Holiday Break (College closed) . December 15
Degree and Certificate Options

Whether you are a high school student, 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, counselors, excellent professors, ease of transferring credits, and a host of other services will move you toward the undergraduate degree you want. We offer 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.

Associate of Arts in Teaching: Secondary Mathematics (A.A.T.)
Designed for students preparing for careers teaching mathematics in secondary education.

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.

Associate in Applied Science (A.A.S.)
The A.A.S. degree covers 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. PSC offers more than 60 certificates, including Accounting, CAD, Networking, Industrial Electrician, Personal Trainer, Photography, and Web Design.

Associate in General Studies
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. Students are able to design their own program, allowing students to pursue baccalaureate or occupational oriented courses numbered 100 level or higher.

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. To learn more about the programs listed below, visit prairiestate.edu/adulted.

Adult Basic Education
These classes are for students who want to improve their basic skills in reading, mathematics, and writing.

Adult Literacy
Trained volunteer tutors are matched with students for one-on-one and/or small group reading, writing, and math instruction.

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.

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.
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.

Workforce Development, Community Education and more...
The opportunities to be trained, entertained, skilled and re-skilled continue with PSC's workforce development and professional education courses. Course offerings (both in-person and online) are described on our website. Located in the ATOC (Adult Training and Outreach Center) building, these programs are coordinated through the Workforce Development and Community Education Department (WDCE). For additional information, click, call or visit WDCE as follows: prairiestate.edu/training | (708) 709-2950 | psctraining@prairiestate.edu | ATOC Building at the corner of Vollmer and Halsted.

Non-Credit Vocational Certificates
With PSC's non-credit vocational certificates, although you will not earn college credit toward a traditional degree or transfer program, you may soon be earning more income. In as little as one semester, you can open the door to excellent job opportunities with a vocational certification. Programs are offered in areas such as medical billing/coding, pharmacy technician, CDL, home inspection, real estate, technology and more.

Online 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. Courses are offered in both self-paced or instructor-led formats. Online courses for fundamental skills can be found in our online catalog at https://www.ed2go.com/wdce-fund/. Advanced training programs through our online platform can be found at https://careertraining.ed2go.com/wdce-adv/.

Kids@College
Children can enjoy Kids@College workshops and classes throughout the summer months at PSC.

For additional information, click, call or visit WDCE as follows: prairiestate.edu/training (708) 709-2950 psctraining@prairiestate.edu ATOC Building at the corner of Vollmer and Halsted.

General 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. 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 that constitutes full-time status during the summer semester. Students interested in registering for more than nine hours during the summer must receive approval from the Dean, Student Development.
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 your assigned advisor.

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 at the start of priority registration. All other students can register as of the start of open registration.

Once a course begins, students must obtain the professor’s consent to enroll in the class. Students must be officially enrolled for the 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. A full list of courses is available on WebAdvisor.

**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; or 12 credit hours of college level coursework 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. A list of current offerings is available on WebAdvisor. For more information, contact the Honors Enrollment Advisor at (708) 709-3641.
Tuition and Fees

For the most current information, see https://prairiestate.edu/apply-reg-pay/tuition-and-fees/index.aspx

Tuition Per Credit Hour Spring 2022

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

Lake County, Indiana
$173.50 tuition + $30.50 = $204 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

| General | General Credit hour fees (detail): $30.50 |
| Athletic Fee | 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. |
| Educational Fund Fee | 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. |
| Extracurricular Fee | Extracurricular Fee (EXCFE) $.25 per credit hour: This fee is allocated to support extra activities, like student government. |
| Technology Fee | Technology Fee (TECFE) $15.00 per credit hour: This fee is allocated to support the technology systems and upgrades for technology services and equipment. |
| Student Activity/Service Fee | Student Activity/Service Fee (STDFE) $.25 per credit hour: This fee is allocated to support student organizations. |
| Infrastructure Fee | Infrastructure Fee (INFFE) $9.00 per credit hour: This fee is allocated to support the cost of maintaining buildings, parking lots, and grounds. |
| Allied Health Surcharge | There is a $75 per credit hour surcharge for Nursing, Dental Hygiene, and Surgical Technology classes. |
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, you pay in-district tuition and fees.

Click here to view information for VA Benefits

Payment Options for Credit Courses
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 arrive 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. If you are not eligible, you are still responsible for the tuition and fees for the course. You should consider additional payment options in the event you are not eligible.
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 is accepted in the Business Office on main campus. 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 through the WIOA program for some vocational classes.
   Call (708) 709-3750 for more information.

Instant Enrollment Online Payment Information (PDF)

General 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 PSC
Out-of-district students may be offered the opportunity to attend PSC 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 PSC.

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. (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 non-refundable registration fee per semester.

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.

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.

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.


Transcripts
Prairie State College has retained Credentials Inc. to accept virtual transcript orders. (Please note: A $7 transaction fee applies.) Visit prairiestate.edu/apply-reg-pay/how-to-enroll/contact-us/transcripts.aspx for more.

Grading and Other Academic Policies

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 by the withdrawal deadline on the academic calendar; 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 by the assigned deadline, not to exceed the end of 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. Some course exclusions apply.

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 by ordering a transcript or through WebAdvisor, accessed via prairiestate.edu. Grades are not mailed to students.

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 visiting the Enrollment Services Office (RM 1160). Students can drop a course on WebAdvisor on or before the end of the course refund date. Students may also complete the add/drop/withdrawal form on the college website to withdraw from a course. 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 coordinator's 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 the deadline are required to submit a formal, written appeal. Appeal can be accessed on-line or from the Academic Advising Center (RM 1190). An appeal 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 Academic Advising Center. Students will be notified of the determination 2-3 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 three 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 your official transcript, honors at graduation, and the Dean’s and Part-Time Honors Lists, the GPA calculation will not include developmental courses. Repeating a course and academic forgiveness also impacts the academic GPA.

The third GPA is used to determine if a student is making satisfactory academic progress for financial aid. For Illinois Veteran Grants, financial aid, and Satisfactory Academic Progress, the GPA calculation will include developmental and college level courses, repeat, forgiveness courses, etc.

**Audit Policy**

If you are not seeking college credit, you may take a course as an auditor. No letter grade is given, and you will 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. (Some financial aid or veterans programs do not pay for audited courses.)
- Complete an audit request (student petition) form, available in Enrollment Services. This procedure must be completed before 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. Some course exclusions apply. Senior citizen discounts can be used to audit a course.

For information on audit deadlines, call (708) 709-3516. Note, not all courses are eligible for audit.

**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 an 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 “FW” for the course. The “FW” grade factors into your GPA for 0 points.

**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.

**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
Grade Change Appeals
A student has the right to express concern about their 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 concerning 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.

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 ten (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 ten (10) business days to ask the Vice President of 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. For this reason, 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 Vice President of Academic Affairs 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 everything presented, a grade change is warranted.
2. The panel believes, based on 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, they may petition the President. If the President determines that procedure was not followed, they 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. 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.

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. 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 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 Academic advisor at (708) 709-3506.

Course Repeat Policy

If you receive a grade below a “C,” you can retake that class 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.
Student Recognition

PSC 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 into 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. Sigma Phi Alpha aims 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 is to recognize the academic excellence of students in the study of nursing. The society encourages pursuit of advanced degrees in the field of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society participates 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 PSC 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.

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 they entered PSC. If the degree or certificate requirements are changed during your attendance, they 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 PSC for either a fall or spring semester, they must satisfy requirements in force at the time of re-enrollment. Students planning to receive a degree 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 or certificate completion in order to ensure correct course selections. You must earn a 2.0 GPA to graduate. Students completing a degree must also have completed at least 15 credit hours at PSC within the respective program of study. Students
completing a certificate must complete at least half of the credit hours in the respective certificate at the college. Students who wish to receive both the Associate in Arts and the Associate in Science degrees must complete an additional 12 credit hours in the second concentration area that is selected.

**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:**

- Complete the on-line graduation petition.
- 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.

Graduation fee is $20. Petitions received after the posted deadlines are charged an additional $20.

After submitting the graduation petition, within 2 to 3 weeks you will receive an eligibility notice and any other relevant information regarding your petition.

**Commencement Ceremony**
A Commencement 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.

*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 Coordinator, Military Student Affairs Center at (708) 709-3567.

For more information regarding commencement, visit [prairiestate.edu](http://prairiestate.edu) or call (708) 709-3910.
Online Course Registration (Online step-by-step pic)
http://prairiestate.edu/assets/global/admissions/webadvhelpbro.pdf

• Log in to WebAdvisor to add a course, view your billing, and review financial aid information.
• Review your academic plan to determine outstanding coursework. Register for classes.
• To register for non-credit courses click on Instant Enrollment from the WebAdvisor portal.
• Credit courses, payment arrangements must be in place by the payment deadline. Registration after the payment due date or in the case of non-credit courses, payment is due the day a student enrolls.
• 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.
• Visit tuition and fees for the most up-to-date information.

Placement Testing Information
The placement test is a computerized and written assessment test 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.

The College will use multiple measures to determine the appropriate placement for first time students. Advisors will meet with students to determine if the ACT or SAT score, high school transcript, college placement, etc., are most appropriate. For more information, contact the Academic Advising Center at (708) 709-3506 for assistance.

Students are encouraged to do their very best when taking the placement test 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.

Campus Safety
Campus safety and security is coordinated by the PSC 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 (ATOC) of the College. Police Department officers are empowered by the College (as provided by 110 Illinois Compiled Statutes 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 mandated by the Illinois Law Enforcement Training and Standards Board and legislated in Illinois law 50 ILCS 705/1. All police officers completed the training required by the State of Illinois. For more information about the department, contact Chief Anthony Martin at (708) 709-7834.

Campus Police Services
The mission of the PSC Police Department is to provide a safe and secure environment on our properties. PSC is a richly diverse community college dedicated to student-centered instruction that fosters success in adult, transfer, and workforce education. 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, we advocate 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 personal harm. 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 perform all duties in a professional manner with pride, integrity, and compassion. Members of the department serve all without bias or prejudice and uphold the laws of the State of Illinois and the Constitution of the United States of America.

Parking Policies

http://prairiestate.edu/assets/global/security/parkingbooklet.pdf

Information located here: https://prairiestate.edu/apply-reg-pay/id-parking.aspx

Student Identification Cards: College identification cards are issued in Room 1101 by the ID Center. 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 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 PSC Police.

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 and LOT B 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. (See page 6 for parking citations and violations). 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 ID Center in room 1101. 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.

Faculty and Staff: Faculty and staff permits are issued to all full and part-time faculty and staff at no charge. A vehicle displaying this permit is allowed to park in the designated, white-lined Faculty/Staff parking spaces in LOT A. If the designated Faculty/Staff spaces are full, Faculty/Staff are permitted to park anywhere in LOT A. Faculty and staff may not park in LOT B (reserved for VIP and executive parking). Parking is allowed for Faculty/Staff in the Children’s Learning Center lots with Faculty/Staff parking permit/stickers and/or red staff 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
Prairie State Police 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 PSC Police Department, 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 PSC Police Department. 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 PCSD Chief in writing. 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 PSC Police Department.

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 PSC Police Department 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.

Parking Appeals Committee: The Parking Appeals Committee is a five-person board with one member each from: the student body, faculty, support staff, and administrative staff. The PSC Police Chief or his/her designee will serve as ex-officio and non-voting chairperson. The Parking Appeals Committee will meet monthly at a regular time to review all appeals. Three members present represent a quorum. A majority vote of the committee members present is needed to declare no violation. Failure to obtain a majority vote of no violation results in the violation being sustained. Tie votes result in the appeal being denied. Only one appeal is permitted per violation. The decision of the committee is final.
To help you broaden your college experience beyond the classroom, Prairie State College offers a variety of activities, clubs, sports, and other extracurricular 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.

We provide opportunities for leadership, involvement, volunteering, networking, scholarships, internships, meeting new people, joining a club, or starting your own club, gaining life skills and building your resume. Enrich your college experience and prepare for a successful future.

For more information, please contact Helen Manley, Manager of Student Life & Leadership Development 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:

**Business Office**

**Academic Advising**
Students can meet with an academic advisor to discuss pre-semester advising, program planning, registering for classes, academic and student resources, etc. Students are assigned a pathway advisor after completing their first semester on campus. Students can schedule an appointment with their assigned advisor or use QLess to schedule a general advising session virtually or on campus. Students may also utilize walk-in services to meet with an academic advisor. The advisor is a resource and will be actively involved in a student's education through graduation.

**Enrollment Services**
https://prairiestate.edu/apply-reg-pay/how-to-enroll/index.aspx
Financial Aid

Identification Center
https://prairiestate.edu/apply-reg-pay/id-parking.aspx

Information Technology Resources

Learning Achievement Center
https://prairiestate.edu/student-services/learning-achievement-center.aspx

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.

Services for Students with Disabilities

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.

Career Services Office

Services include assistance with:

- Career planning
- Linking PSC majors to a career path
- Occupational salary and projected growth information
- Resume and cover letter writing and review
- Creating a LinkedIn account
- Job or internship search
- Interview practice

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.
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.

Prairie State College Foundation

The Prairie State College Foundation provides need-based scholarships to PSC students and often bridges the gap between a student’s Expected Family Contribution (EFC) and what a student can actually afford. Students can apply for a scholarship here and learn more about the Foundation here.

Located in rooms 2266 and 2268, the Foundation staff is available to answer questions in person or by contacting pscfoundation@prairiestate.edu.
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 interests, 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.

Expectations of Student 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 through the Dean of Student Development.

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 of Student Affairs and on the college website. Go to prairiestate.edu, then A-Z index, then Board Policies.

Social Code of Conduct

Students Rights and Responsibilities, Summary of Board Policy F-12

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

No employee, student, or visitor shall possess any dangerous or deadly weapon as enumerated in 720 ILCS 24-1 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. The exception to this policy is extended to certified, sworn police officer, while on duty and in the performance of their official duties.

Firearm Concealed Carry, Summary of Board 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 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.

The exception to this policy is extended to certified, sworn police officer, while on duty and in the performance of their official duties. There are special regulations for licensees. See Board Policy C-8.1 for details.

Sexual Harassment, Summary of Board Policy C-9

PSC 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. A complete review of the PSC Title Procedures can be found at PSC TITLE IX Resources.

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

Information Resources

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 databases.

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.

**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 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.

**Clean Air/Smoke/Tobacco Free Environment**

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.
Academic Code of Conduct

Academic Code of Conduct, Summary of Board 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.

Violations of the Academic Code of Conduct

Faculty members define, communicate, and enforce reasonable 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.

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

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

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.

ACADEMIC PROBATION/DISMISSAL POLICY

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 of Student Development serves as a resource person.

Transfer Advising

If you wish to transfer from PSC 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 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 PSC 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))

PSC 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.

**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.

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

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

**Accreditations**

Prairie State College is accredited by the Higher Learning Commission (HLC). The HLC accredited degree-granting postsecondary 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
Visit the [Higher Learning Commission](https://www.hlcommission.org) 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](https://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, Chief of Staff, 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

Right to Know

Non-Discrimination Statement:

PSC 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: Dean of Equity and Inclusion, Room 2141, (708) 709-3653. (For non-student concerns, report to the Assistant Title IX Coordinator: Executive Director, Human Resources, Room 2402, (708) 709-3585).

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

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 or via email at enrollment@prairiestate.edu.

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 Dean, Enrollment Management, Room 1163. Copies, with the exception of transcripts from other schools, may be obtained within a reasonable amount of time. 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. Students may also contact enrollment@prairiestate.edu for additional options.
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 Dean of Enrollment Management, 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.

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 Dean of Enrollment Management, 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/fpco/

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 thorough investigation and remediation of each student complaint arising during his/her enrollment as a student at 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.

A formal written Student Complaint Form is available from the website at prairiestate.edu, by clicking on the Student Services tab and navigating to Equity and Inclusion, Student Complaints. The written Student Complaint will be automatically routed to the Office of Equity and Inclusion, to be recorded in the receipt database and students will be notified of the complaint investigation.

A written complaint 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 within 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 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 15 days is required.

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.

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 ensure 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.
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