

HEARTLAND COMMUNITY COLLEGE

STUDENT HANDBOOK

2020-2021

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Student Email Communication Statement

Email is considered an official method of communication at Heartland Community College. All Heartland Community College students are expected to check their Heartland email accounts weekly.

Failure to regularly check email or log into the myHeartland portal is not a valid reason for being unaware of College policies or procedures, or of one's academic, financial, or student status at the College.

Change of Address

It is the responsibility of the student to notify the College of any change in address. All official College information will be sent to the address on file. Failure to notify the College of changes of address will result in a restriction of future enrollments and a hold on the release of transcripts. Change of address forms may be completed in the Enrollment Services office located in CCB, Suite 1000, at the main campus.

Disclaimer

The Catalog and Student Handbooks are published for informational purposes. The information is not to be regarded as an irrevocable contract between the student and the College. The Board of Trustees of Heartland Community College reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and such other matters as may be within its control, notwithstanding any information set forth in the online Catalog and Student Handbooks.

ACADEMICS

Academic Amnesty (Forgiveness)

Students can use the Academic Amnesty process to get a one-time second chance regarding their academic performance. To be eligible for academic forgiveness, a student must meet the following criteria:

Student has not attended a college or university in the previous three calendar years.

Student has changed academic program of study.

Student has completed at least 12 college-level credit hours with a grade point average of 2.0 or better upon returning to HCC.

If granted, the grades for all courses completed prior to the student's return will be excluded from the official GPA but will remain on the official transcript with a notation of academic amnesty. If a student is receiving financial aid, Satisfactory Academic Progress guidelines will apply.

Students must request academic amnesty by submitting a letter or email to the Dean of Students.

Academic Standing

A student may be placed on academic probation for failure to meet the minimum cumulative grade point average required for good standing:

Total Hours Attempted	GPA Required for Good Standing
9-16	1.50
17-32	1.70
33-48	1.85
49+	2.00

Once a student is placed on probation, there are three possible outcomes:

a return to Good Standing

a move to Continued Probation or

a move to Dismissed Status.

A student must earn at least a 2.0 in the subsequent semester and raise the cumulative GPA to meet or exceed the required GPA in order to return to Good Standing.

If a student on probation earns at least a 2.0 in the subsequent semester but does not meet the cumulative GPA required, the College will place the student on Continuing Probation.

If a student on probation does not earn at least a 2.0 in the subsequent semester and does not meet the cumulative GPA required, the College will place the student on Dismissed Status. The student will have to sit out for a semester in order to return.

Students on probation, continuing probation and dismissal are required to see the Academic Standing Program (ASP) Advisor. The student and advisor will develop strategies to identify causes of academic difficulties and to achieve satisfactory grade point averages. Students who fail to see the ASP advisor or complete required support work will not be allowed to register for subsequent classes.

A student placed on dismissal at the conclusion of fall will sit out the spring semester. A student placed on dismissal at the conclusion of spring will sit out summer and fall semesters. A student placed on dismissal at the conclusion of summer will sit out the fall semester.

Students placed on dismissal may seek advising and academic assistance during the semester(s) of non-attendance. Heartland reserves the right to limit the credit hours of previously dismissed students upon their return to the College. All dismissed students are required to see the ASP Advisor to develop success oriented strategies before being allowed to register.

Admissions

HCC is an open-admission institution. The College admits any student who can benefit from our programs, including:

- High school graduates,
- GED certificate holders,

- All persons 18 years of age or older,
- Transfer students from other colleges and universities, and
- Current high school students.

Admission to the College does not ensure admission to a particular course or program of study. The Illinois Board of Higher Education has established minimum high school course requirements for admission into any community college transfer programs (Associate in Arts, Associate in Science or Associate in Engineering Science).

Admission to certain programs may be limited and subject to specific requirements. Students should check with an academic advisor to determine their status regarding these requirements. In selective entry programs, the College will give preference to residents of District 540.

Advanced Placement (AP) Program Credits

The Advanced Placement Program is sponsored by the College Board. The examinations are administered at designated high school testing centers. Students will be awarded credit as indicated below. Official advanced placement scores must be sent directly to HCC from the College Board. Students will be awarded as credit indicated below

AP Examination	Score	Credit Granted	HCC Course
Art History	3 or higher	6	ART 211, 212 History of Art I and II
Biology	3 or higher	4	BIOL 161 Principles of Biology I
Calculus AB	3 or higher	4	MATH 161 Calculus I
Calculus BC	3 or higher	8	MATH 161, 162 Calculus I and II
Chemistry	3	4	CHEM 120 Fundamentals of Chemistry
Chemistry	4 or 5	5	CHEM 161 General Chemistry I
Chinese Language & Culture	3	8	CHIN 101, 102 Chinese I and II
Chinese Language & Culture	4 or 5	8	CHIN 201, 202 Chinese III and IV
Comparative Govt & Politics	3 or higher	3	POS 220 Comparative Governments

Computer Science A	3 or higher	4	CSCI 130 Computer Science I
Computer Science Principles	3 or higher	3	General Elective
English Lang & Composition	3	3	ENGL 101 Critical Reading & Writing
English Lang & Composition	4 or 5	6	ENGL 101, 102 Critical Writing and Multimodal Composition
English Lit & Composition	3	3	ENGL 101 Critical Reading & Writing
English Lit & Composition	4 or 5	6	ENGL 101 Critical Writing & LITR 111 Intro to Literature
Environmental Science	3 or higher	3	EASC 111 Environmental Earth
European History	3 or higher	3	HIST 102 Western Civilization II
French Language & Culture	3	8	FREN 101, 102 French I and II
French Language & Culture	4 or 5	8	FREN 201, 202 French III and IV
German Language & Culture	3	8	GERM 101, 102 German I and II
German Language & Culture	4 or 5	8	GERM 201, 202 German III and IV
Human Geography	3 or higher	3	GEOG 101 World Geography
Italian Language & Culture	3	8	ITAL 101, 102 Italian I and II
Italian Language & Culture	4 or 5	8	ITAL 201, 202 Italian III and IV
Macroeconomics	3 or higher	3	ECON 102 Principles of Macroeconomics
Microeconomics	3 or higher	3	ECON 101 Principles of Microeconomics
Music Theory	3 or higher	4	MUSI 110 Music Theory, Keyboard & Aural
Physics 1: Algebra-Based	3 or higher	5	PHYS 161 College Physics I
Physics 2: Algebra-Based	3 or higher	5	PHYS 162 College Physics II

Physics Test C: Elect & Magnt	3 or higher	4	PHYS 172 Electricity & Magnetism
Physics Test C: Mechanics	3 or higher	4	PHYS 171 Mechanics
Psychology	3 or higher	3	PSY 101 Introduction to Psychology
Spanish Language & Culture	3	8	SPAN 101, 102 Spanish I and II
Spanish Language & Culture	4 or 5	8	SPAN 201, 202 Spanish III and IV
Spanish Literature & Culture	3 or higher	3	General Elective
Statistics	3 or higher	4	MATH 141 Introduction to Statistics
Studio Art: 2-D Design	3 or higher	3	ART 102 Two-Dimensional Design
Studio Art: 3-D Design	3 or higher	3	ART 103 3-D Design
Studio Art: Drawing	3 or higher	3	ART 104 Basic Drawing
US History	3 or higher	6	HIST 135, 136 US History I and II
US Government & Politics	3 or higher	3	POS 101 American Government & Politics
World History	3 or higher	6	General Elective
Capstone Research	3 or higher	3	Credits based on research topic
Capstone Seminar	3 or higher	3	Credits based on seminar topic

College Level Examination Program (CLEP) Program Credits

Heartland Community College accepts a full range of College Level Examination Program (CLEP) exams which measure mastery of introductory college-level subjects.

In order to receive credit the student must request an official copy of exam scores to be sent directly from the College Board to HCC. Credit will be awarded as indicated below.

CLEP Examination	Score	Credit Granted	HCC Course
Composition & Literature			
College Composition	50	3	ENGL 101 Composition I
Analyzing & Interpreting Lit	50	3	ENGL 111 Introduction to Literature
Humanities	50	3	HUMA 101 Intro to Humanities
Languages			
French Language Level 1	50	8	FREN 101 and 102 French I and II
German Language Level 1	50	8	GERM 101 and 102 German I and II
Spanish Language Level 1	50	8	SPAN 101 and 102 - Spanish I and II
French Language Level 2	65	8	FREN 201 and 202 French III and IV
German Language Level 2	65	8	GERM 201 and 202 German III and IV
Spanish Language Level 2	65	8	SPAN 201 and 202 Spanish III and IV
Science and Math			
Biology	56	4	BIOL 161 Principles of Biology I
Chemistry	52	5	CHEM 161 General Chemistry I
College Algebra	50	4	MATH 109 College Algebra
College Mathematics	50	3	MATH 131 Explorations in Mathematics
Calculus	50	4	MATH 161 Calculus I
Social Science and History			
*Introductory Psychology	60	3	PSY 101 Introduction to Psychology
*Introductory Sociology	60	3	SOC 101 Sociology
**Western Civilization I	56	3	HIST 101 Western Civilization to 1500
**Western Civilization II	56	3	HIST 102 Western Civilization Since 1500
General Exams			

Humanities	56	6	3 credits Fine Arts and 3 credits Humanities
Social Science/History	56	6	3 credits of Social Science and 3 credits of History
Natural Science	65	6	3 credits of Biological Science and 3 credits of Physical Science

*Students can receive credit for PSY 101 **OR** SOC 101 (credit will not be awarded for both courses)

Students can receive credit for HIST 101 **OR 102 (credit will not be awarded for both courses)

Alternative Credit (Illinois Seal of Biliteracy)

Students submitting an official high school transcript with the Illinois State Seal of Biliteracy from an approved high school will receive credit for the first two semesters of foreign language.

International Baccalaureate (IB) Program Credits

Heartland Community College recognizes the International Baccalaureate (IB) standard level (SL) and/or higher level (HL) examinations. Official IB transcripts must be sent directly to HCC before credit will be granted. Students will be awarded credit as indicated below.

IB Examination	Score	Credit Granted	HCC Course
Arts			
Dance	4 or higher	3	General Elective
Film	4 or higher	3	FILM 101 Introduction to Film Studies
Music	4 or higher	3	General Elective
Theater	4 or higher	3	THEA 101 Introduction to Theater
Visual Arts	4 or higher	3	ART 150 Understanding Art
Individuals and Societies			
Anthropology (HL and SL)	4 or higher	3	ANTH 101 Intro to Cultural Anthropology
Bus Management (HL and SL)	4 or higher	3	BUSN 110 Introduction to Business
Economics (HL and SL)	4 or higher	3	ECON 102 Principles of Macroeconomics
Geography (HL and SL)	4 or higher	3	GEOG 101 World Geography
Global Politics (HL and SL)	4 or higher	3	POS 151 International Relations
History (HL and SL)	4 or higher	3	General Elective
Information Tech (HL and SL)	---	---	No credit granted
Philosophy (HL)	4 or higher	3	PHIL 101 Introduction to Philosophy
Philosophy (SL)	4 or higher	3	PHIL 111 Logic
Psychology (HL and SL)	4 or higher	3	PSY 101 Introduction to Psychology
World Religions (HL and SL)	4 or higher	3	RELI 215 Major World Religions
Language Acquisition			
Classical (HL and SL)	4 or higher	3	General Elective
Language B/Beginning (HL and SL)	4 or higher	3	General Elective
Language AB/Advanced (HL and SL)	4 or higher	3	General Elective
Language and Literature			
Language A (HL and SL)	4 or higher	3	ENGL 101 Critical Reading and Writing
Literature B (HL and SL)	4 or higher	3	LITR 111 Introduction to Literature
Literature & Performance	4 or higher	3	LITR 111 Introduction to Literature
Mathematics			
Mathematical Studies (SL)	4 or higher	3	MATH 131 Explorations in Math
Mathematics (HL and SL)	4 or higher	3	MATH 131 Explorations in Math
Further Mathematics (HL)	4 or higher	3	MATH 131 Explorations in Math

Sciences			
Biology (HL)	4 – 5	4	BIOL 114 Contemporary Biology
Biology (HL)	6 – 7	4	BIOL 161 Principles of Biology I
Biology (SL)	4 or higher	4	BIOL 114 Contemporary Biology
Chemistry (HL)	4 or higher	4	CHEM 120 Fundamentals of Chemistry
Chemistry (SL)	4 or higher	4	General Elective
Environ Systems (HL and SL)	4 or higher	3	General Elective
Physics (HL and SL)	4 or higher	3	PHYS 110 Physics in Everyday Life

Alternative Credit (Military, Prior Learning)

Heartland Community College recognizes students' learning gained in and outside of the classroom. Credit may be awarded for prior experiences. Students should check with all transfer institutions to determine if such credit will transfer. In accordance with state and federal guidelines, to earn a degree, students must complete at least twenty-five percent of required coursework at Heartland (excluding any prior learning options).

Military/Training: The College follows the recommendation of the American Council on Education (ACE) when awarding credit for military training and courses completed while in the military. Students must submit an official Joint Services transcript before credit will be awarded.

Prior Learning: Prior Learning Assessment (PLA) awards credit for learning completed outside of the classroom. PLA evaluates knowledge acquired within the context of specific HCC courses. Individual departments establish assessment processes for PLA, all processes should contain documentation demonstrating learning equivalent to the outcomes of the course. The College reserves the right to award credit for PLA on a case-by-case basis.

Assessment of Basic Skills

HCC requires basic skills testing for new students. Basic skills assessments in writing/reading and mathematics are used to determine appropriate placement into HCC courses. Students must complete assessments prior to meeting with an academic advisor.

For students who have previous college coursework, assessment requirements will be determined after a review of the student's transcripts. Students may be eligible to bypass assessment. Please check this [webpage](#) for qualify criteria.

Students with special testing needs regarding the basic skills assessment process should contact [Student Access and Accommodation Services](#) prior to taking the assessment.

For more information regarding the Testing Center, please visit <https://www.heartland.edu/testing/index.html>.

Attendance

All students are expected to attend classes regularly and promptly. The specific attendance policy of any course is outlined in the syllabus.

Students who are absent from a class or laboratory period are held responsible for material and work they may have missed by their absence or tardiness. Instructors are not required to accept late work or allow make-up testing. If accepted, such work may receive a lower grade.

However, the college must also meet the guidelines for supporting the academic success of pregnant and parenting students. (Please also see the related policy regarding College Sponsored Events.)

Illinois Community College Board Guidelines

At midterm, the instructor is required to certify students' attendance according to the requirements of the Illinois Community College Board. At midterm, or at any other time during the semester until the close of business on the last day to withdraw, an instructor may administratively withdraw a student whose pattern of absence causes the instructor to seriously question the intent of the student to further pursue the course or to complete the course with a passing grade.

Auditing a Class

Students may register to audit a course for no credit or grade. This is most often done when a student wants to gain an understanding of the content covered, but does not need the course as a program requirement. Auditing a course allows the student to participate without the pressure of test, papers and other assignments and exempts the student from all course prerequisites and placement testing requirements. The student will pay full

tuition and fees when enrolled in an audit. You must see an advisor to enroll as an audit. Once class has begun you cannot change to "credit".

Students must declare their intent to audit a course at the time of registration with an advisor. Students may not change from credit status to audit status or from audit status to credit status. A grade of "AUD" will appear on the transcript. Please check with financial aid before enrolling in a course for audit.

College-Sponsored Events

This policy reflects the rights and responsibilities of impacted parties when participation in College-sponsored events conflicts with classroom attendance to ensure that students participating in College-sponsored events have the opportunity to be evaluated on course material and are not penalized for their absence from the classroom.

The heart of learning and academic success takes place in the classroom, and as such, classroom attendance and participation is vital to student success. Therefore, every student at Heartland Community College (HCC) must make classroom attendance a priority.

HCC is also committed to promoting and supporting co-curricular engagement and success by its students, in large part because co-curricular success can work to strengthen classroom and academic success.

Because there are times when college-sanctioned participation in co-curricular events may conflict with classroom attendance, HCC has established the following policies outlined below.

Student Participants will:

- Remain mindful that they are representatives of HCC and thus, academics is their primary responsibility. As such, students will remain diligent in their focus on success in the classroom which enables their participation as HCC representatives outside the classroom.
- Inform instructors at the beginning of the semester of their affiliation with a student organization and of scheduled absences through a formal letter from the organization they will be representing.

- Inform instructors of specific classroom absences two weeks in advance, or if that is not possible, as soon as the absence is known.
- Realize that absence is not an excuse for late work. Students should request from their instructor the opportunity to complete evaluated coursework and exams prior to the College-sanctioned event which will cause their absence, and take responsibility to make up any work that has been missed by adhering to the instructor's policies regarding making up missed coursework.
- In the event of a disagreement regarding the Instructor's policy, the student will discuss it first with the instructor, and if no resolution can be achieved, the student will proceed through the Student Appeals process as outlined in the Student Handbook.

Student Organizations with activities resulting in classroom absence will:

- Make every reasonable effort to minimize conflicts between activity scheduling and student classroom attendance (e.g., avoid scheduling events on the same days and times) and give primary attention to the fact that excessive absences lead to missed learning opportunities and may result in lower grades.
- Communicate to students that their first responsibility is that of a student and that they are responsible for the completion of all coursework in their classes. As such, student organization leaders should encourage students to excuse themselves from participation in events if the student or the organization leader feels the student's academic performance is suffering.
- Provide updated formal documentation of the schedule for the season (including campus departure times) to students as soon as it is available, and maintain an updated version on the College's shared drive for access by all instructional staff.
- Inform student participants of their responsibility to notify instructors regarding impending absences two weeks in advance, or if that is not possible, as soon as the absence is known.
- Refer the student with a concern to the Division Dean.
- Refrain from contacting any instructor directly when a disagreement occurs in an attempt to intercede on the student's behalf.

Academic Advisors will:

- Make every effort to avoid schedule conflicts for student participants during the course selection process.
- Actively dissuade student-participants from enrolling in classes that present them with such conflicts.
- Advise students regarding their participation in co-curricular events based on their academic performance.

Instructors will:

- Afford student participants who are absent from class due to College-sanctioned events the opportunity to make up and be evaluated on any missed coursework or exams that were assigned a point value.
- Not penalize student participants who are absent from class due to College-sanctioned events.
- Provide reasonable accommodations to ensure student participants have an opportunity for classroom evaluations assigned a point value.
- Notify their supervisor in the rare case when no reasonable accommodation can be made within the classroom (e.g., science lab that cannot be replicated; nursing clinicals required by accrediting bodies, etc.). If the Division Administrator deems no reasonable accommodation can be made, the instructor will notify the student and the Division Administrator will notify the Vice President of Instruction.

Examples of reasonable accommodations include:

- A) Advanced make-up of an assignment or exam;
- B) Attending an alternative class session to participate in a classroom activity;
- C) Providing an alternative assessment and evaluation.

Examples of unacceptable accommodations include:

- D) Requiring that missed evaluations be counted as a low grade to be dropped;
- E) Requiring that missed exam points be added to a future exam;
- F) Denying the student the opportunity to make up missed points.

The Vice President of Learning and Student Success will:

- Determine what constitutes a college-sanctioned event, in consultation with the Chair of the College's Curriculum and Academic Standards Committee.
- Act as the arbiter when all avenues to resolve conflicts have been exhausted.

Current Activities and Groups that are college-sponsored include:

Athletics - Team members of Baseball, Softball, Men's & Women's Soccer for athletic contests

Clubs & Organization Officers - Illinois Community College Student Activities Association Student Leadership Conference

Phi Theta Kappa Officers - State wide conference & national conference

Student Government Association President - Attendance at quarterly Illinois Board of Higher Education - Student Advisory Committee Meetings

Student Government Association (SGA) and Heartland Activities Committee (HAC) Officers - Illinois Community College Student Activities Association Student Leadership Conference

SGA, HAC, and Clubs & Organization Officers (possibly some general students) - Illinois Community College Board - Student Advocacy Day (Lobbying Day) in Springfield

Student Trustee - Attendance at quarterly Illinois Community College Trustee Association - Student Advisory Committee Meetings Attendance at annual Student Trustee Leadership Training Workshop

This policy was formulated after an extensive review of student attendance policies, including those at Dyersburg State Community College, Illinois Central College, Illinois State University, Illinois Wesleyan University, Lakeland Community College, Moraine Valley Community College, Parkland College, Rock Valley Community College, Tallahassee Community College.

Commencement

The College conducts a commencement ceremony once a year at the end of the spring semester. The College encourages all fall and summer graduates to participate in the ceremony.

The College emails information regarding the ceremony to students through their Heartland email early in the spring semester. Instructions for applying for graduation can be found online at <https://www.heartland.edu/graduation/apply.html>. Students must submit an application for graduation.

Please contact the Records Office at Records@heartland.edu with any graduation and graduation ceremony questions.

Course Credit Hour Change

As career and technical programs change to meet employment demands, there are times when courses decrease in credit value. The result may be that students meet all course requirements but fall short of the total credits required of an earlier catalog. In these situations, one of the following options will be implemented to reach program completion.

- Utilize a more recent catalog in which the lower credit value is applicable (substitutions may be necessary).
- Apply any additional credit hours that have not yet been applied to the program requirements to reach the total credits required to satisfy program requirements.
- If the above options are not feasible and the student has met all course requirements for the program, the total credits required for the program may be decreased, provided a minimum of 60 credits have been completed.

Credit-No Credit Options

Students can use the credit/no credit option to explore courses without concern for the letter grade assigned to the course. Students must ask for the credit/no credit option at the time of registration with an academic advisor. Some colleges and universities may not accept courses completed under the credit/no credit option.

The following requirements apply to the credit/no credit option:

- Students may take up to 25% of their course work on a credit/no credit basis.

- Credit/no credit status cannot be changed after the end of the full refund period (the first 10 days of a 16-week class and prorated for shorter sessions).
- Students may not register for the credit/no credit option if they are not in good standing.
- Students must earn the equivalent of a grade of C or better to earn a CR grade.
- Students should be aware that some courses are only offered on a credit/no credit basis.

Dean's List

Full-Time Student Dean's List

At the end of each fall and spring semester a Full-Time Student Dean's List is published naming those students enrolled in twelve semester hours or more during the preceding semester who earned at least a 3.5 GPA.

Part-Time Student Dean's List

At the end of each fall and spring semester a Part-Time Student Dean's List is published naming those students enrolled in six to eleven semester hours during the preceding semester who earned at least a 3.5 GPA.

Equal Opportunity Statement

The College provides equal educational opportunities to all students and equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability, marital status, status as a veteran, or any other protected status under federal, state or local laws. This policy applies to all terms and conditions of enrollment and employment.

Heartland Community College expressly prohibits any form of harassment in the learning and working environment, including but not limited to, sexual harassment and harassment based on any status or condition protected by applicable law, rule or regulation. The College prohibits discrimination based on any such protected status and shall maintain compliance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Violence Against Women Act of 1994, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Illinois Human Rights Act, and all other laws, rules and regulations that apply to College operations.

To the extent that there are conflicts between the terms of any College policy and applicable law, such applicable law shall be controlling. Whenever a specific external law, rule or regulation is referenced in these policies, such reference shall be to the most recent enacted and amended version of such law, rule or regulation.

Inquiries and complaints may be filed online at <https://www.heartland.edu/complaints/index.html> or with the Associate Director of Equity, Compliance, and Title IX.

Final Exam Policy

The College publishes dates and times for final exams in the Student Center.

To access please click "Exam Schedule" from the "Other Academics" drop down menu.

The following classes will have final exams on the last day of class:

Classes meeting only on Friday.

Classes meeting only on Saturday.

Classes ending earlier in the semester.

If a student has three or more final examinations scheduled for the same day, the student is required to take two exams that are scheduled for that day and to make arrangements with the other instructor(s) to reschedule the other final examination(s). The student must notify the instructor(s) about such conflicts by the withdrawal deadline of the affected class(es).

Grades

Midterm and final grades will be available to students online in the Student Center which and found on home.heartland.edu, the student should click on the following links to view midterm and final grades:

Self Service > Student Center > Other Academics > Grades

The student should click on the radio button for the desired semester and career (i.e. fall 2015 undergraduate). If a student does not have Internet access, a copy of the grade report may be obtained in person by visiting Enrollment Services in Normal, Lincoln or Pontiac. Grade reports will be mailed only to the student's address on file if requested over the phone.

The Heartland Community College grading philosophy grows out of our vision of educational excellence. This common philosophy provides a framework for each academic division and instructor as they establish their own individual course grading system, evaluation methods and course policies using the shared general rubrics for letter grades given below.

Letter grades serve as a vehicle to promote meaningful evaluation of student achievement, to inform students of academic progress, and, as necessary, to improve student performance, habits, and practices. Using a letter grade as a prerequisite for subsequent courses means we believe that the grade was assigned through a conscious judgment about a student's readiness to proceed to more advanced study.

At Heartland, students' academic achievement is measured by their mastery of course objectives and content. We challenge students to meet these recognized standards of achievement and we assign grades based on their success in doing so. Simply stated, we believe that the responsibility for academic achievement rests with the student and that holding students responsible for their learning promotes their academic growth.

A (4.0)

This grade represents consistently outstanding performance that demonstrates superior understanding and skillful use of important course concepts. Performance at this level signifies that the student is extremely well prepared to continue with more advanced study of the subject.

B (3.0)

This grade represents performance significantly beyond the level necessary to achieve the course objectives. Work is of high quality but not consistently at an outstanding level. Performance at this level signifies that the student is well prepared to continue with more advanced study of the subject.

C (2.0)

This grade represents an acceptable achievement of the course objectives. Performance at this level signifies that the student is reasonably well prepared to continue with more advanced study of the subject.

D (1.0)

This grade represents less than adequate performance. It signifies questionable readiness to proceed with more advanced study of the subject.

F (0.0)

This grade reflects unacceptable performance. The student is not yet ready to proceed with more advanced study of the subject, and must repeat the course successfully to receive credit

Grade point averages (GPA) are used to determine the academic standing of a student, as well as to award honors. The number of grade points earned in a given course is calculated by multiplying the number of points assigned to the specific letter grade earned in the class by the number of semester hours the course carries. Thus, a grade of B (3.00 grade points) in a course which carries 4 semester credit hours would earn a student 12 (3 x 4) grade points.

A student's GPA for a semester is computed by dividing the total number of grade points earned by the total number of semester hours completed (indicated as GPA Units on the transcript) with the exclusion of developmental education courses. The division is carried out three places to the right of the decimal point and rounded off to two places.

GPA's are calculated at the conclusion of each semester. Courses with grades of I, W, U, R, P, CR, NC, #, NR, NP, X and * are not considered part of the total hours completed for purposes of determining a student's GPA, but these grades are recorded on the student's academic record.

GPA's only average the grades given for Heartland Community College courses numbered 100 level or above. A semester GPA represents the average for one semester; a cumulative GPA reflects the average of courses taken throughout a student's academic career at HCC.

Graduation Requirements

All of HCC's degree and certificate program requirements are outlined in the college catalog. Students must meet the program requirements of the catalog in effect at the time of their acceptance to the program. If they do not enroll for three semesters or more (including summer), they must submit a new application to the College, and they will be held to the program requirements of the catalog in effect at the time of their return. There may be situations in which a different catalog may be more appropriate for determining

graduation. For these cases, students will need to submit their request to change degree requirements in writing to the Dean of Enrollment Services.

The College confers degrees and certificates at the end of each semester. Students must complete the online graduation application prior to the deadline listed below for the semester in which they are planning to complete their program.

Program Completion Semester	Deadline to Submit Graduation Application
Fall semester	December 17
Spring semester (May) <i>Participating in the ceremony</i>	April 1
Spring semester (May) Not participating in the ceremony	May 21
Summer semester (July) <i>Participating in the ceremony</i>	April 1
Summer semester (July) Not participating in the ceremony	August 6

The following are the steps to complete the application for graduation.

- Log into your **Student Center** from home.heartland.edu
- Click the **Academic Progress** tile
- Click **Apply for Graduation** and follow the prompts
- Repeat if completing more than one degree

Multiple Degrees/Certificates

Students may earn multiple degrees and certificates at Heartland Community College. Students interested in completing programs must:

- Declare any additional programs degree by submitting a new college application.
- Complete all course requirements for each degree and/or certificate.
 - Students looking to earn more than one transfer associate degree must complete an additional 15 credit hours of college level or transferrable coursework at Heartland Community College beyond the first degree.
- Submit an application for graduation for each degree and/or certificate.

Incomplete Grades

Faculty may assign an incomplete grade for students who:

- are passing by the withdrawal date,
- can reasonably be expected to pass the course, and

- experience extenuating circumstances (medical emergency, family crisis, or call to active duty).

Faculty do not assign incomplete grades for such reasons as unjustified failure to appear for the final examination.

The faculty and student must sign a written agreement outlining the requirements to be completed by a specified date. The agreed upon requirements must be completed no later than the end of the following semester (excluding summer semesters). If the work is completed by the agreed upon date, the instructor will assign a grade by submitting the grade change form; if the work is not completed, the "I" grade will be changed to an "F" grade.

Informed Consent

Faculty and other college personnel routinely evaluate student work, student records, and other aspects of their college experience for the purpose of teaching, learning, and educational research, and for the evaluation of programs and services offered by the college. When college personnel conduct research that goes beyond the scope of normal educational or institutional practices, or is intended for publication or purposes outside the institution, a student may be asked to voluntarily consent to the use of that work for external purposes.

A student gives written permission on the appropriate consent form and acknowledges by that action that the student's written assignments or projects in HCC courses may be used by faculty members for teaching and/or for research purposes. Such use might consist of, but is not limited to, inclusion of the student's work, in whole or in part, in research studies which are published, either in print or electronic media, for an academic audience, or distribution to other classes, again either in print or electronically, for use in class discussion or as models to illustrate possible approaches to course topics. When reproducing student work, the College will preserve the student's anonymity.

Guidelines on Preparing an Informed Consent

The informed consent should include the following information:

- A description of the research project and the expected duration
- Information regarding the conditions of the subject's participation in the study
- A description of the proposed research procedures

- A statement concerning the expected benefits of the study
- A statement describing any possible risks and discomforts the subject may experience
- A description of how confidentiality will be maintained
- Contact information about the researcher
- Participant signature.
- Student participation in such research is voluntary and that students may decline to participate (or stop participating) without retribution.

Maximum Course Load

The recommended maximum number of semester hours for a student during an academic semester is: 18 hours for a 16-week term; 9 hours for a summer term; and 8 hours for dual enrollment.

Student intending to enroll in more than the maximum load must request approval from the Director of Enrollment Services. The Director will review the student's academic record before affirming or denying the request. The College cautions students concurrently enrolled at other institutions to adhere to the maximum load policy.

Optional Disclosure of Private Mental Health Information

In accordance with the Student Optional Disclosure of Private Mental Health Act at:

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=099-0278&GA=99>. This Act states that an institution of higher learning may disclose mental health information if a physician, clinical psychologist, or qualified examiner makes a determination that the student poses a clear danger to himself, herself, or others.

What Information Will Be Disclosed?

Heartland Community College (HCC) is providing students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person of their choosing.

This policy provides you with the option to designate a person to whom HCC may disclose certain private mental health information. HCC will contact the person of choice if HCC's Student Counseling Services determines that:

- You pose a clear danger to yourself or to others.

- Protection is needed for you or another person from a clear, imminent risk of serious mental or physical injury, disease or death.
- The physician, clinical psychologist, or qualified examiner shall, as soon as possible but no more than 24 hours after making the determination, attempt to contact the designated person and notify the designated person that the physician, clinical psychologist, or qualified examiner has made a determination that the student poses a clear, imminent danger to himself, herself, or others.

Student Authorization

You are not required to designate a person. Only do so if you desire. Should you choose to designate a contact person, it can be anyone over the age of 18 (e.g., parent, sibling, friend, etc.). Students shall be given the option to rescind their authorization at any time and may also change their designated person at any time by using the form from the Records Office (CCB 1600).

The form can be completed from this link:

<https://www.heartland.edu/consumerInfo/healthInformationDisclosure.html>

Please note that HCC reserves the right to contact your parent, legal guardian, spouse and/or other emergency contact as required or permitted by law.

Privacy of Educational Records

The Family Educational Rights and Privacy Act of 1974, also known as FERPA, is federal law that protects the privacy of your education records. FERPA applies to all schools that receive funds under the U.S. Department of Education.

Current and former students are granted the following rights under FERPA:

The right to inspect and review your education record

The right to have control over the disclosure of information from your education record

The right to seek to amend incorrect education records

The right to file a complaint with the US Department of Education

Educational records are records that are directly related to a student and maintained by the College. You must provide written consent before the College will release protected

information. The following, though not limited to, are examples of educational records: transcripts, course schedule, grade point average, and HCC ID number.

If you wish to view your education records, you must submit a signed letter to the Records Office (CCB 1600). The College must respond to the request within 45 days.

FERPA allows schools to release, at their discretion, information that is generally not considered to be harmful or an invasion of privacy if released without prior consent from students. Heartland Community College identifies the following as directory information:

- Name and address
- Telephone number
- Dates of attendance
- Degree, honors, and certificates received or anticipated
- Major field of study
- HCC email address
- Weight and height of student athlete
- Participation in officially recognized activities and sports
- Institutions previously attended
- Photograph of student athlete
- Enrollment status

You may request that Directory Information not be released by submitting the "Prevent Release of Directory Information" form to the Records Office (CCB 1600). The request remains in effect until the College receives written authorization to revoke the request.

FERPA guidelines indicate that rights transfer from the parent/guardian to the student once the student enrolls in a college course. However, the College may disclose educational records to parents without written consent if you are a dependent for tax purposes (tax information must be submitted to the College).

Students are encouraged to visit the Records Office (CCB 1600) with questions regarding FERPA. Additional information may be obtained at:

U. S. Department of Education <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Please address complaints to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Registered Sex Offenders

The College maintains an open enrollment philosophy and welcomes people from all backgrounds to the campus. There are instances when the past conduct of an individual and their rights must be balanced with the College's responsibility to maintain a safe and secure environment for all persons on the campus. The safety and security of all persons, especially those who have not yet reached the age of emancipation, is always at the forefront of the College's actions, and specifically in this policy regarding a Registered Sex Offender (RSO) on the campus.

All students, faculty, staff and other visitors on campus, who are RSOs are hereby required to report their status as a RSO in such a manner as prescribed by the College President to insure compliance with Illinois law and be consistent with this policy.

In keeping with past practice of the College, and Illinois law, RSOs who either attend classes, participate in other community or public programs on the campus, or work at Heartland Community College or any of its satellite facilities, are required to submit a written request to attend classes or participate in other functions on campus. The request must be submitted in a timely manner before the class, event, or employment is scheduled to begin to allow adequate time for the College to review the request and make a determination on their ability to be on campus. The written request must be submitted for each semester or any time the RSO changes their classes or begins a new class or College program. RSO's seeking to attend classes or attend public programs or other community events on campus must contact the Dean of Student Support Services to report their status.

Repeating a Course

Students may repeat any course regardless of the grade previously earned (including withdrawals).

The College will award credit only once. Variable credit courses are handled on a case by case basis. The College will select the highest grade earned for any repeated course when

calculating the students' grade point average (GPA). Although the lower grade is not factored into the students' GPA, all grades will appear on the students' transcript. The College will add a notation regarding the repeat on the student transcript.

Students may attempt to earn a better grade as many times as they wish. However, financial aid eligibility may be impacted by repeating courses.

Transferring students should be aware that other schools may calculate GPA differently.

Residency Requirements

Individuals are considered residents of Heartland District 540 if one of the following criteria:

- is met for at least 30 days prior to the start of the academic term. Documentation of residency must be provided by the first date of the semester.
- A graduate of a District 540 high school within the last year.
- Residing with his/her parent or guardian within the District.
- Emancipated minor, completely self-supporting and residing within the District.
- Married and maintaining a family residence within the District.
- Single and self-supporting as defined by the Federal Office of Education and maintains a residence within the District.
- Residing outside the District, but working full-time within the District.
- Residing outside the District, but is a dependent of a parent/guardian who commutes to work full-time within the District.
- Residing outside the District, but pays property taxes on land within the District.
- Valid documentation (issued and signed within 30 days prior to the start of the academic term), which is acceptable for verification of residency, includes:
 - High school transcript from a District 540 high school
 - Voter's registration in District 540
 - Tax, utility or rent receipts in District 540
 - Driver's license or vehicle registration showing a District 540 address
 - Bank account statement in District 540.

*These requirements do not apply to non-immigrant international students. For information on international student requirements, please see:

www.heartland.edu/international/students/.

Student Right-to-Know Disclosure

As an institution participating in Title IV Higher Education Act programs, Heartland Community College is required by federal law to disclose graduation and transfer-out information in compliance with the Student Right-to-Know Act. Information on program completion and transfer to other institutions by Heartland students is available at: www.heartland.edu/consumerInfo/studentRightToKnow/

The College, in compliance with the Jeanne Clery Act, annually publishes its crime statistics and a summary of policies and programs in its Annual Security Report, which may be accessed at <https://www.heartland.edu/studentLife/safety.html>

In addition, the College makes available to the College community its annual College Violence Prevention Plan which may also be accessed at <https://www.heartland.edu/studentLife/safety.html>

Transfer from Other Colleges & Universities

Students transferring to Heartland must send official transcripts to the HCC Records Office from all other colleges attended. Official transcripts should be evaluated by the Record Office before meeting with an HCC academic advisor.

Students without access to official transcripts can submit unofficial transcripts at the time of initial enrollment. Failure to provide official transcripts may block enrollment in subsequent semesters. Previous success at other colleges may impact financial aid eligibility at HCC.

Transfer to Other Colleges & Universities

Heartland Community College participates in a variety of transfer agreements and baccalaureate degree completion programs with several colleges and universities. For a complete list of Transfer Agreements visit www.heartland.edu/advisement/transfer/agreements.html.

Students who intend to transfer to a four-year institution should plan their first two years at HCC with an academic advisor in order to assure the smoothest transfer possible. Since graduation requirements vary among senior colleges and universities, students are encouraged to discuss their transfer plans early to ensure appropriate course selection.

It is the student's responsibility to follow the recommendations of the institution to which he/she intends to transfer upon completion of study at HCC. Students preparing to transfer are advised to refer directly to the official catalog of the college or university they plan to attend and meet that institution's requirements and recommendations for a selected area of concentration. Transfer resources can be found at www.iTransfer.org as well as <https://www.transferology.com/index.htm>

Temporary Medical Accommodations Policy

Student Access and Accommodation Services (SAAS) provides assistance when students experience a temporary medical condition that affects their ability to access classes or perform tasks within the classroom. They may be eligible for temporary assistance/classroom support deemed reasonable for a limited period. Temporary medication conditions include, but are not limited to:

- undergoing or recovery from surgery,
- pregnancy or new parenting role,
- extended hospitalization, and
- persistent injury or severe illness.

In order for students to receive academic accommodations, they must self-identify to SAAS by completing the [Temporary Medical Accommodation Form](#) and provide current documentation from a medical professional, which states the temporary medical condition. There are limited cases where students can request a waiver of the documentation requirement.

Reasonable accommodations are determined on a case-by-case basis with consideration of the nature of the impact. After receipt and assessment of a student's documentation, SAAS will work with the student to determine the accommodation recommendations made to instructors.

Withdrawals

When the student withdraws or the College removes the student from a course or courses after the refund date, that transaction is recorded as a withdrawal and the student will need to pay the tuition due for the class. A withdrawal will result in a recorded W grade on the student transcript. Note: removal from a course or courses for disciplinary reasons may

result in a recorded F grade on the student transcript. (Please also see the Refund Requests after the Refund Deadline policy.)

Student Initiated

The decision to withdraw from one course or from all courses should be made in consultation with an academic advisor, classroom faculty and/or a Financial Aid staff member (if applicable). Stopping payment on a tuition check or terminating a payment plan will NOT automatically cancel a registration. Students are responsible for understanding that a withdrawal may result in loss of financial aid and that failing to properly withdraw from a class may result in receiving a failing grade of F for that class.

A student may withdraw at any time until the published withdrawal deadline. Deadlines are published on the HCC website. Deadlines vary based on the start and end date of each class.

It is the student's responsibility to officially withdraw from a course or from the College. Students may withdraw online through Student Center or in person with an advisor. If using Student Center to withdraw, the student should retain a copy of the successful transaction. If circumstances prevent the student from coming to the College or using IRIS, withdrawal may be completed by mail. The College does not accept withdrawal requests made by telephone, so students should visit Advisement (CCB 1000) if they need assistance.

Faculty/Administrative Initiated

At midterm, the instructor is required to certify students' attendance according to the requirements of the Illinois Community College Board. At midterm, or at any other time during the semester until the close of business on the last day to withdraw, an instructor may administratively withdraw a student whose pattern of absence causes the instructor to seriously question the intent of the student to further pursue the course or to complete the course with a passing grade.

A student also may be withdrawn from a class by administrative action as a result of emergency or disciplinary procedures under the provisions of Board policy on Students' Rights and Responsibilities. Students have the right to appeal either a faculty or administrative withdrawal through the Student Dispute and Appeal process.

Withdrawals - Medical

If the refund deadline has passed, a student may request a refund, dropped charges or credit due to extenuating or emergency circumstances. Extenuating or emergency circumstances also include a medical situation. Students should contact the Dean of Students immediately after the situation. Students must seek resolution regarding any non-course-related issues within 30 business days of the end of the semester in which the dispute occurs.

To be considered for a refund of tuition after the refund date, students must complete the Student Appeal Due to Extenuating Circumstances form to begin the process. The request should include the rationale and evidence as to why the College should approve the refund request. Each request will require a brief meeting with the Dean of Students.

In cases of medical withdrawal, a medical professional should provide evidence that the medical condition impaired the student from being successful in the given semester. Medical withdrawals may be requested for all or part of one's academic load.

(This information is also cross listed in the Refund Requests After the Refund Deadline policy in the Financial section of the Student Handbook).

STUDENT CONDUCT

View the entire [Code of Student Conduct \(PDF\)](#). For any questions, please [email the Dean of Students](#).

Standards of Conduct

The Code of Student Conduct applies to all students and all College-affiliated student organizations. The Code of Student Conduct applies to behaviors on campus, at any College-sponsored event and in certain instances can apply to off-campus behavior.

Examples of conduct violations include, but are not limited to:

- Academic dishonesty, such as cheating, plagiarism, etc.;
- Knowingly furnishing false information to the College;
- Forgery, alteration or any misuse of College documents and records;
- Conduct which significantly interferes with the College's teaching, administration or other responsibilities;

- Conduct which endangers the health, safety or well-being of members of the College community or visitors to the campus, including but not limited to, unauthorized and/or illegal possession, use or distribution of controlled substances, look-alike drugs, alcohol or unauthorized/illegal use or possession of firearms or any other weapon;
- Violation of specific College rules and regulations, including those regarding campus parking, equipment, facilities and telecommunications/Internet;
- Failure to comply with directions of College officials acting within the scope of their duties;
- Any conduct which constitutes a violation of a federal, state or local law. College officials will cooperate with federal, state and local authorities in any investigation of such violations.

If Code of Student Conduct violations also violate federal or state law, the College conduct process will go forward aside of any criminal complaint that arises from the same incident.

Core Values and Philosophy

As a student at Heartland Community College, you are a member of the College community. As such, you are expected to uphold and accept standards of conduct. These expectations form the basis of the Code of Student Conduct and exemplify a set of core values that include integrity, social justice, respect, community, and responsibility.

The student conduct process at Heartland Community College is not intended to punish students. The goal is to help balance the interests of individual students with the interests of the College community. The process is intended to help develop and educate students.

[Reporting Code of Student Conduct Violations](#)

Reporting a concern does not mean that you have to be positive a violation occurred. By submitting a report, you are indicating that you want someone to look into a situation. You can report possible Code of Student Conduct violations through campus security, the [Dean of Students](#) or through an online form.

[Report a Code of Conduct Violation](#)

[Report an Academic Integrity Violation](#)

[Submit a Concern/complaint](#)

Conduct Process Overview

Once notification is received from any source (victim, 3rd party, online, etc.), the College will proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

- College conducts a review of the complaint.
- Administrator schedules meetings with involved parties to hear all sides of complaint.
- Administrator decides outcome based on the preponderance of evidence.
- Administrator notifies appropriate individuals of outcome.
- Administrator reviews and finalizes sanctions.
- Student has the right to appeal decisions made by the administrator.

This is a simplified version of the conduct process. To see a full overview of this process, read Section 5 of the Code of Student Conduct.

Group Violations

It is possible for student groups and organizations to be held in violation of the Student Code of Conduct. Procedures for groups follow the same process as for individual students.

Amnesty

In certain cases, the College provides amnesty to those who may be hesitant to report violations to College officials because they fear that they themselves may be accused of minor policy violations. Educational options will be explored, but no conduct proceedings or conduct record will result. However, records regarding the provision of amnesty will be maintained.

STUDENT APPEALS

Students can use the Student Appeals process when they question a decision that has been made. Students can appeal course-related matters or other non-course issues.

Time Limit:

Students should seek issue resolution immediately. Students must appeal within 30 business days from the end of the semester in which the issue occurs. The appeal must be finalized by the end of the next semester.

Specific Steps for Course-Related Issues

As issues arise, students must seek resolution from faculty and staff.

Step 1: When a student has a course-related issue, he/she should immediately email or meet with the faculty member. The student should explain the issue and state what he/she wants the College to do. The faculty member will provide a dated decision in writing.

Step 2: If the student is still unsatisfied with the decision from Step 1 above, the student can appeal to the Instructional Associate Dean/Dean. The student should in writing explain the issue and state what he/she wants the College to do. The Associate Dean/Dean will provide a dated decision in writing.

Step 3: If the student is still unsatisfied with the decision from Step 2 above, the student can initiate a final appeal to the Provost and Vice President, Academic Affairs. The final appeal must be made within 10 business days of the dated Associate Dean/Dean's response. A final appeal includes a written document explaining the reason for the appeal and the proposed resolution. Each appeal must provide supporting documentation.

Appeals may be emailed to: appeals@heartland.edu

The Provost and Vice President will provide a dated and written response to the final appeal. The College will send communication to the student's official myheartland email, and the College will scan the communication into the student record.

Course-Related Dispute	First Contact	Second Contact	Formal & Final Appeal
Undergraduate	Instructor	Dean of Academic Division or Instructional Chair	Provost and Vice President, Academic Affairs
Adult Education	Instructor	Director of Adult Education	Provost and Vice President, Academic Affairs
Continuing Education	Instructor	Dean of Continuing Education	Vice President, External Relations

Specific Steps to Appeal Non-Course Issues

As issues arise, students must seek resolution from staff.

Step 1: When a student has a non-course related issue, he/she should immediately email or meet with the First Contact listed in the table below. Students appealing due to medical or extenuating circumstances should start by filling out the [Student Appeal Due to Extenuating Circumstances](#) form. The student should explain the issue and state what he/she wants the College to do. The First Contact will provide a dated decision in writing.

Step 2: If the student is still unsatisfied with the decision from Step 1 above, the student can initiate a final appeal. The final appeal must be made within 10 business days of the dated First Contact's response. A final appeal includes a written document explaining the reason for the appeal and the proposed resolution. Each appeal must provide supporting documentation.

Appeals may be emailed to: appeals@heartland.edu

Staff will provide a dated and written response to the final appeal. The College will send communication to the student's official my.heartland email, and the College will scan the communication into the student record.

Non-Course Issues	First Contact	Formal and Final Appeal
Academic Probation & Dismissal	Dean of Students	Vice President, Enrollment & Student Services
Assessment & Placement	Dean of Students	Vice President, Enrollment & Student Services
Comptroller Collection	Vice President, Enrollment & Student Services	
Financial Aid	Director of Financial Aid	Vice President, Enrollment & Student Services
Graduation	Dean of Students	Vice President, Enrollment & Student Services
Late Withdrawal	Dean of Students	Vice President, Enrollment & Student Services
Medical Withdrawal	Dean of Students	Vice President, Enrollment & Student Services
Military	Dean of Students	Vice President, Enrollment & Student Services
Refund of Tuition/Fees	Dean of Students	Vice President, Enrollment & Student Services

Registration	Dean of Students	Vice President, Enrollment & Student Services
Past Student Accounts/Bills	Dean of Students	Vice President, Enrollment & Student Services

If after following the College’s process for addressing Student Disputes & Appeals, an issue cannot be resolved internally, students may file a complaint about Heartland Community College with the [Illinois Community College Board](#) or with the [Higher Learning Commission](#). If you are a student living out of the State of Illinois, you may also file your complaint with the state in which you reside. See [Student Complaint Information by State \(PDF\)](#) for more information.

FINANCIAL

Collections

Failure to pay a past due debt may result in the student account being referred to a collection agency. Collection of the debt may require legal action. Students will be responsible for all fees and costs incurred in the collection of the past due debt, including collection fees and attorney fees.

The College will use collection companies to collect overdue student balances. Overdue student balances may affect a student’s credit rating.

Submission of your student debt to the State of Illinois will enable deductions from your State of Illinois tax refunds and payrolls. Students will be responsible for the State of Illinois costs.

Contact the Business Office staff to set up outstanding balance payment arrangements. A restriction will be placed on a student’s account if an unpaid balance exists and no payment arrangements have been made. Future enrollments and the issuance of grades and student transcripts will be restricted. The FRC and other Heartland facilities may also be restricted.

Cooperative Agreements

A cooperative agreement enables a resident of District 540 to enroll in a specific program at another community college at a special tuition rate.

Heartland Community College has cooperative agreements with 36 other Illinois community colleges that allow Heartland district residents to enroll in Career and Technical

Education certificates and degrees that are not available at HCC. Not all programs qualify for a cooperative agreement.

Students must complete a cooperative agreement application at Heartland Community College at least 30 days prior to the start of the semester for which the cooperative agreement is sought.

Cooperative agreement applications may be obtained here. Please return to Enrollment Services in CCB 1000.

Financial Aid Eligibility

All HCC students are encouraged to apply for financial aid early by completing the Free Application for Federal Student Aid (<https://www.heartland.edu/financialAid>). The preferred application completion date for fall semester is March 1st. The preferred application completion date for spring semester is October 1st.

Recipients of financial aid will be evaluated each semester for satisfactory academic progress. At that time, a student either will be in good standing or will be in denial status for financial assistance for future enrollment periods. The student must meet all three progress requirements: completion rate, grade point average and be within the maximum time frame to remain in good standing. Students will be notified by the Financial Aid Office if they are placed in good standing or denial status for financial aid.

Fiscal Responsibility

Students registering for classes at Heartland Community College must accept financial responsibility for all of their costs. Failure to pay a past due debt may result in the account being referred to a collection agency or legal action taken for the collection of the debt. Students will be responsible for all fees and costs incurred in the collection of the past due debt, including collection fees and/or attorney fees. Students will be required to complete the Financial Responsibility Agreement in IRIS.

NEW FOR SPRING 2019

Students will have ALL Spring 2019 classes dropped if they have not paid in full or enrolled in a payment plan by December 4, 2018. Payment toward your tuition will include third party documents such as Veteran waivers, scholarships, and Financial Aid. If you have any questions, please call the Business Office at (309) 268-8140.

Payment

Students are responsible for costs of the classes they register for at Heartland Community College.

Published in the class schedule and published online at <https://www.heartland.edu/payingForCollege/paymentsRefunds/paymentPlan.html> are the deadlines for payments. It is the student's responsibility to be aware of the payment deadline for his/her tuition. A student will receive a bill or payment reminder by mail, paper, or electronically at least once per semester. The student bill is also online on the Student Center page in IRIS.

NEW FOR SPRING 2019

Students will have ALL Spring 2019 classes dropped if they have not paid in full or enrolled in a payment plan by December 4, 2018. Payment toward your tuition will include third party documents such as Veteran waivers, scholarships, and Financial Aid. If you have any questions, please call the Business Office at (309) 268-8140.

Refunds & Drops

Students will receive a 100% refund of tuition and fees if the student or the college drop a course or courses on or before the refund date.

Sixteen-week courses typically have drop deadlines during the first 10 business days of class. Four-week, eight-week, twelve-week, fifteen week, and summer courses have proportionately shorter refund deadlines. Please visit online <https://www.heartland.edu/payingForCollege/paymentsRefunds/eligibility.html> for refund deadlines.

It is the student's responsibility to officially drop from a course or from the College by the refund date. Students may drop online through Student Center or in person with an advisor. If using Student Center to drop, the student should retain a copy of the successful transaction. If the student is unable to come to the college, by submitting a signed letter, the student can drop classes. Eligibility will be determined for a refund by the postmark date. The College does not accept drop requests made by telephone, so students should visit Advisement (CCB 1000) if they need assistance.

Refund Requests after the Refund Deadline

If the refund deadline has passed, a student may request dropped charges, a future credit or a refund due to extenuating or emergency circumstances that prevent continued enrollment.

Extenuating or emergency circumstances are events such as a medical situation, a call to active duty, a major employment change, or a family crisis that happens to a student. Students should contact the Dean of Students immediately. Students must seek resolution regarding any extenuating issues within 30 business days of the end of the semester in which the emergency occurs.

Students should email a request to the Dean of Students or complete the Student Appeal Due to Extenuating Circumstances form to begin the process. The request should include the rationale and evidence as to why the College should approve the relief based on the extenuating circumstances. Each request will require a brief meeting with the Dean of Students.

In cases of medical withdrawal, a medical professional should provide evidence that the medical condition impaired the student from being successful in the given semester. Medical withdrawals maybe requested for all or part of one's academic load.

Reservists called to active duty while enrolled at Heartland Community College shall receive a full refund or credit against future enrollment. The student should notify the College and provide military documentation before one leaves for active service. A letter or email requesting a withdrawal should be provided to the Dean of Students.

If a class is canceled because of insufficient enrollment or for another reason, students will receive a 100% refund of the class tuition and fees.

Refunds & BankMobile

Heartland Community College has partnered with BankMobile to deliver your financial aid refund. For more information about BankMobile, visit <http://bankmobiledisbursements.com/refundchoices/>.

For a refund to be issued to the credit/debit card used to pay, the student must provide the Business Office with the 16-digit card number and expiration date.

Students notifying the Business Office immediately with the credit or debit card information used for payment can choose to have their refund issued back to that card. The College does not store the card information because of security concerns.

Usually during the 3rd week of classes, refunds will begin.

Typically during the 6th week of classes, financial aid credit balance refunds will begin.

Usually during the 10th week of classes, student loan refunds will begin.

The BankMobile Vibe card is not the official Heartland identification (ID) card. Official Heartland photo ID cards are issued in person on campus throughout the semester. Please visit the Library located in the Student Commons Building (SCB) for more information.

Sales/Solicitations

The College permits controlled sales campaigns and solicitations only by recognized student organizations. The College encourages student organizations to raise funds to support their activities.

All sales campaigns and collections are restricted to specific locations and times and need prior approval by the Dean of Student Support Services.

Office-to-office selling of any kind is prohibited on campus.

The Dean of Student Support Services must approve all non-club solicitation activities. Activities must adhere to specific locations and times as approved.

Scholarships

The Foundation administers a variety of scholarships designed to reward student achievement, encourage student leadership and provide financial assistance. Foundation scholarships are supported through the generosity of individuals, businesses and organizations. Awards are dependent on the availability of funds. Any currently enrolled or prospective student at Heartland Community College may apply. Apply early. (Please see this website, <https://www.heartland.edu/foundation/scholarships/apply.html>, for deadline information).

The following are minimum requirements that apply to all Heartland Community College Foundation scholarships, unless otherwise noted:

Applicants must meet District 540 residency requirements at the time of application.

Foundation scholarships are for HCC degree or certificate seeking students only. They may not be used for dual enrollment and are non-transferable.

Unless other GPA requirements are listed, current HCC students must at least meet College academic requirements for good standing (see Academic Probation/Dismissal Policy).

Students applying for scholarships requiring evidence of financial need must complete the Free Application for Federal Student Aid (FAFSA). All applicants are encouraged to complete the FAFSA to maximize their eligibility. Results must be available by the application deadline. Apply early. Please visit <http://www.fafsa.ed.gov> or the Financial Aid Office for more information.

Tuition

District 540 tuition and universal fees per credit hour: (Effective Summer 2018)

In District

\$142 Tuition for In-District students

\$7 Student Life Fee

\$2 Program Development and Facilities Enhancement Fee

\$2 Universal Learning Management System Fee

\$153 Total In-District Tuition & Fees per credit hour

Out of District

\$295 Total Out of District Tuition & Fees per credit hour

\$437 Total Out of State Tuition & Fees per credit hour

\$437 Out of Country Tuition & Fees per credit hour

Tuition and fees are subject to change. For current rates, please refer to the College website.

Persons and their dependents who own property in and pay taxes to District 540 will pay the in-district rates per credit hour as listed above. Individuals attending another college within the district will pay the same in-district rates per credit hour as listed above.

Persons and their dependents who reside outside the district, but work full-time within the district will pay the in-district rates per credit hour as listed above.

All international students with an F-1 Visa will pay the out-of-state rate of \$422 per credit hour as listed above.

Payments can be made by:

- Cash (Normal campus only)
- Check
- Debit Card
- Visa
- MasterCard
- Discover
- American Express
- Online (in full or opt for a published installment plan) via checking, savings, MasterCard, Discover, or American Express

To learn more visit <http://www.heartland.edu/pay>

Payments can be made at the following locations:

- Business Office, 2nd Floor of the Community Commons Building (CCB), Raab Rd. Campus
- Pontiac Center
- Lincoln Center
- Over the telephone at (309) 268-8140 using a credit or debit card
- Online – fees may be assessed for online payments

Students enrolling in certain courses will have a course-specific or lab fee in addition to tuition. The class schedule will list the fees.

Other student fees include, but are not limited to, the following:

- Course/Laboratory Fees: Varies
- Transcript Fee: \$5
- Returned Check Fee: \$25
- Installment Payment Plan Fee: \$25

- BankMobile Vibe Replacement Fee: \$20
- Past Due Administrative Account Fee: \$15-\$30

NEW FOR SPRING 2019

Students will have ALL Spring 2019 classes dropped if they have not paid in full or enrolled in a payment plan by December 4, 2018. Payment toward your tuition will include third party documents such as Veteran waivers, scholarships, and Financial Aid. If you have any questions, please call the Business Office at (309) 268-8140.

VA Tuition and Fee Policy

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

Pending Payment Compliance

In accordance with Title 38 US Code 3679(e), Heartland Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Heartland Community College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

SAFETY & SECURITY

Campus Safety & Security

HCC's Safety and Security Services encourages students and employees to take responsibility for protecting themselves and their property for their own safety and the safety of others.

Some campus safety measures include:

- Code Blue Emergency Call Stations in parking areas which provide audio and visual contact with security staff.
- Campus security staff escort service, available by request at the main campus.
- In-house campus phones to provide quick access to the security staff (ext. 8300).
- Parking and traffic control enforcement and accident assistance; local vehicle towing and locksmith contact information available at the security desk.

The Behavioral Intervention Team (BIT) is the College's required Threat Assessment Team. They review information and conduct inquiries to help identify concerning behaviors, and try to assist any student who may be on a pathway to violence of self or others. If you "see something, say something."

More information is available at the [Campus Safety webpage](#).

Additionally, this link spells out our [violence prevention policy \(PDF\)](#).

Chronic Communicable Disease

Students, employees and community members with a chronic communicable disease may attend the College whenever, through reasonable accommodation, they do not constitute a direct threat to the health or safety of themselves or other individuals.

Attendance decisions will be made by the College President in consultation with the Dean of Enrollment Services using this standard in conjunction with current available public health department guidelines concerning the particular disease in question. Individual

cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The College shall respect the right to privacy of any person who has a chronic communicable disease. The person's medical condition shall be disclosed only to the extent necessary to avoid a health and safety threat to the student and others. Persons deemed to have "a direct need to know" will be provided, subject to applicable law, with the appropriate information; however, these persons may not further disclose such information. Persons deemed to have "a direct need to know" may include:

- College President and Dean of Enrollment Services
- Appropriate faculty or administrator
- College health official

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the Drug Free Workplace Act of 1988 (Public Law 100-690), the Illinois Drug Free Workplace Act of 1986 (PA 86-1459) and Heartland Community College Board of Trustees Policy 6.1 (Drugs, Alcohol, and Cannabis), the following procedures and programs exist to prevent the illicit use of drugs and the unlawful use and abuse of alcohol and/or cannabis by students and employees.

Standards of Conduct

Heartland Community College prohibits the use, possession, and/or distribution of alcohol, cannabis and/or any controlled substance by students, employees and visitors on premises (including in College vehicles) owned or leased by the College or as part of any College activity. Further, the College prohibits students, employees and visitors from being on College premises or participating in any College activity when impaired due to the use of alcohol, cannabis, and/or any controlled substance.

Penalties for Violation of Policy

Students who violate this policy will be governed by the College's Student Code of Conduct and subject to disciplinary action up to and including suspension, expulsion and referral for prosecution. Employees who violate this policy will be subject to sanctions, consistent with law and Board policy, which shall include appropriate disciplinary action up to and including termination. Drug abuse counseling and treatment is available locally and may

also be a component of disciplinary action. Visitors determined to have violated this policy are subject to eviction from College premises and are subject to legal action initiated by the College.

Legal Sanctions for Unlawful Possession, Use or Distribution of Illicit Drugs and Alcohol

Legal sanctions that apply to the unlawful possession, use, distribution, dispensing and manufacture of alcohol, cannabis or any controlled substance are consistent with applicable local, state and federal laws. Students, employees, and visitors are reminded that these laws provide for a variety of legal sanctions and penalties which include but are not limited to incarceration and monetary fines.

Notice of Convictions

Any Heartland Community College employee who is convicted of violating any federal or state criminal drug statute in the workplace must notify the President within five (5) days of such conviction. The President shall notify any federal granting agency required to be notified pursuant to the Drug Free Workplace Act of 1988 within ten (10) days after receiving notice of the conviction from an employee. Failure to inform the College of such conviction subjects the employee to disciplinary action.

Health Risks

Health Risks are associated with the use and/or the abuse of alcohol, cannabis, or controlled substances. The consumption of such substances has serious risks to one's health. For a comprehensive list and more information, consult a physician or other drug-treatment professional.

Information, Counseling, Treatment & Rehabilitation

The College periodically sponsors educational sessions and provides informational materials dealing with the dangers of drug and alcohol usage and abuse. Students and employees are encouraged to attend these sessions and read the informational materials. In addition, students are encouraged to contact PATH Information and Referral at (888) 865-9903 and employees are encouraged to contact the College's Employee Assistance Program (EAP) at (800) 433-7916 for information and assistance.

Emergencies

Leave the building if you hear the fire alarms. Emergency evacuation instructions are posted inside each room. Follow these instructions in case of fire or other emergency. Health emergencies should be handled by dialing 911.

The HCCAlerts text messaging service sends emergency information to your mobile device.

To receive emergency messages text JOIN to 1-877-200-7477.

Text STOP to 1-877-200-7477 to opt out of the emergency text message service. You will receive a confirmation text.

This is a voluntary text messaging service that delivers information about on-campus emergencies. **HCC will only send text alerts when there is a serious safety concern affecting campus - including any campus closures due to severe weather.**

Access Alerts

You can also text JOIN ACCESS to 1-877-200-7477 to receive text notification alerts for temporary interferences to campus access. With access alerts, you will receive texts about concerns such as elevator repairs, blocked stairs or sidewalks and closed entries or parking areas

HCC does not charge a fee for this service. Review your particular mobile device's texting or data plan for service details specific to your account. HCC will not share your phone number or mobile information with any other organizations.

College Immediate Action Guides are posted in all classrooms and meeting rooms on campus. The Guides provide students with critical information for the first few minutes after an emergency occurs. Students should review the Immediate Action Guide along with the Campus Safety Video.

More information is available at the [Campus Safety webpage](#).

Harassment

Heartland Community College is committed to maintaining a working and learning environment that is free from all forms of harassment including, but not limited to sexual harassment and harassment based on gender, sexual orientation, religion, race, ethnicity, national origin, age or disability. The College prohibits any form of harassment in the

classroom, in the workplace, in any academic setting at the College and at all College-sponsored events and activities.

This policy applies to all employees and all students at the College as well as any individual representing the College in an official manner, whether paid or unpaid by the College. Under certain circumstances, this harassment policy also applies to third parties such as subcontractors, sales representatives, repair persons or vendors of the College. Every student, employee and official College representative has the responsibility to refrain from any type of harassment in the College environment as well as the right to work and learn in an environment free from harassment. Any student, employee or official representative who harasses a College student, employee or official representative will be held liable for his or her individual conduct and will be subject to disciplinary action up to and including expulsion or discharge.

All complaints will be investigated, with confidentiality maintained to the extent possible. The complete Heartland Community College harassment policy is available in the Human Resources Office and on the College's website at <http://www.heartland.edu/policy/harassment.pdf>.

For additional information, please contact the Associate Director of Equity, Compliance & Title IX at (309) 268-8238 or the Director of Human Resources at (309) 268-8148.

Information Security

By using HCC's electronic resources, students acknowledge and consent to HCC's Appropriate Use policy. A complete, current version of the Appropriate Use Policy may be found by visiting the A-Z index on the Heartland Web site.

HCC is committed to protecting the information it retains about its students, employees, vendors and community visitors. Read the College's privacy statement carefully to understand how information you provide to the College may or may not be used. A complete, current version of the Privacy Policy may be found on the Heartland Web site.

Tobacco Free Environment

For Heartland Community College, "Tobacco Free" means HCC will be completely free from use of all tobacco products including any cigarettes, cigars, pipes, beedies, clove cigarettes and any other smoking product that appears to be a cigarette or electronic cigarette. This

policy includes smokeless tobacco, dip, chew, snuff, snus, and any other non-FDA approved nicotine delivery device or product.

Tobacco use is prohibited in all facilities and vehicles owned or leased by Heartland Community College and is prohibited on all College property. This policy does not extend to personal motor vehicles. All tobacco products in use must be properly disposed of prior to entering any College property or exiting a personal vehicle. Littering the remains of tobacco products or any other related waste product on College property is further prohibited.