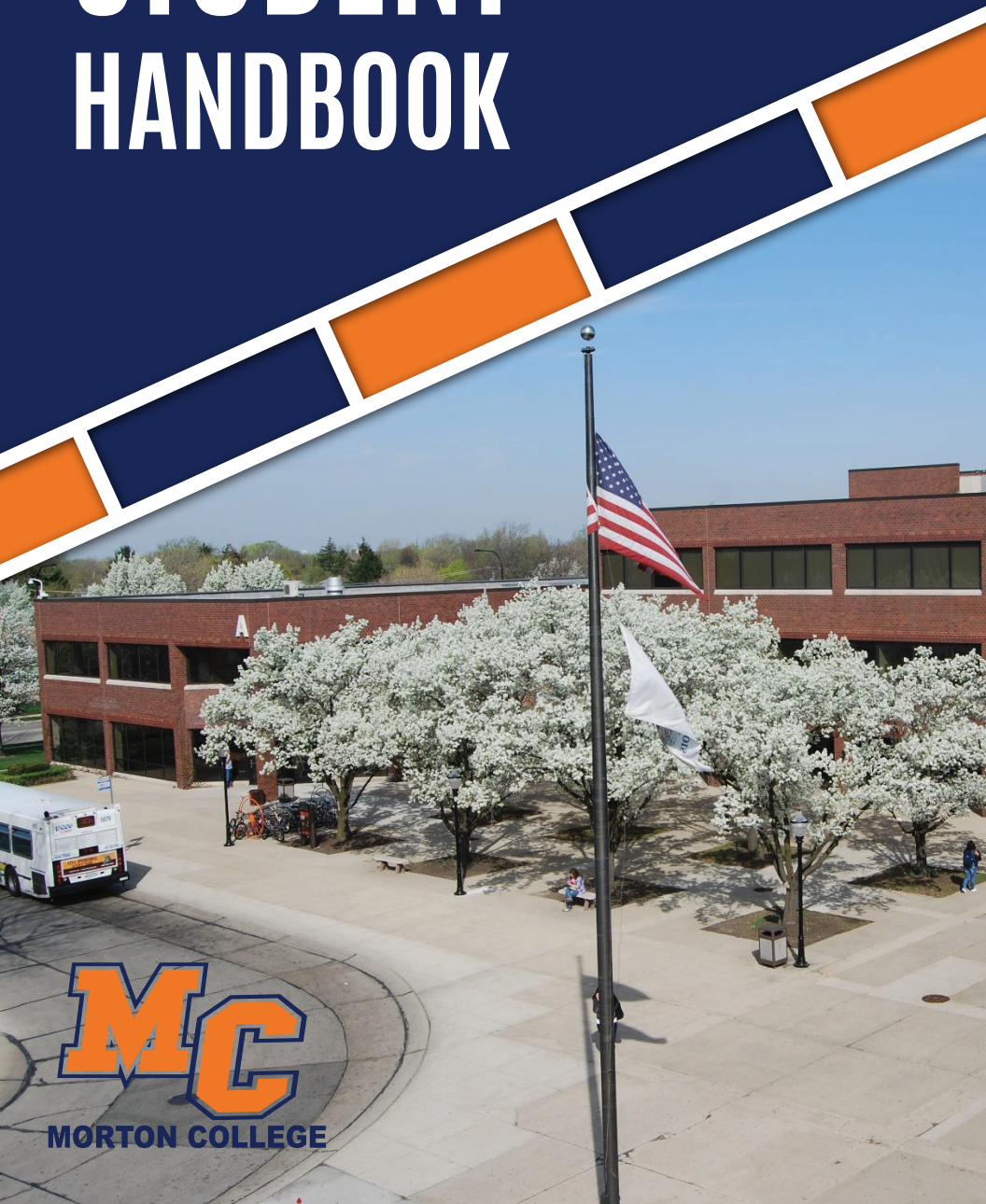


2019-2020

STUDENT HANDBOOK



MORTON COLLEGE

Employment Opportunities

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MORTON COLLEGE
STUDENT HANDBOOK
2019-2020

Property of: _____

Address: _____

Phone: _____

In case of emergency, please notify:

Name: _____

Phone: _____

IMPORTANT DISCLAIMERS

Tuition and Fees—Tuition and fees are subject to change by official action taken by the Morton College (MC) Board of Trustees. Review of tuition and fees will occur at times deemed necessary by the Board in conjunction with the College administration. For up-to-date information, please visit our website at morton.edu.

Course Cancellations—The College reserves the right to cancel any course due to insufficient enrollment or for other reasons deemed necessary by the College. The College, at its discretion, may adjust course start and end dates as well as meeting times or days. Should a course be cancelled, a full refund of tuition and fees will be issued.

Learn more at morton.edu under **Tuition Refund Schedule**.

Licensure Requirements—Students enrolling in instructional programs with state and/or federal licensure requirements, including residency and employment eligibility requirements, should contact the appropriate regulatory agency prior to enrolling in classes.

Student Right to Know—MC is pleased to provide this informational resources for students as required under federal and state regulations and/or college policy, and to increase students' accessibility to essential information. For details, please visit morton.edu/About-Morton/Student-Right-To-Know-Information.

Morton College is not responsible for lost, stolen, or damaged personal items.

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MORTON COLLEGE DISTRICT

CAMPUS QUICK GUIDE

PERSONAL CONTACTS

BOARD OF TRUSTEES

IMPORTANT CAMPUS RESOURCES

If you need information about...	Visit or Contact	Room	Extension
Academic Advising	Academic Advising Center	1st Flr, B	2250
Admissions	Office of Admissions	1st Flr, B	2346
Adding/Dropping Classes	Admissions	1st Flr, B	2346
Adult Education (ESL & High School Completion)	Adult Education, Community Programming & Outreach	214C	2373/2374
Athletics	Athletics Department	201E	2370
Books and Supplies	Bookstore	134C	2222-2223
Cafeteria	Cafeteria	1st Flr, C	2458
Car Trouble	Campus Safety	119C	2200
Career and Technical Education Programs	Dean's Office	305B	2281
Child Care	Child Care Center	105D	2284
Corporate, Continuing & Community Education	Director, Vanessa Parrish	225C	2282
Disability Assistance	Academic Advising Center		2297
Discipline	Student Conduct	212B	2439
(High School Equivalency Certificate)	Community Programming & Outreach		
Graduation Petition & Requirements	Academic Advising Center	1st Flr, B	2250
ID Cards	Student Activities Office	241C	2262
Job Placement, WIOA	Career Services Office	2nd Flr, C	2245
Parking Information	Campus Safety	119C	2200
Placement Testing	Placement Testing Center	2nd Flr, C	2250
Skills for Daily Living	Mary Jo Buongiorno	315C	2368
Student Financial Aid	Financial Aid Office	232B	2428
Student Government	Student Activities Office	241C	2262
Student Organizations/Clubs	Student Activities Office	241C	2262
Student Publications	Collegian Newspaper	328C	2294
Transcripts	Office of Admissions & Records	1st Flr, B	2346
Transferring to Another College	Transfer Services	1st Flr, B	2250
Tuition and Fees	Office of Admissions & Records	1st Flr, B	2346
Tutoring	Tutoring Tutoring Center	201C	2465
Voter Registration	Student Activities Office	241C	2419

STUDENT SUCCESS CALENDAR 2019-20

FALL SEMESTER 2019

Semester Begins <i>(All Classes)</i>	August 19
Tuition Refund - 100%	up to 8 calendar days from start of course
Tuition Refund - 50%	9-16 calendar days from start of course
Labor Day Recess <i>(College Closed)</i>	August 31-September 2
College Fair	September 25
Columbus Day <i>(College Closed)</i>	October 14
Midterm Week	October 13-19
Graduation Petition Deadline**	November 1

Spring '20 Registration

Current Students (30+ hrs. completed)	November 4
Current & New Students	November 12
Veterans' Day <i>(College Closed)</i>	November 11
Last Day to Withdraw	November 27
Thanksgiving Recess <i>(College Closed)</i>	November 28-December 1
Final Exam Week	December 7-13
Winter Recess Begins <i>(No Classes)</i>	December 14

SPRING SEMESTER 2020

Faculty Seminar Day <i>(No Classes)</i>	January 9
Semester Begins <i>(All Classes)</i>	January 13
Martin Luther King Day <i>(College Closed)</i>	January 20
Tuition Refund deadline - 100%	up to 8 calendar from start of the course
Tuition Refund deadline - 50%	9-16 calendar days from start of course
President's Day <i>(No Classes)</i>	February 17
Pulaski Day <i>(College Closed)</i>	March 2
Midterm Week	March 8-14
Spring Break <i>(No Classes)</i>	March 15-21
Graduation Petition Deadline**	April 1

Fall & Summer '20 Registration

Current Students (30+ hrs. completed)	March 30
Current & New Students	April 6
Spring Recess <i>(MC Closed)</i>	April 10-12
Last Day to Withdraw	May 1
Final Exam Week	May 8-14
Commencement	May 15
Memorial Day <i>(College Closed)</i>	May 25

SUMMER SESSION 2020

First 5-Week Summer Session


Last Day to Withdraw <i>(for 1st 5-Week Session)</i>	May 26 - June 25
	June 18

8-Week Summer Session

Graduation Petition Deadline**	June 8 - July 30
	July 1

Second 5-Week Summer Session

Independence Day Weekend <i>(College Closed)</i>	June 29 - July 30
Last Day to Withdraw <i>(for 8-Week Session)</i>	July 4
Last Day to Withdraw <i>(for 2nd 5-Week Session)</i>	July 23
	July 23

*Important dates are highlighted with a  on the 2019-2020 calendar pages (27 - 78).

**In the event the graduation petition deadline falls on a holiday, weekend, or school closing, the following business day will be used as an alternative date.



DIRECTORY OF FULL-TIME FACULTY AND STUDENT SERVICES

Dial **(708) 656-8000** for all extensions.

FACULTY	ROOM	EXT.	FACULTY	ROOM	EXT.
Abrahamson, Dr. Maura	307C	2313	Pearson, Dr. Dennis	313C	2410
Baffa, John	327B	2409	Pencheva, Tsonka	273C	2452
Blumer, Judy	322B	1414	Ploszaj, Randi	273C	2554
Callon, Michael	319B	2312	Primm, Rebecca	113D	1317
Casey, Craig	321C	1291	Pulaski, Andrew	308C	1412
Casey, Robert	325B	1353	Raymond, Mary	322C	2291
Crockett, Janet	313C	1410	Reft, Jennifer	322C	2267
Dominguez, Carlos	272B	1292	Roman, Daniel	112D	1319
Drury, Benjamin	309C	1318	Yuste, Maria Romero	137D-2	1315
Edgar, Jason	330B	2403	Roselund, David	223C	2238
Fabiyi, Edie	329B	2363	Sanchez, Luis E.	326B	2326
Gatys, Dr. Kenton	312C	2293	Schmitt, Robert	321C	2397
Gilligan, Dr. Brian	327B	1409	Schreier, Jennifer	223C	2556
Gunley, Steve	319C	1351	Sedaie, Dr. Behrooz	271C	1326
Gourlay, Jonathan	271C	2355	Seo, Dr. Kimberly	312C	1293
Green, Amy	329B	1363	Simmons, Marigold	332B	
Grice, Dr. James	330B	2413	Sleeth, Bradley	112D	1316
Halmon, Jamie	272C	2552	Skurski, Katherine	332B	1361
Helmus, Dr. Sara	309C	1314	Sonnier, Celeste	215C	1491
Herrmann, Julianne	332B	2361	Spaniol, Scott	310B	1405
Jonas, Michael	138D1	2482	Styer, Dr. Audrey	312B	1384
Kasproicz, Dr. Michael	319C	2351	Sykora, Donald	113D	1324
Kelikian, Tola	310C	2260	Tomchek, Ryan	310B	2292
Lind, Dr. Carmen	215C	2491	Walker, Russell	310C	1320
Litwicki, Dr. Mark	274C	1381	Walley, Cynthia	312B	2384
Manning, Bryant	323B	1365	Warren, John	108C	2231
Mohr, Michele	322B	2404	Windham, Brandie	309B	2555
Moore, Linda	308C	2412	Wood, Robert	206B	1313
Mulvey, Irene	310C	1413	Zukauskas, Karolis	321B	1385
Nedza, Michael	323B	2365			
Ostojic, Gordana	112D	2381			
Paez, Elizabeth	309B	2353			
			*Adjunct Faculty	236C	2330

STUDENT SERVICES

Admissions & Records	1st Flr, B	2346	Financial Aid	232B	2438
Adult Education	214C	2373/2374	Fitness Center	116E	2274
Academic Advising	1st Flr, B	2250	Human Resources	211B	2300
Athletics	201E	2370	Hawthorne Museum	2nd Flr, B	2494
Bookstore	134C	2222	Library	1st Flr, B	2321
Business Office	203C	2305	Open Lab	303B	2235
Cafeteria	1st Flr, C	2458	Placement Testing	234C	2250
Campus Police	119C	2200	Student Activities	241C	2419
Career Services	2nd Flr, C	2468	Student Success Ctr.	2nd Flr, C	2318
Child Care Center	105D	2284	Theatre	1st Flr, A	2261
CRCP/UPS	243C	2877	Transfer Services	1st Flr, B	2250
Disability Specialist	1st Flr, B	2250	Tutoring	201C	2465

READY, SET, REGISTER!

- ☒ Complete the Online Application for Admission
- ☒ Meet with your Academic Advisor after completing new student orientation
- ☒ Apply for financial aid
- ☒ Take a placement test
- ☒ Complete New Student Orientation Part I & Part II
- ☒ Register for classes
- ☒ Pay tuition and fees
- ☒ Buy books and supplies
- ☒ Good class attendance + Complete homework = ***Success!***

Admissions and Records

First Floor, Building B, Extension 2346

This office processes new and continuing student admissions, registration, transcripts of MC credits and graduation certification. You may also obtain enrollment certification for insurance, Social Security, employer tuition reimbursement and other benefit plans from this office.

Financial Aid Office

Room 232B, Extension 2428

Financial aid is available in the form of federal and state grants; loans; work-study; and institutional scholarships. The Financial Aid Office coordinates these aid programs and assists students with the application process.

Students who receive financial aid must be actively pursuing their coursework throughout the semester.

After financial aid awards are applied to students' tuition, fees and bookstore charges, the balances are released to students in one disbursement - at the end of the 5th week of the semester. Financial aid awards are disbursed only with student signature and address verification.

On Campus Student Employment

The Financial Aid Office assists students interested in working part-time on campus. Student Aide employment applications are on the HR website at <http://careers.morton.edu>. Visit the Career Planning & Placement Office in Room 205B for permanent part-time and full-time employment opportunities off campus.

Veterans' Educational Benefits

Federal and state veterans' benefit programs are available at MC. You must complete and submit appropriate documents in order to establish your eligibility. Contact the Financial Aid Office to determine what documents will be required. The following programs are available:

- Veterans' Dependents Educational Benefits (Chapter 35)
- Vocational Rehabilitation Benefits (Chapter 31)
- The Post 9/11 GI Bill (Chapter 33)
- Selected Reserves GI Bill (Chapter 1606)
- Montgomery GI Bill - Active Duty (Chapter 30)
- Illinois National Guard Grant
- Illinois Veteran Grant
- Illinois MIA/POW Scholarship Grant

continued on page 12

MORTON COLLEGE SCHOLARSHIPS *

Richard Newson Writing Award - Essay and Poetry
Richard Newson Writing Award - Journalism
Richard Newson Writing Award – Short Story
Marion Cotten Memorial
Ruth Eccles Memorial
Norm Strumillo Scholarship
Denny Johnson Scholarship
Morton College Foundation Founders' Award
MC Achievement Awards - University Transfer Program
MC Achievement Awards - Personal/Public Service Area
MC Achievement Awards - Health Occupations
MC Achievement Awards - Industrial/Technical Program
MC Achievement Awards - Business/Finance Area
Classified Staff Union, Local 1600
IL Community Scholarship System for Health
Libby A. Vavra GED Award
Robert P. Slivovsky Memorial
Women in Need Grant
Lillian Mary Baar Memorial
Arthur J. Kryda Memorial
Norman and Evelyn Scaman Memorial
Berwyn Firefighters Local 506 Scholarship
IL Municipal Police Association of Berwyn
Stickney Police Association
Charles Slezak Memorial (East)
Charles Slezak Memorial (West)
Olga H. Bush Memorial
Walter R. and Dolores B. Bliss Scholarship
Chico Carrasquel Scholarship
Edwin G. Melich Memorial
Joseph R. and Libby A. Vavra Scholarship
Morton College – Freshman
Morton College – Sophomore
Henry and Marie Vais Scholarship
Joaquin and Luis Jara Scholarship
McCallion Family Scholarship
Engineer/Computer Science Scholarship
Rotary Club of Cicero-Berwyn-Stickney Scholarship
Charley Krebs Memorial
Judy Baar Topinka Public Service Award
Veterans Scholarship
Irving J. Vesely Scholarship
UPS Scholarship
Academic Excellence Scholarship
Olga H. Bush Memorial
HOPE Scholarship
Leadership & Talent Award

*Please visit the Financial Aid Office for the most current information.



OTHER PAYMENT PLANS DO NOT STACK UP AS WELL AS OURS

HERE ARE THE FACTS WHY...

COLLEGE EXPENSES, WHAT'S YOUR PLAN?

Paying for the rising costs of a college education is a concern for nearly every student and family. The fact is, few of us have the resources to simply write a check for the full cost of tuition each semester. So how are you meeting your costs? What's your plan? Do you have one?

Having a solid plan for covering the cost of college is an important step toward graduation. MC is pleased to enlist the services of Nelnet to make the process easier for you.

HERE IS A PROVEN PLAN

To help you meet your educational expenses, MC is proud to offer Nelnet as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a \$25 per semester nonrefundable Nelnet Enrollment Fee. You may budget your tuition and fees by either Automatic Bank Payment or monthly credit card deduction.

CONVENIENT ONLINE ENROLLMENT

Enroll in the Nelnet Payment Plan online at <http://my.morton.edu> or at morton.edu and clicking on the Panther Portal link (see page 8 for instructions on how to login to the Panther Portal).

- Under Financial Information click on "Sign up for the Nelnet Payment Plan"
- Click on the correct semester
- Once you are in the NBS website click on Proceed

Be sure to have the following information:

- Colleague Student ID number
- The name, address and email address of the person responsible for making the payments
- To protect your privacy, you will need to create your own unique Nelnet Access Code. Please be sure it is something you can easily remember
- Account information for the person responsible for payment.
- If paying by automatic bank payments, you will need the bank name, telephone number, account number and bank routing number. Most of this information is located in your check.
- If paying by credit card, you will need the credit card number and expiration date.

Visit **morton.edu** for more information.

Scholarships

The scholarships listed in the table on Page 10 have been offered annually to students at MC. Applications and deadline information may be obtained from the Financial Aid Office. Most scholarships are awarded for academic excellence. Scholarships, award amounts and application deadlines are subject to change based on availability of funds.

Placement Testing Center

First Floor, Building B, Extension 2250

The Placement Testing Center administers placement tests in English and math to measure current skills. All students are required to complete placement testing if they are:

- ✓ **Enrolling in an English composition course**
- ✓ **Enrolling in a math course**
- ✓ **Pursuing a degree or certificate program at MC requiring English or math**

MC does not currently accept placement test results from other colleges or universities. Before testing at MC, students must fill out the College's online application and be assigned a student ID number. Test scores are valid for two years from the date of administration and students are given two tests attempts to determine a best placement. A \$10 retesting fee will be assessed on all students seeking a second attempt of the placement test. This fee applies to all students regardless of program of study. Students who have begun their developmental course sequence are ineligible for retesting.

ACCUPLACER review materials and study resources are available from Academic Advising and through our website - www.morton.edu

ACCUPLACER review classes are also available to help students prepare for the placement test. Contact the Community Education Department for more information Building C, Room 223, Extension 2281.

For testing appointments, stop by Academic Advising, first floor, Building B or call 708-656-8000 Extension 2250.

Please note that effective February 4, 2019, the "Classic" version of ACCUPLACER will be eliminated and replaced with NEXT GENERATION ACCUPLACER. All tests administered on or after this date will be the new version of the placement exam. All previous test scores and placements dated prior to February 4, 2019 will still be honored for up to two years from the date of administration.

Academic Advising Center

First Floor, Building B, Extension 2250

The Academic Advising Center is available to assist students in planning course work to complete their academic goals. Every new degree or certificate-seeking student should meet with an Academic Advisor. Frequent advisor contact will help to ensure that students have current academic information and are making progress toward their educational goals.

Academic Advisors offer the following services:

- ✓ **Educational Planning**—Advisors assist students with course selection, developing short- and long-term schedules, and choosing core elective courses for transfer to four-year colleges and universities, and students pursuing certificate and career degrees.
- ✓ **Academic Information**—Advisors provide information on College policy, the College Catalog and refer students to appropriate campus facilities.
- ✓ **Graduation Planning**—Advisors assist students with meeting graduation requirements. Students are required to meet with an advisor for a pre-graduation audit one semester prior to the expected graduation date.
- ✓ **Transfer Guides**—Transfer guides are planning tools used to select appropriate MC courses in preparation for transfer.
- ✓ **College Representatives** – Throughout the year the college hosts individual visits from admission counselors, representing over 30 colleges and universities.
- ✓ **College Fairs**—The College sponsors various college fairs each year, one of them being the Private Illinois Colleges and Universities (PICU) Fair which features private transfer institutions.
- ✓ **College Campus Visits**—The College hosts visits to various transfer universities in Illinois. Campus visits provide students the opportunity to meet with university representatives, current undergraduate students, and experience the campus first hand. Participation is free to all currently enrolled MC students who are in good standing.
- ✓ **College Tours**—Become more familiar with MC by taking a campus tour. A tour of the college is a perfect way to learn your way around the campus, visit our state-of-the-art facilities and experience
- ✓ **Scholarship Information**—Students are provided with scholarship information offered by colleges, universities and private agencies.

Registration

Registering for a Course

All students planning on attending MC must register for courses and pay tuition and fees before being considered officially enrolled. The Course Schedule lists days and times courses are offered and registration instructions.

All students are encouraged to take the MC Placement Exam and meet with an Academic Advisor before registering to ensure that appropriate courses are taken. To set up an appointment, contact the Academic Advising Center at (708) 656-8000, Ext. 2250.

Tuition and Fees*

Tuition and fees are payable in U.S. currency on dates designated by the College. Students failing to meet published payment deadlines may be dropped from courses.

NOTE: You will receive a tuition bill at the time of registration from the Office of Admissions and Records. If payment is not received by the due date, you may be dropped from your courses. If you are dropped from your courses, you may re-register with no guarantee of obtaining the same course schedule. Additionally, non-attendance does not constitute official withdrawal from your courses. It is the student's responsibility to officially withdraw from a course. Unless you officially withdraw from a course, you are still responsible for all tuition and fees for any course for which you have registered. The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of Admission and Records and only according to the Tuition Refund Table found in the current MC course schedule. Telephone requests for courses to be "dropped" are not accepted.

* Tuition and fees are subject to change by official action taken by the MC Board of Trustees. Review of tuition and fees will occur at times deemed necessary by the Board in conjunction with the College administration. For up-to-date information, visit morton.edu

TUITION AND FEES OVERVIEW*

TUITION

In-District Resident (per credit hour)	\$104
Out-of-District Resident of Illinois (per credit hour)	\$232
Out-of-State Resident or International (per credit hour)	\$296

FEES

Application Fee (first-time enrollees only)	\$10
Registration Fee (per semester)	\$10
Late Registration Fee	\$50
Comprehensive Fee (per credit hour)	\$9
Technology Fee (per credit hour).....	\$9
Repair/Renovation Fee (per credit hour)	\$22

Retake Policy Fees

Course retake fees (\$30 per credit hour) are assessed when students take a course more than the number of times approved by the Illinois Community College Board.

For most courses:

- Students will be assessed a course retake fee in addition to the tuition and course fees if they have already enrolled in the course two or more times and did not withdraw before the end of the refund period, or if they are retaking the course after having received an A, B, C, or P (passing) grade.
- Students retaking a course after receiving an A, B, C, or P grade will receive no additional academic credit. (See specific associate degree program requirements for exceptions to this policy.)
- If a student retakes a course, the highest grade will be applied to his/her Morton College grade point average.

Exception: Some courses (referred to as “repeatable” courses), may be taken several times for college credit. Course descriptions in the Morton College Catalog identify these courses along with the maximum number of times the course may be repeated for college credit. Students who enroll in a repeatable course more than the maximum number of times will also be assessed a course retake fee in addition to the tuition and course fees.

Students who plan to retake a course should first consult with an academic advisor and a financial aid advisor. Students planning to transfer to another college are urged to check that college’s course retake/repeat policy as it may differ and your transfer admission grade point average could be different.

Bookstore

Room 134, Building C • Main Extension x2222

Store Manager x2234 • Assistant Manager x2225.

The Morton College bookstore offers textbooks, paperbacks, supplies, convenience items, apparel and school memorabilia. Students can purchase new or used books as required by Morton College faculty, and most titles are also available for rent or in digital format to save students money. The store also conducts book buyback year-round, where students can sell their used books to the store for cash.

New Student Orientation

New Student Orientation (NSO) is an essential step in beginning your educational journey at Morton College. It will prepare you to be a successful student during your degree completion. Students can begin Part I of orientation after the succession of the placement exam. Part II will be held on campus during the summer for all semester seeking students. New Student Orientation is mandatory for all new students. Students can obtain more information and reserve their seat by calling (708) 656-8000, Ext. 2250 or stopping by the Academic Advising Center, located in the B Building, 1st. Floor.

NSO Part I

New Student Orientation can be completed at the convenience of the student online, only after students have successfully taken the placement exam for both English and Math at Morton College. The online orientation should take approximately one hour long, and includes quizzes after each module and will allow you to save your space if you need to return to it at another time.

NSO Part II

You will not want to miss all the fun New Student Orientation Part II has to offer! New Student Orientation Part II will include a guest speaker; music, raffles, giveaways, and a chance to meet with faculty, and have lunch with current students. Part II will take approximately three hours on Morton College campus.

Students can obtain more information and reserve their seat by calling (708) 656-8000, Ext. 2250 or stopping by the Academic Advising Center, located in the B Building, 1st Floor.

Attendance Policy

The attendance policy for each course is outlined in the course syllabus distributed by the instructor on the first day of class. Instructors may consider tardiness and absences as factors when determining student achievement. Absences caused by approved College activities are not counted in this determination. Students are responsible for making arrangements with their instructors to complete coursework missed due to an absence.

Grade		Grade Points
A	Excellent	4.00
B	Good	3.00
C	Average.	2.00
D	Poor	1.00
F	Failure.	0.00
P	Pass.	0.00
U	Unsatisfactory.	0.00
V	Audit.	0.00
I	Incomplete	0.00
W	Withdrawal	0.00

Grading Policy

At the end of each semester, students can access grade reports through their student portal, the Panther Portal at my.morton.edu. Only final grades are entered on a student’s academic record and used in

computing the student's grade-point average (GPA). Only 100-level courses and above are used to determine the GPA.

Calculating Your Semester Grade Point Average (Sample)

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Graded Hours of Enrollment}}$$

For example, computing a semester GPA would look like this:

$$\text{Total hours} = 14 \quad \text{Total Quality Points} = 42$$

$$\frac{42}{14} = 3.0 \text{ GPA}$$

Class	Hours	Grade	Points	Total Quality Points Hours X Points
SPE 101	3	B	3	3x3=9
MAT 102	4	C	2	4x2=8
HUM 150	3	B	3	3x3=9
GEL 101	4	A	4	4x4= 16

Satisfactory Academic Progress Requirements

Introduction

Postsecondary education institutions are required by Title IV of the Higher Education Act of 1965, amended (HEA), to establish, publish, and consistently apply reasonable satisfactory academic progress standards to students. An institution's standards are considered reasonable if they are in accordance with the satisfactory academic progress federal regulations. Failure to comply with those rules can bar a school and its students from receiving federal financial aid funds. New federal regulations (34 CFR 668.34) stipulate nationally consistent terminology and tighter controls for measuring the Satisfactory Academic Progress (SAP) for the eligibility of students to receive federal financial aid.

Grade Point Average (GPA)

At the end of each semester, students can access grade reports online at MC's website (morton.edu) through the Panther Portal, the college's electronic student record system. Only final grades are entered on a student's academic record and used in computing the student's GPA. Only 100-level courses (college level courses) and above are used to determine GPA. Remedial courses do not bear credit and are not calculated into the GPA. The GPA is determined by multiplying the number of semester hours attempted for each course by the grade points

earned and then dividing the number of semester hours attempted. Computation of the grade point average excludes credits earned by proficiency, for which no grade was earned; grades "P", "U", "V" and "N" and grades earned at other institutions. GPA is used to determine eligibility for good academic standing, graduation, Dean's List selection, President's List selection, Academic Honors selection, scholastic awards, athletics and other purposes.

Good Standing

A student who has attempted semester hours of course work and has achieved a 2.0 GPA is considered a student in Good Standing.

Academic Warning

Students who have attempted credit hours, but have not achieved a cumulative 2.0 GPA will be placed in an Academic Warning status. Students are not be able to register until current grades are posted. If student does not achieve a cumulative 2.0 GPA he /she will be placed on academic suspension and will have to submit a SAP for the following semester.

Academic Suspension

Students who have a subsequent semester without earning a cumulative 2.0 GPA will be placed on Academic Suspension and must complete the SAP appeal process for readmission to the college.

Course Completion Requirement (Pace)

The Pace threshold is 67% successful completion of attempted credit hours. A student's Pace is a percentage that is calculated by dividing the sum of completed cumulative credit hours and accepted transfer hours by the sum of the attempted hours and accepted transfer hours. Developmental (non-college level) hours are included within the calculation. The major change caused by the new rules was the requirement to include the transferred hours in both the numerator and denominator of the calculation. Since Pace calculations require the inclusion of transferred credits, students whose SAP appeal was denied may be required to make up their Deficit Pace Units at another institution.

Grades of A, B, C, D, and P's are considered successful completions. Grades of incomplete (I), withdrawal (W), Failure (E), Unsatisfactory (U), are NOT considered successful completion. Excused withdrawals will count toward hours attempted for the cumulative completion rate as well as the cumulative GPA. However, student-initiated withdrawals from courses within the 100% tuition refund period will not be considered against the completion rate.

Good Standing

A student who has attempted semester hours of course work and has achieved a minimum 67% course completion rate is considered a student in Good Standing.

Financial Aid Warning

Students who have attempted credit hours, but have not achieved a minimum 67% completion rate will be placed in a Financial Aid Warning status.

Unsatisfactory

Students who have a subsequent semester without earning a minimum 67% completion rates will be placed in an Unsatisfactory status and must complete the SAP appeal process for reinstatement of funding.

Maximum Time Requirement (Timeframe)

Students will not be allowed to receive financial aid after 150% of their academic program is exceeded. For instance, if your academic program can be completed within 62 credit hours, the maximum period must not exceed 93 (62×1.5) attempted credit hours. This includes transfer work and coursework equivalent to an awarded Associate's Degree. For students pursuing a certificate program (30 credit hours), the maximum period must not exceed 45 (30×1.5) attempted credit hours. All enrollments such as repeats and withdrawals at MC are considered attempted hours even if no financial aid was previously received.

Good Standing

A student who has attempted semester hours of coursework and has not reached the 150% threshold is considered a student in Good Standing.

Maximum Timeframe

Students who have reached the 150% threshold must complete the SAP appeal process for reinstatement of funding.

Regulatory Changes

The United States Department of Education (ED) modified the Satisfactory Academic Progress (SAP) regulations for multiple reasons. Proposed rules were made effective date of July 1, 2011. The new SAP regulations (34 CFR 668.34) can be found on the website for Electronic Code of Federal Regulations located at www.ecfr.gov. Furthermore, the website for the Department of Education offers various tools to assist with the planning and execution of SAP policy and practices.

Summary of Changes

Transfer Hours: All earned college level credit hours are to be evaluated for transfer and added to the calculation of SAP. This means that accepted transfer hours are included in both the attempted and the earned hours.

Probation Status: The term of probation status can only be attributed to students who have successfully appealed the SAP issue. Students previously labeled as being on Probation must now be either on a Warning status for a first offense or on a Suspension status for a subsequent offense.

SAP Academic Plans: All students who successfully appeal their SAP status must have an academic plan demonstrating they will achieve satisfactory GPA and/or Pace.

Equality: All students must adhere to SAP regulations. This includes those who are not using any financial aid dollars. All appeals of GPA, Pace and Timeframe must be reviewed by the SAP team.

Documentation: All SAP appeals should include supporting third-party documentation, when available.

SAP Appeal Process and Procedure

Students placed on a Suspension, Unsatisfactory, and/or, Maximum Timeframe status will be required to successfully complete the SAP appeal process. They will be required to complete the official appeal form for each subsequent term until their performance has attained the thresholds for minimum GPA and Pace standards within their Timeframe. SAP Suspension students will be required to follow SAP Academic Plans in addition to completing appeals. Students placed on Warning will not be required to complete SAP appeals, as it is their first offense.

A SAP appeal may be based on undue hardship when the failure to make satisfactory academic progress is caused by the death of a relative of a student, severe personal injury or illness of the student, or other special circumstances as determined by the college. Students, in consultation with Student Development personnel who have been trained and authorized to process SAP Appeals, may have to help students draft a summary narrative. The narrative must first describe the mitigating circumstances that hindered their attempt to attain the SAP thresholds and then must describe the changes that have been made to assure progress towards attaining the SAP thresholds. Students may be required to provide documents that demonstrate, and/or verify, items written in their student summary narratives.

Student appeals may be denied if failure to achieve satisfactory academic progress cannot be attributed to mitigating circumstances. SAP appeals may be denied based solely on failure to provide third-party

documentation that proves the stated mitigating circumstances. Student appeals may be denied based solely on failure to follow and/or attain the goals of the SAP Academic Plan.

SAP appeal packets and instructions can be found in various locations. Electronic copies are on the Financial Aid website. Physical copies are available in the following offices: Financial Aid and Academic Advising. Students must follow the instructions on the appeal forms packet. Completed appeal packets may be submitted to any of the three aforementioned offices. The SAP committee meets weekly throughout the school-year, but during peak registration periods will meet daily to accommodate students' needs. Decisions are sent to the student in writing from the office of Financial Aid.

SAP Academic Plans

A successful appeal must explain the reason(s) that the SAP standards have not been met. Furthermore, the student must state what has changed regarding his/her particular situation. It is important for the student to take responsibility for his or her current situation and the resulting academic plan, and demonstrate an understanding of the consequences the student faces if he or she fails to follow the academic plan. Finally, it is the responsibility of the institution to assist a student in plotting a course to successful completion within a new maximum timeframe and to then monitor the student's pace toward completion. An academic plan must take into account the student's progression toward completion of the intended program, which could, in fact, be the next term.

Academic plans need not be very complicated or too detailed; the purpose of these plans is merely to put the student on track to successful program completion. Students may be restricted to the Program Plan Code under their SAP Academic Plan until they have met the cumulative satisfactory academic progress standards. Students may be required to complete placement and/or diagnostic tests to facilitate the development of a SAP Academic Plan.

Students who are unable to follow the SAP Academic Plans may be allowed to apply for an amended or new Plan by presenting evidence of a documented extenuating and or mitigating circumstance.

If a long-lasting or recurrent medical condition is the basis of the appeal, students may be required to provide official documents from their health care providers that explicitly indicate they can handle the load of classes set forth in the SAP academic plan.

Strategies for Succeeding in College

College is more than just another educational experience. It is a new way of life for the next year or two. In the past, going to school was required. But now, continuing your education is your choice. And throughout this experience, you will make decisions determining how successful you will be in your studies.

Careful planning now will help you get the most out of your college education. By setting goals and working to achieve them, you will enjoy a successful college experience and learn valuable life skills.

Goal Setting

- Identify what your goals are and your own strengths and weaknesses.
- Attend all classes, but select a classmate to take notes or collect coursework when you are absent.
- Strive for an “A” average. Build a study plan that includes doing all homework as well as turning all assignments in on time.
- Keep a positive attitude and stay determined.
- Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.

Tips for Preparing for Tests

- Read and recite ideas out loud.
- Work in a study group.
- Ask your instructor how to prepare for his/her exam.
- Work through some sample questions/problems.
- Visit the Tutoring Center located in room 201C for help.
- Start preparing for the test over several days and study when you are fresh.
- Get a good night’s sleep the night before a test and eat a good breakfast in the morning.
- Relax, take a deep breath and think positive.

Priorities for Classroom Success

Read and review the course syllabus.

Attend class daily.

Arrive on time for class.

Participate in class activities.

Ask questions of importance to you.

Listen, observe and concentrate in class.

Take good notes on assignments and lectures.

Complete all assignments.

Plan for study time outside of class.

Time Management

Balance work and study. Here is a recommended guide to balance your course load with working hours. We recommend that the average student use the following guidelines when deciding how many credits to carry each semester.

Weekly Job	Recommended Course Load
15 hours or less	15-16 semester hours
16-27 hours	12-14 semester hours
28-34 hours	9-11 semester hours
35-40 hours	4-8 semester hours
Over 40 hours	1-3 semester hours

Remember to allow time for studying when you plan your schedule. It is recommended that for each credit hour you take, you spend at least two hours of study time per week.

Example:

3 credit hour course

In-class time = 3 hours per week

Study time = 6 hours per week

Total Time = 9 hours per week for a 3 credit hour course

After scheduling all of the activities you need to accomplish, such as school, work, family obligations and time with friends, then you can determine when you will be able to study and utilize your time more effectively. Be sure to always have some time for yourself each day.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

WORKSHEET

FINAL COURSE SCHEDULE					
Course	Time	Instructor	Office	Phone	E-mail

FINAL

Spring

STUDENT PLANNER

WORKSHEET

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

FINAL

FINAL COURSE SCHEDULE					
Course	Time	Instructor	Office	Phone	E-mail

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

FINAL COURSE SCHEDULE					
Course	Time	Instructor	Office	Phone	E-mail

AUGUST

12 Monday

13 Tuesday

14 Wednesday

15 Thursday

16 Friday

17 Saturday

18 Sunday

imagine what you can do.

AUGUST

19: Monday	20 Tuesday
Semester Begins	
100% Tuition Refund Deadline (8 days after class begins)	
50% Tuition Refund Deadline (9-16 days after class begins)	

21 Wednesday	22 Thursday

23 Friday	24 Saturday	25 Sunday

NOTES:

AUGUST/SEPTEMBER

26 Monday

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

31 Saturday

1 Sunday

**Labor Day Recess
(College Closed
August 31-September 2)**

imagine what you can do.

SEPTEMBER

2 Monday

**Labor Day Recess
(College Closed
August 31-September 2)**

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

8 Sunday

NOTES:

SEPTEMBER

9 Monday

10 Tuesday

11 Wednesday

12 Thursday

13 Friday

14 Saturday

15 Sunday

imagine what you can do.

SEPTEMBER

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

20 Friday

21 Saturday

22 Sunday

NOTES:

SEPTEMBER

23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

28 Saturday

29 Sunday

imagine what you can do.

SEPTEMBER/OCTOBER

30 Monday	1 Tuesday	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
2 Wednesday	3 Thursday	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
4 Friday	5 Saturday	6 Sunday
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

NOTES:

OCTOBER

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

13 Sunday

**Midterm Week
(October 13-19)**

imagine what you can do.

OCTOBER

<div>14Monday</div> <div>Columbus Day - College Closed</div> <div>Midterm Week (October 13-19)</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>15Tuesday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<div>16Wednesday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>17Thursday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<div>18Friday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>19Saturday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>20 Sunday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

NOTES:

OCTOBER

21 Monday

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

26 Saturday

27 Sunday

imagine what you can do.

OCTOBER/NOVEMBER

28 Monday	29 Tuesday	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
30 Wednesday	31 Thursday	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
1 Friday	2 Saturday	3 Sunday
Graduation Petition Deadline		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

NOTES:

NOVEMBER

4 Monday

**Spring '20 Registration
(Students with 30 hrs. Completed)**

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

imagine what you can do.

NOVEMBER

11: Monday
**Spring '20 Registration
 (Current & New Students)**

Veterans' Day (College Closed)

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday

17 Sunday

NOTES:

NOVEMBER

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

22 Friday

23 Saturday

24 Sunday

imagine what you can do.

NOVEMBER/DECEMBER

25 Monday		26 Tuesday			
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
27 Wednesday		28 Thursday			
Last day to withdraw from a Fall 2019 course		Thanksgiving Recess (College Closed November 28-December 1)			
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
29 Friday		30 Saturday		1 Sunday	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

NOTES:

DECEMBER

2 Monday

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

**Final Exam Week
(December 7-13)**

8 Sunday

imagine what you can do.

DECEMBER

9: Monday

**Final Exam Week
(December 7-13)**

10: Tuesday

11: Wednesday

12: Thursday

13: Friday

14: Saturday

15 Sunday

Winter Recess Begins

NOTES:

DECEMBER

16 Monday

17 Tuesday

Final Grades Due (Faculty)

18 Wednesday

19 Thursday

20 Friday

21 Saturday

22 Sunday

imagine what you can do.

DECEMBER

23 Monday	24 Tuesday	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
25 Wednesday	26 Thursday	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
27 Friday	28 Saturday	29 Sunday
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

NOTES:

DECEMBER/JANUARY

30 Monday

31 Tuesday

1 Wednesday

2 Thursday

3 Friday

4 Saturday

5 Sunday

imagine what you can do.

JANUARY

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

11 Saturday

12 Sunday

NOTES:

JANUARY

13 Monday

Spring Semester Begins

100% Tuition Refund Deadline
(8 days after class begins)

50% Tuition Refund Deadline
(9-16 days after class begins)

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

19 Sunday

imagine what you can do.

JANUARY

20 Monday	21 Tuesday
Martin Luther King, Jr. Day (College Closed)	

22 Wednesday	23 Thursday

24 Friday	25 Saturday	26 Sunday

NOTES:

JANUARY/FEBRUARY

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

1 Saturday

2 Sunday

imagine what you can do.

FEBRUARY

3 Monday

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

8 Saturday

9 Sunday

NOTES:

FEBRUARY

10 Monday

11 Tuesday

12 Wednesday

13 Thursday

14 Friday

15 Saturday

16 Sunday

imagine what you can do.

FEBRUARY

17: Monday

Presidents' Day College Closed

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

22 Saturday

23 Sunday

NOTES:

FEBRUARY/MARCH

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday

1 Sunday

imagine what you can do.

MARCH

2 Monday

Pulaski Day - College Closed

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

8 Sunday

**Midterm Week
(March 8-14)**

NOTES:

MARCH

9: Monday

10: Tuesday

11: Wednesday

12: Thursday

13: Friday

14: Saturday

15: Sunday

**Spring Break
(March 15-21)**

imagine what you can do.

MARCH

16: Monday	17: Tuesday
Spring Break (March 15-21)	

18: Wednesday	19: Thursday

20: Friday	21: Saturday	22 Sunday

NOTES:

MARCH

23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

28 Saturday

29 Sunday

imagine what you can do.

MARCH/APRIL

30 Monday	31 Tuesday
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

1:Wednesday	2 Thursday
Graduation Petition Deadline	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

3 Friday	4 Saturday	5 Sunday
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

NOTES:

APRIL

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

**Spring Recess
College Closed April 10-12**

11 Saturday

**Spring Recess
College Closed**

12 Sunday

imagine what you can do.

APRIL

13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

19 Sunday

NOTES:

APRIL

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

25 Saturday

26 Sunday

imagine what you can do.

APRIL/MAY

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

1 Friday

2 Saturday

3 Sunday

Last Day to Withdraw

NOTES:

MAY

4 Monday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

**Final Exam Week
(May 8-14)**

9 Saturday

10 Sunday

imagine what you can do.

MAY

<div>11Monday</div> <div>Final Exam Week (May 8-14)</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>12Tuesday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<div>13Wednesday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>14Thursday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<div>15Friday</div> <div>Commencement</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>16 Saturday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<div>17 Sunday</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

NOTES:

MAY

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

22 Friday

23 Saturday

24 Sunday

imagine what you can do.

MAY

25 Monday

Memorial Day (College Closed)

26 Tuesday

1st 5-wk Summer Session Begins

27 Wednesday

28 Thursday

29 Friday

30 Saturday

31 Sunday

NOTES:

JUNE

1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

6 Saturday

7 Sunday

imagine what you can do.

JUNE

8: Monday

(8-Week Summer Session Begins)

9 Tuesday

10 Wednesday

11 Thursday

12 Friday

13 Saturday

14 Sunday

NOTES:

JUNE

15 Monday

16 Tuesday

17 Wednesday

18 Thursday

**Last day to withdraw
1st 5-wk Summer Session**

19 Friday

20 Saturday

21 Sunday

imagine what you can do.

JUNE

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

27 Saturday

28 Sunday

NOTES:

JUNE/JULY

29 Monday

**Second 5-Week Summer
Session Begins**

30 Tuesday

1 Wednesday

Graduation Petition Deadline

2 Thursday

3 Friday

Independence Day - College Closed

4 Saturday

5 Sunday

imagine what you can do.

JULY

6 Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

11 Saturday

12 Sunday

NOTES:

JULY

13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

19 Sunday

imagine what you can do.

JULY

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

**Last Day to Withdraw
(8-Week Session)**

**Last Day to Withdraw
(2nd, 5-Week Session)**

24 Friday

25 Saturday

26 Sunday

NOTES:

JULY/AUGUST

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

1 Saturday

2 Sunday

imagine what you can do.

AUGUST

3 Monday

Final Grades Due (Faculty)

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

8 Saturday

9 Sunday

NOTES:

AUGUST

10 Monday

11 Tuesday

NOTES

[illegible]

[illegible]

ACADEMIC INFORMATION

Services for Students with Special Needs

First Floor, Building B, Extension 2297

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, MC assists students with disabilities by providing special access to its campus and programs. To gain access to special services, students should contact the Academic Advising Center at (708) 656-8000, Ext. 2250, at least four weeks before the semester begins. To be eligible for services, students will be required to provide records documenting their disabilities.

Skills for Daily Living

Skills for Daily Living is a non-credit enrichment program designed for students, ages 18 and over, that have mild to moderate intellectual disabilities. Classes are designed to develop and expand students' life skills in an ability appropriate college environment. Program content focuses on the needs and interests of students enrolled.

Counseling Service

Morton College offers counseling services for currently enrolled students. One-on-one counseling is available for students who want to talk with someone about stress, anxiety, family issues, depression or any other educational or personal concerns they may be experiencing. All services are free of charge for enrolled Morton College students and all information is held confidential. While most information shared is confidential, there are a few exceptions due to existing laws. Counselors will go into more detail about these exceptions during the student's initial visit.

Counseling service is available by appointment, contact (708)656-8000, ext.2250 to schedule an appointment.

Enrollment in Developmental Courses

To help students achieve their educational goals, the College adheres to a policy of required placement testing and fulfillment of developmental course(s). All students who are degree-seeking, in a transfer track or enrolled in a certificate program requiring English or Math must complete placement tests. Based on test results, students placing into developmental English and/or Math courses must begin taking these courses within the first 12 semester hours of study at the College. Students who place into developmental coursework may be restricted from enrolling in certain courses. To increase the chances of student

success, students are encouraged to meet with their Academic Advisor to design a schedule that best suits their educational needs.

Auditing a Course

Students wishing to audit a course must meet all admissions and registration regulations and pay the required tuition and fees. The student should declare their intention to audit a course at registration. However, a student may change from credit to audit or audit to credit by completing an Add/Drop Form and obtaining the instructor's written approval. Requests for change of audit status must be submitted to the Office of Admissions and Records before the course's mid-term week or no later than the seventh week of a 16-week course, or the third week of an eight-week course. Courses shorter than eight weeks will have different deadlines. For further information, contact the Office of Admissions and Records.

A student auditing a course may participate fully in class activities, subject to the instructor's approval, but will not be required to take tests or examinations. No credit is awarded for courses audited and a grade of "V" (visitor) will be recorded. Students may register to audit a course only during Add/Drop week or the first week of the semester.

Non-Traditional Learning Program

The Non-Traditional Learning program allows students to translate knowledge and skills acquired outside the classroom into college credit. For example, a student who has acquired knowledge by working in word processing may seek credit in specific Word processing courses offered at Morton College.

Students may be granted up to 30 credit hours in this program. Petitions for Non-Traditional Learning Credit and requests for additional information are available at the Academic Advising Center and from the appropriate academic Dean. Non-Traditional Learning Credit cannot be used to satisfy the MC academic residency requirements.

A maximum of 30 semester hours of credit earned through Non-Traditional Learning may be applied toward graduation requirements. All other graduation requirements also must be met.

In accordance with state regulations, no grade received through Non-Traditional Learning is recorded for course credit. The student's academic record will indicate only that credit has been established. The student is responsible for finding out if such credit will transfer to another college or university and if it will be applied toward a specific degree or certificate program.

Dropping a Course*

For a 16-week course, a student may drop from a course after initial registration until two weeks before the last day of the semester. For Summer semester, it is one week before the end of the semester. Courses shorter than one semester may have different drop dates. To drop a course, please refer to the Course Drop Procedure as outlined below. Courses shorter than the traditional length of each semester may have different drop dates.

COURSE DROP PROCEDURE

Students may drop a course by logging in to their Panther Portal online at <http://my.morton.edu> or by completing an add/drop form available in the Office of Admission and Records. To drop a course in person a student must submit the form to the Office of Admission and Records for processing before the deadline date. Refunds of tuition and fees will be allowed only as specified in the Refund Policy.

Incomplete Grade Policy

A grade of "I" (Incomplete) may be granted by an instructor. The instructor will issue the student an Incomplete Grade Contract specifying the requirements that must be completed and the due dates. When all course requirements have been met, the instructor will submit a Change of Grade Form to the Academic Deans Office to change the "I" grade to the appropriate final grade. If a grade of "I" is not changed by the instructor by the specified expiration date (excluding summer session), it will be automatically changed to an "F" (failure) grade. A student given a grade of "I" cannot drop that course.

Transcript

A transcript of a student's academic record at Morton College may be obtained by completing an electronic request. Upon receipt of a student's electronic request and payment, official copies will be sent to other institutions, prospective employers and agencies.

All financial obligations and other restrictions must be fulfilled before a transcript request will be fulfilled.

* For information on dropping Adult Education courses, contact the Assistant Dean of Adult Education, Community Programming & Outreach at (708) 656-8000, Ext. 2367.

Grade Forgiveness

A student may repeat a course previously attempted at MC but will receive credit for it only once. The higher grade earned will be used in computing the student's cumulative GPA. The new GPA will be recalculated within eight weeks from the end of the semester in which the higher grade was earned (Students should be aware that there is no assurance that other institutions will recognize this forgiveness provision).

Grade Appeal Procedure

Student grades as reported by faculty are considered final. In the event a student desires to appeal a grade, the following process will be followed:

- Within 10 school days of the grade being made available to the student (posted at morton.edu), the student must notify in writing (email or letter) the faculty member of their disagreement with the posted grade.
- The student must initiate a discussion with the course instructor and try to reach an accord with respect to the course grade within an additional 10 school days.
- If, after discussion with the course instructor, a student does not reach an accord with the faculty member's decision, the student may next appeal in writing to the appropriate academic dean within 10 additional school days.
- Subsequently, the dean will review the appeal and consult with the faculty member.
- If the dean and faculty member cannot resolve the situation, the dean will convene, within 10 school days, a committee comprised of three full-time faculty members teaching in the same discipline or a related discipline, if necessary.
- If the committee convened by the dean fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal in writing to the Provost.
- The Provost will review the appeal and render a decision. The decision of the Provost shall be final.

Graduation Procedures

To receive a degree(s) and/or certificate(s) from MC, candidates must:

- Meet with their Academic Advisor during their final semester to ensure all requirements are met for their desired program of study
- Complete the graduation application, which is available on the Panther Portal and pay relevant fee(s). The application deadline for each semester is listed on the Morton.edu website and within this handbook.

To add to the academic experience, students are encouraged to participate in May commencement exercises. Graduates from the summer and fall terms preceding the commencement date and candidates for spring are invited to participate. Diplomas will be mailed to students approximately 10 to 12 weeks after the semester has ended and on completion of final graduation audits. Diplomas will not be issued until all graduation requirements and financial obligations to the College have been met. Students failing or withdrawing from required courses should immediately contact their Academic Advisor to change their graduation date.

OTHER IMPORTANT RESOURCES

Library

First Floor, Building B, Extension 2321

The Morton College Library's mission is to be an exemplary academic library that supports the educational goals and purposes of the college. The Library is dedicated to providing instruction and access to resources and services that support the academic program and the general information needs, intellectual development, and professional growth of the entire college community. The beautiful, completely wireless Library won numerous awards for its renovation in 2005.

The Library's collection includes over 37,000 books and 85 periodicals as well as access to over 60 online, research databases. The Library's website, www.morton.edu/mclibrary, is the gateway to a wide variety of library services and research resources. An online catalog provides easy look-up of library materials. Also available are many specialized research databases with factual information and references to journal, magazine and newspaper articles, many of them full text.

Library users may receive assistance at three service points on the first floor: **The Circulation Desk** - materials may be checked out or requested from other academic institutions; **The Computer Help Desk** - help with computer software, e-mail, printing and copying, and **The Reference Desk** - reference librarians help students navigate the library's rich collection of online and print sources. Librarians also pro-

vide information literacy instruction detailing how to find, evaluate, and cite sources for college projects. Morton College Library is a member of **CARLI**, the Consortium of Academic and Research Libraries in Illinois and **NILRC** Network of Illinois Resources in Community Colleges. The online library catalog, I-Share, offers materials from over 128 academic libraries throughout Illinois.

Library Cards: A Morton College ID serves as a Library card and printer access card. Current Morton College IDs must be presented to borrow materials from the Library. (Student identification cards are issued in the Library, at the reference desk, and by Student Activities located on the second floor of Building C.)

Library Hours:

Fall and Spring Semester hours:

- 7:30 a.m. to 9:00 p.m. Monday through Thursday
- 7:30 a.m. to 4:30 p.m. Friday
- 8:30 a.m. to 5:00 p.m. Saturday
- 12:00 p.m. to 5:00 p.m. Sunday

Summer hours:

- 7:30 a.m. to 7:00 p.m. Monday through Thursday
- Intersession hours vary. Please check Library Web site.

For further information regarding Library services or to schedule tours and instruction please call 708-656-8000 extension 2321

Tutorial Services

The Tutoring Center (201C), Extension 2465, offers free tutoring to all Morton College students.

Professional tutors are available to help you with writing, math, chemistry, biology, physics, engineering, anatomy and physiology, and nursing. Tutoring is available by appointments and walk-ins.

Tutoring is also available for Adult Education students through Project Care, Building C, Room 245, Extension 2383.

Management Information Systems (MIS)

The Management Information Systems (MIS) Department provides expert, friendly and effective technical support and creative technology solutions to Morton College students, faculty and staff.

We are happy to answer any questions regarding:

- Panther Portal
 - Morton College's student portal allows students to:
 - Access student e-mail
 - Register for courses

- Set up payment plans
- View registration statements
- View financial aid awards
- Read important campus announcements and campus news
- Learn about upcoming campus events
- and much more!
- Blackboard
- E-mail
- Morton College Website
- Wireless
- Smart Boards

The MIS Help Desk can be contacted by:

- Phone: (708) 656-8000, Ext. 2444
- E-mail: helpdesk@morton.edu
- Submitting an Online ticket via the Panther Portal
- Visiting the MIS department in Building B, Room 204

MIS - Fall – Spring Hours of Operation

Monday - Thursday, 8 AM to 9 PM

Friday, 8 AM to 8:30 PM

Saturday, 9 AM to 1 PM

MIS - Summer - Hour of Operation

Monday - Thursday, 8 AM to 9 PM

MIS invites feedback on how we can improve our processes and provide better service to all members of the College community.

Career Services Office

Building C, 2nd Floor, Extension 2468

The Career Services Office offers services designed to help students make informed career choices and develop career plans. Services include:

- Individual career assessment and advising
- Annual job fair
- Resume assistance
- Job Board
- Computers available for job searches or resume preparation
- Career resources such as videos and books on interviewing, resume writing and job searching techniques

For more information, call the Career Services Office at (708) 656-8000, Ext. 2468.

Child Care Center

Room 105D, Extension 2284

MC students who are parents of children between the ages 2-1/2 to 6 may leave their children in the Child Care Center while they attend courses on campus or use on-campus facilities (subject to availability). This service is available between 8 a.m. and 2 p.m. weekdays during the fall and spring semesters. The Center charges an hourly fee and a one-time nonrefundable deposit to help offset the program's cost. Children also must be toilet trained and socially ready for the preschool environment. Parents should register early due to limited enrollment. Interested parents may contact the Child Care Center Coordinator in Room 105D or phone (708) 656-8000, Ext. 2284.

Campus Police

Room 119C, Extension 2200

The Campus Police Department is responsible for all law enforcement and emergency responses on campus. Campus emergencies can be reported by dialing Ext. 2200 or by using one of over 30 emergency phones located throughout the campus and parking lots. When off campus, please dial (708) 656-8000, Ext. 2200.

Medical Emergencies

The Campus Safety office handles medical emergencies and provides first aid assistance. Any student or staff member needing first aid should contact this office immediately. If further medical attention is required, Campus Safety will arrange transfer to a hospital.

If you require assistance in the event of an emergency evacuation, you must notify the MC Campus Safety department (located in Building C) of your request by providing Campus Safety personnel with your name, the nature of assistance requested, and class schedule (including all changes thereto). Such notice must be provided prior to the start of each semester you attend MC.

If, on a temporary basis, you require assistance in the event of an emergency evacuation, you must also notify the MC Campus Safety department of your request by providing Campus Safety personnel with your name, the nature of assistance requested, and class schedule (including all changes thereto). Such notice must be provided as soon as possible after your need for assistance arises.

Parking Regulations

Room 119C, Extension 2200

The "E" lot is for employee parking and you must have a MC parking permit to park in this lot. All students and visitors can use the "A" lot to park without a permit. Campus Safety does enforce this rule and a citation may be issued to vehicles parked illegally. Please view the Campus Safety website for more information regarding these parking lots and fines. MC is not responsible for the theft or damage of

any vehicle. Vehicle accidents that occur on campus must be reported to Campus Safety.

Bicycle parking is restricted to racks on the north side of Building D and in front of Building A. Bicycles should be secured to these racks with a chain and lock. Motorcycle parking is restricted to the south side of Building E as posted.

Fitness Center

Building E, 2nd Floor, Extension 2274

The MC Fitness Center offers a variety of physical fitness and wellness activities. Opened in 2019, the state of the art Fitness Center offers 4,100 sq. feet of top of the line equipment. Stop by to see what the facility and what programs are offered.

- “Open Lab” credit/grade and non-credit programs
- Fitness assessments and exercise prescription from professional staff
- Aerobic and resistive exercise machines
- Free weights
- Special seminars and activities

Dining-Paisan’s

First Floor, Building C

Several options are available from Paisan’s weekdays. Paisan’s offers daily breakfast, lunch, and dinner specials. Vending Machines are also available.

Hawthorne Works Museum

Second Floor, Building B

The Hawthorne Works Museum, located at Morton College, tells the story of one the 20th Century’s most famous and important factories. It serves as a lens into the community’s rich industrial history.

It was a world center for industrial science. The pioneering Hawthorne Studies is still part of business management and psychology courses today. The Hawthorne Works plant, extended over 200 acres and employed 40,000 people during its peak.

The Museum’s knowledgeable staff offer guided tours for individuals or school/community groups. Presentations and handouts are available at the museum covering: Bell Labs inventions, motivational and management psychology, history of immigrant life, the Hawthorne Works studies, the Eastland Disaster and the history of telecommunications industry.

The adjoining Heritage Hall conveys additional information about the community’s rich history through vivid wallpaper displays. Cermak Road, nicknamed the “Bohemian Wall Street,” is a tribute to the area’s frugal nature and the large number of financial institutions located there.

Admission to the museum is free. For additional information and hours, call (708) 656-8000 Extensions: 2321 or 2429.

RULES AND REGULATIONS

Code of Student Conduct

MC assumes that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote educational development and to ensure that students do not engage in conduct that interferes with the mission or the daily operation of the College.

Prohibitions

For the College to carry out its responsibilities and to provide students with the most beneficial educational experience, the following actions have been deemed as violations of the College's Code of Student Conduct: This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Dean of Student Services determines could endanger the safety or security of members of the College community or is harmful to the College environment is also prohibited.

- All forms of academic dishonesty, including but not limited to circumventing testing and/or assessment procedures, cheating, plagiarism, forgery and alteration or unauthorized use of College documents, records or instruments. (Please see the Academic Honesty Policy for details.)
- Engaging in conduct that interferes with, disrupts or obstructs teaching, the performance of institutional duties or the pursuit of educational, administrative, or other authorized College activities; or occupying College buildings or property after notice to depart has been given.
- Abuse, damage, or vandalism (including all forms of graffiti) to, or theft of College property. Unauthorized entry to College facilities. Theft of College property includes theft of College services and products and includes but is not limited to software licensing infringements and illegal copying/downloading of copyrighted materials.
- Abuse, damage, or vandalism (including all forms of graffiti) to, or theft of the personal property of a member of the College community on campus or at an official College activity off campus.
- Tampering with or disabling fire and safety equipment, systems or posted instructions for their use, as well as causing false alarms of fire or emergency systems; failing to exit College facilities when an alarm is sounded; failing to comply with emergency procedures as directed by College officials or those acting in their stead.

- Unauthorized possession or duplication of keys or key cards to College property or passwords to College information technology systems and the distribution of such keys and/or passwords to other persons.
- The possession of, use of, or being under the influence of illegal drugs, controlled substances, narcotics, or alcoholic beverages, without an authorized prescription issued by a medical authority, while on campus or at an official College activity off campus; the sale or distribution of illegal drugs, controlled substances, narcotics, or alcoholic beverages while on campus or at an official College activity off campus; the intentional misuse of legally prescribed drugs or medications and/or the sale or distribution of these drugs to other people.
- Verbally, in written form, or physically abusing, harassing (including but not limited to harassment on the basis of sex), threatening, assaulting (including but not limited to sexual assault, as defined in the College's Sexual Misconduct policy) or endangering the health, safety or well-being of any person on campus or at an official College activity off campus. This includes (a) a student who threatens to cause harm to himself/herself, and (b) all conduct or communications that a reasonable person would interpret as a serious expression of intent to cause physical or mental harm to a person or damage to a person's property.
- Hazing, stalking, creating a hostile environment, and any other behaviors which intimidate, threaten, coerce, or endanger the safety of others, or which interfere with the safety of any member of the College community or its guests.
- Unauthorized use of College facilities, equipment, and services including but not limited to telephones, e-mail system, internet, computer networks, photocopy machines or fax machines.
- Denying a trustee, employee, student or guest of the College freedom of movement or use of the facility.
- Loud, abusive or offensive language; loitering; gambling; indecent exposure of the body including but not limited to urination or defecation in public, and lewd or obscene conduct.
- The use and/or possession of firearms, ammunition, explosives, explosive devices, fireworks, other weapons or dangerous chemicals on College premises or at an official College activity off campus; the intentional misuse of chemical or flammable substances normally used in the educational process on College premises or at an official College activity; Firearms are never permitted to be carried on the College campus by students; an enrolled student who may be otherwise authorized to carry a firearm (such as

employment as a police officer) is strictly prohibited from bringing his/her weapon on to College premises, or to any official College activity off campus.

- Smoking within any College facility or within fifteen (15) feet of an entrance, open window, or ventilation intake.
- Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested.
- Unauthorized use of the College's name or logo or an attempt to defraud another person through unauthorized representation as an agent of the College.
- Abuse of computer time including but not limited to unauthorized entry into a file to use, read or change the contents; unauthorized transfer of a file; unauthorized use of another individual's identification and password; unauthorized use of copyrighted material received or transferred over the network; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to access obscene Internet sites; use of computing facilities to interfere with normal operation of the College computing system; and use of computing facilities for personal profit or gain.
- Inciting, aiding, or encouraging others to engage in a behavior which violates the Student Code of Conduct.
- Violation of local, state and federal laws, regulations and policies on campus or at an official College activity off-campus.

Students shall assume responsibility for their own conduct. All students involved in apparent acts of misconduct will have the right of due process as set forth in detail below.

Reporting Violations of the Code of Student Conduct

All members of the MC community including faculty, staff and students must work together to protect the integrity of the institution. Together they share the responsibility for reporting violations of the Student Code of Conduct. Except as otherwise provided herein, as in the case of Academic Dishonesty, the following process should be followed for reporting violations of the Code of Student Conduct: Reports shall be made in writing and submitted to the Dean of Student Services. A written report must include the date and approximate time of the violation of, where the violation took place, a brief description of the violation or incident, and the names of witnesses, if any. It is preferred that reports be submitted within forty-eight (48) hours of the alleged violation. Individuals who submit a violation report will be informed that

information from their report (including their identity) may be shared with the accused student during the investigatory and/or due process hearing stage.

Academic Honesty Policy

MC treats ethical violations affecting course work with the utmost seriousness. Cheating of any kind will result in an Academic Penalty and may result in further disciplinary action.

Academic dishonesty in all modes of instruction (in or out of class) includes, but is not limited to:

- Copying someone else's work or answers.
- Putting your name on a paper written by someone else and handing it in for credit.
- Allowing another student to copy your work or answers for assignments.
- Using materials or information hidden on one's person during quizzes and examinations.
- Obtaining and using teacher's editions of textbooks, instructor's manuals, tests or test answers in an unauthorized fashion.
- Providing course materials such as papers, lab data, reports, or answers to be presented by another student as his or her work.
- Making up or falsifying information for the purpose of completing an assignment, quiz, exam or presentation.
- Taking an exam in place of another student or having someone take an exam in your place.
- Turning the same paper in to two different instructors without first receiving permission from both of them.
- Presenting a paper as a speech in a public speaking course which had been submitted as a paper in another course without first receiving permission from both instructors.
- Copying a computer program for unauthorized use.
- Breaking into or utilizing College owned computer files in an unauthorized manner.
- Altering a grade sheet or forging a signature on an academic document.
- Plagiarism (discussed below in more detail).

Plagiarism

Although in academic writing one often presents intellectual material gathered from sources, it is imperative that these sources be clearly identified in the student paper. Only then can students avoid plagiarizing. Plagiarism refers to the act of representing someone else's words, ideas or data as your own. Here are some examples:

- Including passages from source material in a paper without using quotation marks and a reference to the source.
- Including pictures, graphs, statistics or other data in a paper without referencing the source.
- Summarizing or paraphrasing any material (not recognized as common knowledge) in a paper without referencing the source.
- Purchasing a paper or having someone write a paper to submit as your own work. Students must also realize that the necessity to cite source material applies to any kind of source imaginable, including an interview with a person or persons, printed materials (newspapers, magazines, journals, books, etc.), and electronically accessed information (e-mail, chat rooms, databases, Web sites, etc.). The point is to recognize other people's work and their statements as their exclusive intellectual property. Students may borrow from it, but only as long as they acknowledge such borrowing and do so in ways recognized by the academic community.

Reporting Acts of Academic Dishonesty

All members of the MC community including faculty, staff and students must work together to protect the academic integrity of the institution. Together they share the responsibility for reporting acts of academic dishonesty.

Procedures for Handling Acts of Academic Dishonesty

If a student witnesses or learns of an apparent violation of the Academic Honesty Policy, he/she should report the incident to the appropriate faculty. The appropriate faculty member will then meet with the student or students implicated by the(se) witness(es). Alternately, a faculty member who believes he or she has detected academic dishonesty on his or her own will meet with the student or students in question to discuss the situation. In all cases, the following procedures will apply:

- If the faculty member determines there is evidence of cheating, the faculty member will determine the Academic Penalty as it pertains to the course in question. The academic penalty includes but is not limited to a failing grade for the assignment and/ or a failing grade for the course are the most likely Academic Penalties.
- The student's recourse for an Academic Penalty is to follow the Grade Appeal process.
- The faculty member will then document the violation and the Academic Penalty on an Incident Report and forward a copy of this report to the appropriate academic dean.
- The Associate Provost or appropriate Academic Dean will forward notification of the incident and course-level penalty to the Dean of Students.

- The Dean of Student Services will meet with any of the principal parties necessary to determine whether further disciplinary action (over and above the Academic Penalty) is necessary. Such actions including but not limited to probation, suspension, or administrative withdrawal from an academic major may result. The imposition of further disciplinary action based on a violation of the Academic Honesty Policy is subject to the Due Process procedure set forth herein.

Disciplinary Action

Students shall assume responsibility for their own conduct. In keeping with the educational purposes of the College, disciplinary action, other than an action requiring dismissal, shall be intended to be developmental rather than punitive. Unless otherwise provided herein, a student violating the rules and regulations of the College may be subject to any of the following disciplinary actions depending on the nature and severity of the incident, the student's previous conduct record, the developmental needs of the student, the level of accountability and responsibility taken by the student, the interests of the community and those impacted by the conduct, any other aggravating, mitigating, or relevant factors. All disciplinary actions will be issued in writing.

1. Official Warning — Written notification that the student has committed an act(s) of misconduct and warning that another offense may result in the imposition of a more serious sanction.
2. Disciplinary Probation — A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes some restrictions, requirements, referral for professional aid or assistance as determined by the individual case, all which will be in writing.
3. Restitution — Reimbursement for damage to property including the cost of replacement of parts and/or labor.
4. Record Restriction — Restricting a student from utilizing an official record or service of the College (examples include but are not limited to transcripts, registration, etc.) until the student's obligation has been met.
5. Suspension — Separation from the College that denies the privilege of continuing enrollment for a definite period of time after which the student may be eligible to return. Suspension may include withdrawal from one or more classes. Students who are suspended for disciplinary reasons will still be held responsible for all tuition and fees incurred. Conditions for readmission may

be specified.

6. Dismissal — Permanent separation from the College.

Disciplinary action will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Dean of Student Services. These records will be made available to prospective employers or academic institutions only when a student has signed an authorization for a disciplinary background check.

Due Process

Disciplinary action against students may be initiated by any member of the College community by filing a complaint in writing to the Dean of Student Services. Upon receipt of a complaint or a report of misconduct, the Dean of Student Services will initiate a disciplinary action investigation by (a) interviewing the complainant and/ or the persons who filed the report and who are identified in the complaint and/or report, (b) notifying the implicated student, in writing, of the misconduct charge, (c) requesting to interview and (d) interviewing the implicated student. The implicated student may decline to be interviewed. Thereafter, the Dean of Student Services may file formal charges of misconduct. If the Dean of Student Services declines to file charges he must immediately notify the complainant and the person who filed report. The complainant and report filer may file charges within five (5) calendar days of the Dean of Student Services' decision not to file charges.

Any student formally charged with committing an act of misconduct will be subject to the disciplinary procedure. All students are guaranteed the right of due process. The Disciplinary Board will conduct hearings for students accused of violating the Code of Student Conduct using the following procedures:

1. The student shall be notified that he or she is accused of violating a specific regulation. The notice shall provide a statement of facts that are of sufficient particularity to enable the student to evaluate the charge.
2. The student shall be notified that he or she may elect one of the following four (4) courses of action. The student must communicate his/her choice to the Dean of Student Services in writing within seven (7) calendar days of the student receiving notice of the misconduct charge. In the event the student fails to make a timely selection, the process will continue as though the student selected choice (2)(a).
 - a. The student may admit the alleged violation and place in writing to the Dean of Student Services any relevant and/or mitigating

- factors the student would like the Dean to consider in evaluating the appropriate action. The Dean of Student Services will then decide on the appropriate action and notify the student of said action in writing within five (5) calendar days of the meeting. The student, however, is entitled to appeal this disciplinary action to the Disciplinary Board.
- b. The student may deny the alleged violation and request a hearing before the Disciplinary Board.
 - c. The student may admit the alleged violation and request a hearing before the Disciplinary Board.
 - d. If the student is involved in either civil or criminal proceedings arising out of the same incident giving rise to the violation of the Code of Student Conduct, the student may plead “no contest” which means he/she neither admits nor denies the allegations but will accept the disciplinary action as decided by the Dean of Student Services.
3. When the student requests a hearing before the Disciplinary Board the student must submit to the Dean of Student Services information including the student’s name, address, e-mail address, and phone number.
 4. At least fourteen (14) calendar days prior to the hearing of the Disciplinary Board, the student shall be entitled to:
 - a. A written notification of the time and place of the hearing.
 - b. A written statement of charges with sufficient particularity to enable the student to prepare the necessary defense.
 - c. A written notification of how the alleged violation was reported and by whom it was reported.
 5. After receiving notice of the alleged violation but prior to the hearing date, the student has the right to ask questions of the Dean of Student Services regarding the disciplinary process and possible sanctions that could result. The student must put his/her request for such a meeting in writing to the Dean of Student Services.
 6. At least seven (7) calendar days prior to the hearing before the Disciplinary Board, the student must submit to the Dean of Student Services relevant documentary evidence relating to the conduct violation that the student intends to introduce at the hearing, a list of witnesses the student intends to call at the hearing, and the student’s preferred outcome.
 7. The student has the right to request a change in the date and/or time of the hearing if he/she is unable to attend due to a legitimate reason which constitutes good cause to change the meeting and submits the request in writing to the Dean of Student Services three (3) working days prior to the scheduled hearing. The Dean of Student Services will decide if the request is warranted. Only

- one (1) change in date and/or time will be granted.
7. The complainant and the person who filed the charges shall be present at all parts of the hearing and present his or her charges to the Disciplinary Board in the form of (a) presenting opening and closing statements, (b) testifying, and (c) calling witnesses on his or her behalf.
 8. The complainant may have advice during the hearing from an individual from within the College community selected by the complainant, including, an attorney. The complainant must provide the Dean of Student Services the name of the advisor at least forty eight (48) hours prior to the hearing. The advisor's participation is limited to offering advice. The advisor cannot participate in the hearing on behalf of the student.
 9. The student shall be entitled to appear in person and be present at all parts of the hearing and present his or her defense to the Disciplinary Board in the form of (a) presenting opening and closing statements, (b) testifying, and (c) calling witnesses on his or her behalf. (Students are responsible for contacting their own witnesses to appear at the hearing.)
 10. The student may have advice during the hearing from an individual from within the College community selected by the student. Representation by legal counsel is allowed in disciplinary hearings at which the College is utilizing an attorney. In this case, the student will be notified that the college intends to utilize an attorney within ten (10) calendar days aof the hearing. The student must provide the Disciplinary Board Chair the name of the advisor and/or legal counselor at least forty eight (48) hours prior to the hearing.
 11. If the student elects not to appear, the hearing shall be held in his or her absence.
 12. The student or his/her legal representative shall be entitled to question the witness(es) through the Disciplinary Board Chairperson. At no time will conversation between the alleged offender and the alleged victim occur within the hearing.
 13. The student shall not be required to testify against himself or herself.
 14. The student shall be entitled to an expeditious hearing of his or her case.
 15. At the onset of the case, the Disciplinary Board will introduce all Board members present, describe the alleged violation, identify the possible sanctions, and describe the hearing process.
 16. A decision of the Disciplinary Board will be communicated to the student through the Dean of Student Services within ten (10) calendar days of the final hearing.

17. The decision of the Disciplinary Board shall state that the student has the right to appeal the decision of the Disciplinary Board. If the student appeals, any decision by the Disciplinary Board shall be held in abeyance until the case has been reviewed. The student must notify the Dean of Student Services of his or her intention to appeal the decision of the Disciplinary Board within fourteen (14) calendar days of issuance and transmittal of the decision to the student.

Disciplinary Board

The Disciplinary Board will consist of six (6) members as follows:

- two (2) students
- two (2) faculty members
- two (2) administrators

The Student Government Association will recommend the two (2) student members of the Student Government Association who will serve on the Disciplinary Board. The Dean of Student Services will select the two (2) faculty members and two (2) administrators from a pool of volunteers. A secretary will be provided to the Committee through the office of the Provost.

Every member of the Disciplinary Board is obligated to excuse himself or herself from service if he/she believes he is not qualified to evaluate a particular complaint, if he/she believes he/she could not render an objective opinion, or if he/she is aware of a potential conflict of interest.

The Disciplinary Board will hear all cases under due process procedures. It should seek all facts in the case and may request witnesses from the faculty, staff and/or the student body. The Disciplinary Board will determine the discipline to be imposed, if any.

Accurate and complete records shall be kept of all hearings by the Dean of Student Services's office and made available to a Review Committee in case the decision of the Disciplinary Board is appealed.

Appeal

The action of the Disciplinary Board shall be final unless the accused student exercises his or her right to an appeal to the Provost in writing within fourteen (14) calendar days of the decision of the Disciplinary Board. The Provost shall immediately provide a copy of any appeal to the complainant.

The College may also appeal the decision of the Disciplinary Board if it is of the opinion that the decision was manifestly unfair to the College community. The College may exercise its right to appeal within fourteen (14) calendar days of the decision of the Disciplinary Board. The Provost shall immediately provide a copy of any appeal to the Respondent. The College shall follow all appeals procedures and limitations followed by the respondent.

The issues to be reviewed on appeal shall be limited to whether: (a) the sanction is appropriate; (b) the proper due process procedures were followed; and/or (c) additional pertinent information is available which was previously not available as of the date of the hearing. If the student presents new information, the complainant may file a written response thereto within five (5) calendar days of the filing of the appeal.

If the student submits an appeal, the Provost will appoint a Review Committee, consisting of senior college leadership, to study the action taken by the Disciplinary Board. The Review Committee will consider the record of the hearing together with any written material in the file and the written appeal and any response thereto.

Every member of the Review Committee is obligated to excuse himself or herself from service if he/she believes he is not qualified to evaluate a particular complaint, if he/she believes he/she could not render an objective opinion, or if he/she is aware of a potential conflict of interest. If the Review Committee and the Disciplinary Board disagree, the final decision will be made by the President.

No Retaliation

The College does not tolerate retaliatory behavior of any kind. While it may be understandable that students may express frustration or disappointment, if the Disciplinary Board does not find in their favor, behavior deemed by the Dean of Student Services to be retaliatory in nature may result in the imposition of sanctions.

Exigent Circumstances

Notwithstanding anything contained herein, the College may remove any member of the College community when that person poses an immediate threat to the health or safety of any other member of the College community. In these situations, it is expected that the individual would exercise reasonable judgment when responding to such an emergency. Campus Safety involvement shall be elicited and campus administrators should be immediately informed. Where there is an immediate threat to the health or safety of any member of the

College community, the administrator and Campus Safety personnel present each have the authority to: (a) impose an immediate temporary suspension; or (b) immediately restrict access to designated areas of the campus, upon any member of the College community who, in the sole judgment of the Administrator, poses a threat to the safety or well-being of any member or guest of the College.

Removal of College faculty and staff is subject to the terms of their respective collective bargaining agreement.

Student Complaint and Grievance Procedure

Students are encouraged to file feedback, both positive and negative, regarding any policy or practice at the college. The purpose of the procedure is to ensure students the opportunity to express their concerns regarding their relationship, as a student with members of the College's administration, faculty, or staff and to comply with Title IX of the Educational Amendments of 1972, Section 504, of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These procedures are designed to cover complaints and grievances, as well as any alleged discrimination by reason of race, color, religion, national origin, gender, sexual orientation, age, marital status, disability, and membership in any other protected class, with respect to the conduct of the College's administration, faculty, and/or staff. (Please refer to the Reporting Procedure in the Code of Student Conduct for complaints about the conduct of students.)

Applicability

These procedures apply to all registered MC students, regardless of academic program. Former students, who are no longer enrolled at the college, but who are within the 30 college-business day reporting allowance may also use this complaint and grievance procedure.

MC encourages open dialogue and requests that students first attempt to address their concerns with the personnel specifically involved in the situation. When this approach is not feasible, the following formal complaint procedures are the requisite method to filing a complaint, grievance, and appeal.

A student who is not satisfied with the results of his/her Academic Grade Appeals to the respective faculty member may advance his/her appeal to either the Dean of Arts and Sciences or the Dean of Career and Technical Education.

The following complaints, grievances or feedback are to be submitted to Director of Human Resources who serves as the college's Title IX Coordinator / Section 504 Coordinator or to the Dean of Student Services:

1. Sexual Harassment/Hostile Environment on the basis of sex;
2. Americans with Disabilities Act compliance; and
3. Affirmative Action compliance.

The following complaints, grievances or feedback are to be submitted to the Dean of Student Services:

1. Code of Conduct Complaints, including plagiarism;
2. Non-academic Complaints regarding unprofessional behavior;
3. Requests for 100% refunds.

Students who are uncertain as to whom to address their complaints may direct them to the Dean of Student Services.

Procedures

Students will not suffer any retaliation from filing a complaint against any area of the institution. All students should feel confident in that all concerns will be taken seriously and researched to determine all the facts of the situation. All complaints should be in writing, contain the date and approximate time, and location of the offenses, identify any witnesses to the offense, describe the offense in sufficient detail for the reviewer to launch his/her investigation, identify the redress sought by the student, filed within a reasonable amount of time of the event giving rise to the complaint, and directed to the persons identified above who are responsible for receiving and investigating certain categories of complaints. All complaints will cycle through the following process:

1. A student wishing to file a complaint must complete the Student Feedback form and requisite summary of complaint statement.
2. The student must then attach the summary to the completed Student Feedback form and submit to either (a) the Dean of Student Services via the Advising Reception office located on the 1st floor of B building or (b) the Director of Human Resources located on the 2nd floor of B building, depending on the type of complaint and the choice of the student regarding to whom to report the complaint as set forth in the Applicability section above.
3. The Dean of Student Services will then initiate an investigation into the situation, unless the complaint involves an allegation of Sexual Harassment/Hostile Environment on the basis of sex involving a member of the faculty or staff as the alleged harasser.
4. In cases involving an allegation of Sexual Harassment/Hostile Environment on the basis of sex involving a member of the faculty or staff as the alleged harasser, the Human Resources Director or his/ her designee shall investigate the matter as set forth in the applicable Board Policies and consistent with relevant Collective

- Bargaining Agreements and institutional HR practices and assess the complaint as being (i) sustained (facts support a finding that the allegation is true), (ii) unfounded (facts support a finding that the allegation is not true), or (iii) not sustained (it cannot be determined whether the allegation is true, as there is insufficient and/or conflicting facts, thus the benefit of the doubt must be given to the wrong-doer), and issue a written decision regarding the complaint.
5. With respect to complaints investigated by the Human Resources Director, once the investigation is complete, the complaint along with the Executive Director's assessment of the complaint as being (i) sustained (facts support a finding that the allegation is true), (ii) unfounded (facts support a finding that the allegation is not true), or (iii) not sustained (it cannot be determined whether the allegation is true, as there is insufficient and/or conflicting facts, thus the benefit of the doubt must be given to the wrong-doer), will be forwarded to an ad hoc committee selected by the Executive Director for review and recommended action.
 6. The committee will review the Human Resources Director's assessment of the complaint and recommend action on the complaint in writing to the Executive Director.
 7. The dean will consider the committee's recommendations and issue a decision on the complaint in writing to the student.
 8. In matters investigated by the Dean of Student Services, the student should expect to receive a written response sent via the U.S. mails within 30 college-business days from the date the complaint was made and received, unless applicable law requires a shorter response time.

If the student seeks to appeal the decision of the committee, the student must submit, in writing, his/her desire to appeal and the basis of the appeal within ten (10) college business days of the mailing of the college's written response. Any appeal will be forwarded to the Provost, who will consider the same and render a final decision regarding the complaint.

Confidentiality of Student Records

MC is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments, and provides the following annual notice of rights accorded students under this law.

Information Available for Inspection

As outlined in FERPA, MC students have the right to inspect and review information contained in their official educational records within 30

days of the day the College receives a request for access. Such records include information on academic grades, application for admission, college and secondary school transcripts, student placement, financial aid and other materials. Students wishing to inspect their records should submit a written request to the Registrar in the Office of Admissions and Records. The Office of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. For more information, contact the Office of Admissions and Records at (708) 656-8000, Ext. 2401.

Information Unavailable for Inspection

As outlined by FERPA, students may not inspect or review the following:

- Financial information submitted by their parents.
- Confidential letters and recommendations associated with admissions, employment or job placement.
- Honors to which they have waived their rights of inspection and review.
- Educational records containing information about more than one student (in this example, the student may see only the part of the record pertaining to themselves).

The College is not required to allow students to inspect or review confidential letters and recommendations placed in their files before January 1, 1975, if those letters were collected under established policies of confidentiality and used only for the purpose collected.

In addition, students may not inspect or review student records kept by instructors or College staff that are in their sole possession and which are not accessible or have not been revealed to any individual, except a temporary substitute. Also, students may not review records maintained separately for on-campus law enforcement or employment records, except those positions requiring student status and for alumni records.

Guidelines for Releasing Information to Others

MC will not release to any individual or agency, nor permit them to access, the educational records of a student except directory information without the student's written consent. This restriction does not apply to:

- MC administrators, faculty, staff or other school officials demonstrating a legitimate educational interest.
- State and federal offices requiring specific institutional reports.
- Agencies or officials presenting a judicial order or subpoena.
- Persons needing to protect the health or safety of a student or other people in an emergency.

Student directory information may be made public, at the discretion of

the College, without the written consent of a student under the following conditions:

- The College must publicly announce its intention to make directory information available.
- The type of information it will disclose.
- The procedure a student can follow to deny in writing the right of the College to publish this information.

Directory Information

MC defines directory information as a student's name, address, telephone number, dates of attendance, major, awards and degrees received. The College may disclose any of these items unless a student submits a written request to withhold directory information to the Office of Admissions and Records. This request is valid for up to one academic year (July through June) and must be renewed each academic year, if the student so desires.

Procedures for Amending Records

If a student believes that information in their educational record is inaccurate or misleading, he/she may submit a written request for its amendment to the Director of Student Development. If the College does not approve the student's request to amend the educational records, the student will be notified within a reasonable amount of time of their right to request a hearing. If the outcome of this hearing is unsatisfactory to the student, he/she may then submit a written explanation stating their point of view. This will be made part of the educational record.

FERPA Complaints

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by MC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Chronic Communicable Disease Policy*

MC is dedicated to promoting and maintaining a healthy environment for students and employees. Consequently, the College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. Chronic communicable diseases include those diseases and conditions which have been declared by the Center for Disease Control

to be contagious, infectious, communicable and dangerous to the public health. The College is committed to educating students, employees and the community at large about chronic communicable diseases.

Preventative Measures

Laboratories used in a teaching context, such as those required in biology courses, should be safe experiences. Given the fact that the existence and identity of those with some chronic communicable diseases, such as Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or a positive Human Immunodeficiency Virus (HIV) antibody test, may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids will be adopted and implemented. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, will use disposable equipment. Lancets or other blood-letting devices will not be reused or shared. No student will be required to obtain or process the blood of others in a laboratory used in a teaching context. Students or faculty in allied health programs required to obtain or process the blood of others in a clinical context, and campus personnel who may be exposed to blood or body fluids, such as those giving first aid, will follow the appropriate guidelines established by the Center for Disease Control.

Right to Privacy

The College will respect the right to privacy of any student or employee who has a chronic communicable disease. The student or employee's medical condition will be disclosed only to the extent necessary to minimize the health risks to students, employees or others. Persons deemed to have a "direct need to know" will be provided with the appropriate information; however, these persons will be instructed not to disclose such information. The College will strictly observe public health reporting requirements for all chronic communicable diseases and will provide referral services to students and employees requesting assistance.

Student and Employee Access

The College will not engage in screening activities for the purpose of identifying prospective students or employees with chronic communicable diseases such as AIDS, ARC or a positive HIV antibody test. Students or employees knowing that they have chronic communicable diseases have the obligation of informing the Provost or the Human Resources Specialist, respectively, of their condition.

Students with chronic communicable diseases will be allowed regular classroom attendance and access to other common areas whenever, through reasonable accommodation, the risk of transmission of the

disease is sufficiently remote. Course placement decisions will be made using this standard in conjunction with current public health department guidelines concerning the chronic communicable disease in question.

Employees with identified chronic communicable diseases will be permitted to retain their positions whenever, through reasonable accommodation, the risk of transmission of the disease is sufficiently remote. If there are any questions about students or employees engaging in conduct that threatens the transmission of any chronic communicable disease to others, the College will act promptly to protect against the spread of the disease. Individual cases will not be prejudged. All decisions involving a student or employee's status will be made by the President in consultation with legal and medical counsel, public health officials and the patient's primary physician.

Drug and Alcohol-Free Campus

MC promotes and maintains a healthy, drug and alcohol free learning environment and workplace. The College complies with all federal, state and local laws and ordinances to which it is subject, including the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

MC prohibits the use, possession, distribution, dispensing and manufacturing of illicit drugs or alcohol on Campus property, including buildings, grounds, in College vehicles or any College-leased facility. Anyone on campus under the influence of drugs or alcohol is subject to appropriate sanctions consistent with local, state and federal laws, and may include incarceration and/or monetary fines. Incidents involving students referred to the campus disciplinary system will follow the procedures outlined in this chapter. Incidents involving employees will be processed in accordance with applicable laws and labor-management agreements.

Drug and Alcohol Abuse Prevention Program—The Drug-Free Schools and Campuses Regulations (345 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require MC to implement programs to prevent the abuse of alcohol and use of distribution of illicit drugs both by MC students and employees both on its premises and as part of any of its activities. For more info visit morton.edu/About-Morton/Student-Right-To-Know-Information.

Hostile Environment/Sexual Harassment

MC will not tolerate any behavior by administrators, faculty or staff which constitutes sexual harassment of a student. For the purposes of this policy, sexual harassment of a student will be defined as the following:

- unwelcome sexual advances,
- request for sexual favors, and/or
- other verbal or physical conduct or written communication of an intimidating, hostile or offensive sexual nature where
 - submission to such conduct is made either explicitly or implicitly as term or condition of the student's status in a course program or activity;
 - submission or rejection of such conduct by a student is used as a basis for academic or other decisions affecting a student; or
 - such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating a hostile or offensive academic environment.

All faculty, staff, administrators and students will be held accountable for compliance with this policy. Violations may lead to disciplinary action to include suspension or termination. Complaints of harassment should be filed with the Human Resources Department.

Annual Crime Statistics And Security Report

Morton College is committed to informing the community of the obligations concerning crime and safety as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To obtain a copy, please visit the Morton College Police Department, Building C, Room 119 or call (708) 656-8000 Ext. 2200 or morton.edu.

Students' Right to Free Speech

The Board assumes the position that students, while on campus, maintain their constitutional rights as citizens. Therefore, as citizens, students should enjoy the same freedom of speech, peaceful assembly and the right of petition as any other citizen. Students, as citizens, have the responsibility to know and obey the laws of the United States, the State of Illinois and of the local government. Students also have the responsibility to know and obey the rules and regulations of MC which appear in this chapter.

This policy guarantees the rights to speak, wear buttons or symbols and distribute literature without prior censorship. In the case of distribution of literature, students are required to follow the procedure for Distribution of Printed Material, available from the Office of Facilities and Operations, Room 114D-115D.

Bulletin Boards and Literature Distribution

Student clubs and organizations may distribute literature and advertising materials with the approval of the Student Activities & Workforce Director. Other literature and advertising materials not relating to the College may be distributed as designated by the Director of Facilities and Operations. Materials may not be placed on car windows.

Smoke-Free Campus

All buildings on the MC campus continue to be designated as non-smoking areas as well as the grounds, parking lots, and College vehicles.

In accordance with the Smoke Free Illinois Act, 410 ILCS 82/1 et seq. (the "Act"), which prohibits smoking in any public place or any place of employment, smoking is prohibited at MC. No tobacco products may be sold or given out as complimentary items on Campus.

The purpose of this No Smoking Policy is to provide a healthy, clean, and safe environment for all students, staff, and general public who use College facilities. This policy recognizes that smoking is a matter of individual choice that should not infringe on the rights and desires of other individuals.

MC Campus Police Officers may issue citations starting at \$25 for first-time offenders and up to \$50 for each additional violation. In addition, the College may refer students who violate this Policy to the appropriate Dean for disciplinary procedures pursuant to the Student Handbook. College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Contact MC Campus Police with questions or to report violations.

Children on Campus

For the safety of children on campus, children may not accompany students to class, tutoring or testing sessions. Also, children may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.

Lost, Stolen or Damaged Items

MC is not responsible for lost, stolen or damaged personal items.

Sexual Offender Registration

Pursuant to applicable state and federal laws pertaining to sex offender registration, sex offenders who by law must register with law enforcement officials and who are students and/or employees of MC must

also register with the MC Campus Police Department. The MC Campus Police Department is a keeper of information regarding registered sex offenders who are MC students and/or employees. Please direct all inquiries regarding information about said registered sex offenders, to Frank Marzullo, Executive Director of Operations.

Medical Marijuana Policy

Medical marijuana which is prescribed for healing purposes is prohibited at MC even though there may be state laws which permit its use. This policy shall prevent MC as a post-secondary education and restrict or prohibit the use of medical cannabis on its property.

Concealed Carry Policy

Employees full and part time and volunteers of MC are prohibited from carrying a firearm or weapon while acting in the course and scope of their employment or duties, either on or off campus property, regardless of whether the employee has a license to carry a firearm or weapon. This prohibition does not apply to those employed as a law enforcement officer or peace officer or to those who have the written approval of the Executive Director/Inspector General to carry a firearm or weapon while on duty.

This Policy applies to all employees, students, persons conducting business including individuals visiting the MC Campus as defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their respective families.

No vehicle owned, leased, or otherwise under the control of MC may be used to store or carry a firearm or weapon, except as otherwise provided in this policy.

Any employee found to have carried a weapon or firearm onto the property of MC knowingly, or found to be carrying a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual found to have carried a weapon or firearm onto the property of MC knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by MC and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.

STUDENT LIFE

Clubs and Organizations

Attending MC is more than just going to class. Getting involved in campus activities enhances your college experience! Join any of the following clubs or organizations that appeal to your interests:

Anime Gamers Union (AGU)

AGU is open to students interested in Anime (Japanese Animation) as well as electronic gaming, board games and Role Playing Games (RPG's). They also sponsor gaming tournaments and film festivals, and attend the "Anime Central" Convention in May each year. Contact email: elizabeth.napoletano@morton.edu

Art + Design Club

Art + Design Club is perfect for all students who enjoy and have a passion for art. Students are able to extend their creativity through various opportunities. Contact email: rebecca.primm@morton.edu

Broadway Club

The Broadway Club is open to all students who enjoy acting and singing in plays, original productions and performances. Contact email: samantha.nieves@morton.edu

Campus Activity Board (CAB)

CAB is a student programming board that creates and produces many campus activities and events. The group provides a wide variety of entertainment, cultural, educational and recreational activities for the Morton College community. They also attend leadership conferences throughout the United States. Contact email: gabriela.mata@morton.edu

Chaos Theory Dance Club

This club was created to represent student interests, to promote Morton College in the community, to encourage participation in college activities and to provide students with a chance to learn about different genres of music and dance ranging from Hip-Hop, Latin and Hard-style. Contact email: russell.streuly@morton.edu

MC Dance Club

The purpose of the MC Dance Club is to promote and encourage school spirit, develop good sportsmanship, support athletic teams and develop positive relationships in the community. Contact email: russell.streuly@morton.edu

***MC Music Club**

The purpose of this club is to provide an opportunity for students to venture into the world of music. The club will demonstrate how music can be applied to bring good in the community and show how it can help people with personal difficulties. Contact email: student.activities@morton.edu

Morton Ambassador Program (MAP)

MAP is a volunteer program comprised of a diverse and motivated group of students committed of promoting Morton College on and off campus. Contact email: marisol.velazquez@morton.edu

Nursing Students Association

This club promotes educational and social activities for nursing students. Contact email: diane.sarther@morton.edu

Phi Theta Kappa Honor Society

Theta Omicron is the Morton College Chapter of this international honor society. The international website is www.ptk.org. Contact email: benjamin.drury@morton.edu or m.avalos-thompson@morton.edu

Physical Therapist Assistants Club (PTA)

The PTA Club stresses social and educational activities for students in the Physical Therapist Assistant program. Contact email: fran.wedge@morton.edu

Science Club

The Science Club provides educational and social activities for students interested in the natural sciences. The club creates a comfortable environment in which students and faculty grow in their knowledge of the sciences through sharing of ideas within the college and in the community. Contact email: bradley.sleeth@morton.edu or sara.helmus@morton.edu

Society of Hispanic Professional Engineers (SHPE)

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world in STEM awareness,

access, support and development. Contact email: carlos.dominguez@morton.edu

Student Government Association (SGA)

The SGA strives to represent the academic and social issues of the students within the college community. SGA strives to promote diversity, unity, respect, responsibility and the opportunity for personal development outside the classroom. Contact email: gabriela.mata@morton.edu or marisol.velazquez@morton.edu

Can't find what you are looking for? – You can start your own club or organization that represents your interests as a student. Stop by the *Student Activities Office*, Room 241C to learn more.

*Inactive clubs/organizations. Looking for passionate students to revive the club/organization.

For more information on campus organizations and clubs, Contact the Student Activities Office at (708) 656-8000, Ext. 2262.

Student Identification Cards

Student identification cards are issued by the Student Activities Office located on the second floor of Building C. ID cards admit students to various College activities and entitle them to discounts in the Chicago metropolitan area. Your ID is also your MC Library card. You must bring a copy of your course schedule for the current semester and a photo ID to the Student Activities Office to receive or renew your ID.

Student Publications

Collegian Newspaper

The award-winning Collegian, one of the state's oldest community college newspapers, has built a reputation for in-depth reporting of campus news, community news and sporting events. The Collegian also provides lively features and editorials.

Student Union

Second Floor, Building C

The Student Union is a lounge area open to all students.

Athletics

Building E, 1st Floor

Extension 2371

MC athletic programs offer student athletes the opportunity to compete regionally and nationally. As a member of the National Junior College Athletic Association, we offer the following sports:

Men

Soccer
Cross Country
Basketball
Baseball

Women

Soccer
Cross Country
Basketball
Softball
Volleyball

Attention Graduates!

DO NOT FORGET TO FILE YOUR GRADUATION PETITION

Schedule an appointment with
an Academic Advisor today
to find out if you qualify.

Call 708.656.8000, Ext. 2250

Graduation Petition deadline is
Fall - November 1
Spring - April 1
Summer - July 1



**Commencement 2019 will be held
May 17**

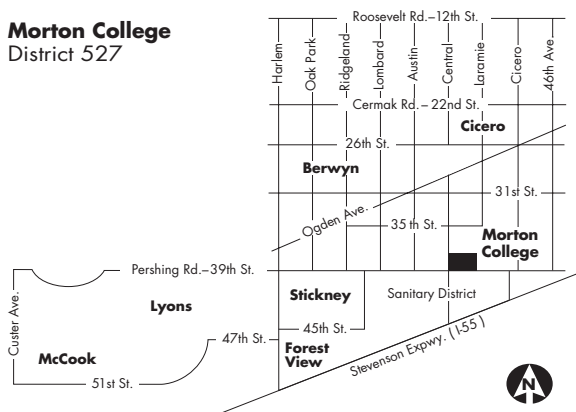
MORTON COLLEGE DISTRICT

The MC District includes the suburbs of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney and is located west of Chicago and south of Oak Park, just six miles from Chicago's Loop.

To be eligible for the In-District tuition rate, one of the following criteria must be met:

- Applicants who are 18 years of age or older must have established residence in District 527 for a minimum of 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age must demonstrate that their parents or legal guardians are residents within District 527 boundaries.
- Applicants who are under 18 years of age and emancipated (a minor who is legally independent from parental or guardian supervision) must demonstrate that they are either in active military service, married, or have been residents of District 527 for at least 30 days immediately preceding the first day of the semester.
- Applicants who will be attending MC through the Dual Enrollment Program.

Morton College District 527



CAMPUS QUICK GUIDE

Building A

- (1) Cashier's Office
- (2) Jedlicka Performing Arts Center

Location	Ext.
First Floor	2268
First Floor	2230

Building B

- (3) Career and Technical Education Programs
- (4) Financial Aid
- (5) Academic Advising Center
- (6) Admissions and Records
- (7) Library

Location	Ext.
305B	2281
Second Floor	2428
First Floor	2250
First Floor	2346
First Floor	2321

Building C

- (9) Adult Education (ESL/High School Completion)
- (10) Bookstore
- (11) Business Office
- (12) Corporate, Continuing & Community Education
- (13) Cafeteria
- (14) Campus Safety
- (15) Career Planning & Placement Office
- (17) Tutoring Services
- (18) Student Activities
- (19) Student Union
- (20) Testing Center

Location	Ext.
214C	2373 / 2374
134C	2222 or 2374
203C	2305
225C	2382
First Floor	2458
119C	2200
218B	2468
201C	2465
SSC*	2419
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SSC*	2250

Building D

- (21) Child Care Center
- (22) Physical Plant

Location	Ext.
105D	2284
116D	2221

Building E

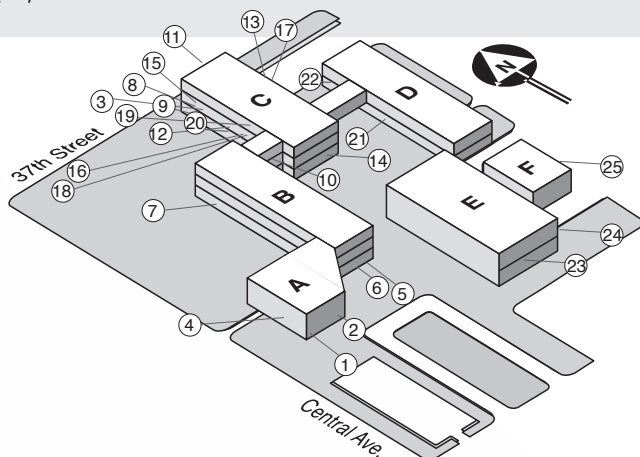
- (23) Athletics/Vais Gymnasium
- (24) Fitness Center

Location	Ext.
202E	2370
116E	2274

Building F

- (25) Maintenance

Location	Ext.
101D	2220 or 2221



PERSONAL CONTACTS



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2019

OCTOBER

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2020

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NOVEMBER

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DECEMBER

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This handbook describes activities, services, procedures and regulations in effect at the printing of this document. These are subject to change. MC reserves the right to modify offerings and rules without prior notification.

MC does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its educational, admissions or employment policies.

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2018-2019



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for the 2019-2020 Board of Trustees



2019–2020 STUDENT HANDBOOK

Published annually by MC

This handbook describes policies and programs in effect as of June 2015.

The College reserves the right to make changes to this handbook according to Board of Trustee approval.

MC does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its educational, admissions or employment policies.

For more information contact:

Ronald A. Lullo
Director of Human Resources/ Title IX Coordinator
3801 S. Central Avenue
Cicero, IL 60804

(708) 656-8000, Ext. 2298
Room 211B

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Para más información comuníquese a:

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Cicero, IL 60804

(708) 656-8000, Ext. 2298
Room 210B

MORTON COLLEGE

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708.656.8000 | morton.edu



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**“Why is she calling
me like this? Isn’t
this wrong? She’s
my prof, for crying
out loud.....”**



It’s never okay.

If it feels like harassment, it probably is.

But how do you know for sure? And what are your rights?

Learn what constitutes harassment, and what you can do about it.

For immediate help call the Illinois Sexual Harassment and Discrimination

Helpline at 1-877-236-7703 (se Habla Español) or 711 (tty)

or visit www.illinois.gov/sexualharassment

**Because sexual harassment
in higher education is
against the law.**



State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

By Authority of the State of Illinois 032019-ENGSHED IOC19-0560

Sexual harassment in higher education is Illegal

Everyone has the right to attend a college or university free from sexual harassment. The Illinois Human Rights Act ("Act") makes it unlawful for teachers, professors, facility members and other employees of colleges and universities to sexually harass their students. The Act specifically prohibits unwelcome advances or conduct of a sexual nature, and requests for sexual favors of students by an executive, faculty member, administrative staff member, or teaching assistant. The Act covers all public or private universities, colleges, community colleges, junior colleges, business schools, and vocational schools.

Examples of Sexual Harassment in Higher Education:

- 1) a professor who continually makes jokes of a sexual nature in the classroom;
- 2) a registration advisor who tells a student he or she might be able to get into a class if the student dates the advisor;
- 3) an admissions officer who tells a prospective student that the advisor will put in a "good word" for the prospective student if he or she dates the advisor;
- 4) a financial assistance advisor who tells a student that "if you have sex with me, I can look out for scholarships for you;"
- 5) a teaching assistant who promises a student a better grade if the student does not resist any inappropriate touching or sexual advances.

Protection Against Retaliation: It is also unlawful for a teacher or professor, or for the college or university to retaliate against a student because the student reported sexual harassment, participated in an investigation of sexual harassment, or because the student filed a charge of discrimination with the Illinois Department of Human Rights.

What to Do: Any student who believes he or she is being subjected to sexual harassment or retaliated against should contact the Illinois Department of Human Rights for further information or to file a charge. Students may contact the Department by calling the Department at 312-814-6200 (Chicago) or 217-785-5100 (Springfield), 866-740-3953 (TTY); or by visiting the Department's website at www.illinois.gov/dhr. Any charge alleging sexual harassment in higher education must be filed within 300 days of the alleged incident(s). Charge forms are available on the Department's website at the following link: https://www2.illinois.gov/dhr/FilingCharge/Documents/CIS_Emp_PA_FC_SH.pdf.

Any student who believes he or she is being subjected to sexual harassment or retaliated against should report the incident(s) to:

Marisol Velazquez, marisol.velazquez@morton.edu (708)656-8000 ext.2439

A student may obtain a copy of the educational institution's internal complaint policy by contacting:

Marisol Velazquez, marisol.velazquez@morton.edu (708)656-8000 ext.2439

If the sexual conduct is criminal in nature, students should also report the incident to the local law enforcement agency.

It's never okay.

Illinois Sexual Harassment and Discrimination Helpline and Website

1-877-236-7703 (se Habla Español) or 711 (tty)

Monday to Friday, 8:30 a.m. to 5:00 p.m.

www.illinois.gov/sexualharassment

The Department of Human Rights may be reached at www.illinois.gov/dhr or:

CHICAGO OFFICE
100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)

SPRINGFIELD OFFICE
535 West Jefferson Street, 1st Floor
Intake Unit
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)

MARION OFFICE
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463
(866) 740-3953 (TTY)

The charge process may be initiated by completing the form at:
<http://www.illinois.gov/dhr>



State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

By Authority of the State of Illinois 03/2019-ENGSHED 10C119-0560 4883D

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