



2025  
2026



# Student Handbook

#WeAreMC



**Dear Panthers,**

On behalf of all at Morton College, we welcome you for the 2025-2026 academic year. This Student Handbook is a handy reference tool and a great resource with information about our campus.

This fall, we will unveil a brand-new campus look with major renovations to the perimeter of the campus. We look forward to our students enjoying transformed spaces in the quad, an outdoor amphitheater, and an abundance of green spaces.

As we close out our year-long centennial celebration, Morton College remains a foundational part of the six working-class communities we proudly serve. We continue to be a gateway for first-generation college students and those pursuing a better life through the array of educational opportunities offered at Morton College. Have a great year!

Sincerely,

**Keith D. McLaughlin, Ph.D.**  
***President***  
***Morton College***



**MORTON COLLEGE**  
**STUDENT HANDBOOK**  
**2025 - 2026**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_



PARA INFORMACIÓN EN ESPAÑOL LLAME AL (708) 656-8000, #2

## 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](http://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](http://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 <https://www.morton.edu/about/morton-college-at-a-glance/students-right-to-know-information/>.

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

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## IMPORTANT CAMPUS RESOURCES

IF YOU NEED INFORMATION ABOUT...	VISIT OR CONTACT	ROOM	EXTENSION
Academic Advising	One Stop Center	1st Flr, B	2484
Accommodations	One Stop Center	1st Flr, B	2484
Adding/Dropping Classes	One Stop Center	1st Flr, B	2484
Admissions	One Stop Center	1st Flr, B	2484
Adult Education (ESL & High School Completion)	Adult and Career Technical Education	214C	2373/2374
Arts & Sciences	Dean's Office	271C	2330
Athletics	Athletics Department	101-D	2370
Books and Supplies	Virtual Bookstore	www.mortonshop.com	
Cafeteria	Cafeteria	1st Flr, C	2458
Car Trouble	Campus Safety	119C	2200
Career and Technical Education Programs	Dean's Office	271C	2281
Child Care	Child Care Center	105D	2284
Community Education & Continuing Education	Community & Continuing Education Office	245C	2383
Dean of Students Office	Student Conduct	212B	2439
Financial Aid	One Stop Center	1st Flr, B	2484
Graduation Petition & Requirements	One Stop Center	1st Flr, B	2484
Health Science	Dean's Office	302C	2265
Career Counseling, WIOA	Gina Torres	2nd Floor One Stop Center	2484
Food Pantry	Panther Pantry	328C	2294
Parking Information	Campus Safety	119C	2200
Placement Testing	One Stop Center	1st Flr, B	2484
Skills for Daily Living	Mary Jo Buongiorno	315C	2368
Student Government Association	Student Activities Office	1st Flr, B	2262
Student ID	One Stop Center	1st Flr, B	2484
Student Organizations/Clubs	Student Activities Office	1st Flr, B	2262
Student Services	One Stop Center	1st Flr, B	2484
Transcripts	One Stop Center	1st Flr, B	2484
Transferring	One Stop Center	1st Flr, B	2484
Tuition and Fees	One Stop Center	1st Flr, B	2484
Tutoring	Tutoring Center	241C	2465
Voter Registration	Student Activities Office	1st Flr, B	2262



## ACADEMIC CALENDAR 2025-2026

### FALL SEMESTER 2025<sup>1</sup>

Semester Begins

(All Classes) ..... August 18

Labor Day Recess

(College Closed).....August 30 – September 1

Indigenous Peoples Day

(College Closed) .....October 13

Midterm Week .....October 14 –20

College Fair .....October 22

Spring 2026 Registration

Current Students 30+ hrs.

completed, Veterans, .....October 27

Graduation Petition Deadline .....November 1

Spring 2026 Registration

Current and New Students .....November 3

Veterans Day

(College Closed) ..... November 11

Last Day to Withdraw .....November 24

Thanksgiving Recess

(College Closed).....November 27 – 30

Final Exam Week .....December 6 – 12

Winter Intersession .....December 16 - January 4

Winter Break

(College Closed).....December 20 - January 4

### SPRING SEMESTER 2026<sup>1</sup>

Semester Begins

(All Classes) .....January 12

Martin Luther King Day

(College Closed).....January 19

President's Day

(College Closed).....February 16

Pulaski Day

(College Closed)..... March 2

Midterm Week..... March 8 - 14

Spring Break

(No Classes)..... March 15 - 22

Professional Development In-Service

(College Offices Closed)..... March 19

Classes resume ..... March 23

Fall and Summer 2026 Registration

Current students with 30-plus hours

completed & Veterans ..... March 23

Current and New Students ..... March 30

Graduation Petition Deadline\*\* .....April 1

Spring Recess

(College Closed).....April 3 - 5

Last Day to Withdraw ..... April 27

Final Exam Week..... May 8 - 14

Commencement .....May 15

Memorial Day

(College Closed).....May 25

### SUMMER SESSION 2026<sup>3</sup>

Memorial Day

(College Closed).....May 25

First 5-Week Session3..... May 26 – June 25

8-Week Session2 ..... June 8 – July 30

Juneteenth (College Closed) .....June 18

Last Day to Withdraw

(for 1st 5-Week Session)2 .....June 22

Second 5-Week Session3 ..... June 29 – July 30

Independence Day

(College Closed)3..... July 2

Last Day to Withdraw

(8-Week & 2nd 5-Week) ..... July 27

<sup>1</sup>Refund Policy

100% refund – within 10 calendar days from the start of the course that are 10-16 weeks in length (excluding holidays)

100% refund – within 5 calendar days from the start of the courses that are 6-9 weeks in length (excluding holidays)

100% refund – within 3 calendar days from the start of the course for courses that are 2-5 weeks in length (excluding holidays)

100% refund – before 1st days of class for courses that are less than or equal to one week in length (excluding holidays)

<sup>2</sup>Refund Policy

100% refund – within 10 calendar days from the start of the course that are 10-16 weeks in length (excluding holidays)

100% refund – within 5 calendar days from the start of the courses that are 6-9 weeks in length (excluding holidays)

100% refund – within 3 calendar days from the start of the course for courses that are 2-5 weeks in length (excluding holidays)

100% refund – before 1<sup>st</sup> days of class for courses that are less than or equal to one week in length (excluding holidays)

<sup>3</sup>Refund Policy

100% refund – within 3 calendar days from the start of the course for courses that are 2-5 weeks in length (excluding holidays)

100% refund – before 1st days of class for courses that are less than or equal to one week in length (excluding holidays)





## DIRECTORY OF FULL-TIME FACULTY AND STUDENT SERVICES

Dial (708) 656-8000 for all extensions.



FACULTY	ROOM	EXT	FACULTY	ROOM	EXT
Andrade, Jorge	330B	2242	Mulvey, Irene	310C	1413
Ashraf, Asiyya	309C	2279	Markussen, Dr. Prairie	218C	2386
Avila, Malisa	310C	1320	Martino, Dr. Shannon	327B	2286
Balek, Ludwig	326B	2240	Mathelier, Lisa	221C	2557
Bonick, Cara	322C	2267	Montgomery, Jered	330B	2409
Callon, Michael	313C	2312	Paez, Elizabeth	309B	2353
Caruso, Lauren	303C	2264	Pearson, Dr. Dennis	308C	2410
Casey, Craig	321C	1291	Pencheva, Tsonka	308B	2452
Casey, Robert	325B	1353	Pierce, Dr. Tom	317C	2367
Chesters, Dr. Sam	323B	1004	Ploszaj, Randi	308B	2554
Crockett, Janet	313C	1410	Primm, Rebecca	113D	1317
Dharwadkar, Mihir	319B	2295	Pulaski, Andrew	308C	1412
Dominguez, Carlos	304B	1292	Reasner, Jenna	3316C	2376
Edgar, Jason	332B	2403	Rierner, Nathan	319B	2279
Fabiyi, Edie	329B	2363	Roman, Daniel	138-1D	1319
Finke, Ashley	219B	2210	Romero Yuste, Maria	215C	1315
Garbe, Christine	314C	2336	Russo, Trisha	241C	2397
Gatyas, Dr. Kenton	312C	2293	Sanchez, Alejandro	310B	2272
Gilligan, Dr. Brian	327B	1409	Sanchez, Luis E.	326B	2326
Gilmartin, Beth	322C	2249	Schreier, Jennifer	223C	2556
Gourlay, Jonathan	302B	2355	Seo, Dr. Kimberly	312C	1293
Grady, Myeisha	307C	1351	Sleeth, Bradley	112D	1316
Green, Amy	329B	1363	Sonnier, Celeste	215C	1491
Halmon, Jamie	309C	2552	Spaniol, Scott	310B	1405
Helmus, Dr. Sara	108C	1314	Stanukinas, Melissa	307C	2375
Hernandez, Francisco	318B	2385	Sykora, Donald	113D	1324
Imburgia, Joseph	319B	2151	Tomchek, Ryan	325B	2292
Jonas, Michael	138D1	2482	Tomnitz, Allan	109D	2389
Kasproicz, Dr. Michael	306B	2351	Walley, Cynthia	312B	2384
Kelikian, Dr. Toul	314C	2260	Wood, Robert	321C	1313
Litwicki, Dr. Mark	321B	1381	Young, Cynthia	356B	2334
Loudon, Nicholas	330B	2231	Zukauskas, Karolis	321B	2330
Markel, Carolyn	223C	2356	*Adjunct Faculty	236C	2389

### STUDENT SERVICES

Admissions & Records	1st Flr, B	2484	Fitness Center	201E	2274
Adult Education	214C	2373	Human Resources	247B	2300
Academic Advising	1st Flr, B	2484	Library	1st Flr, C	2321
Athletics	101D	2371	One Stop Center	1st Flr, B	2484
Business Office	203C	2305	Placement Testing	1st Flr, B	2484
Paisans (Cafeteria)	1st Flr, C	2458	Preschool	105D	2284
Campus Police	119C	2157	Student Activities	1st Flr, B	2262
Career Services	2nd Flr, B	2484	Theatre	1st Flr, A	2230
Cashier's Office		2268	Transfer Services	1st Flr, B	2484
Student Accommodations	1st Flr, B	2484	Tutoring	241C	2465
Financial Aid	1st Flr, B	2484			



## READY, SET, REGISTER!

- ☒ Complete the Online Application for Admission
- ☒ Apply for financial aid
- ☒ Take a placement test
- ☒ Complete Part I of the Online New Student Orientation (NSO)
- ☒ Meet with your Student Success Coach
- ☒ Register for classes
- ☒ Pay tuition and fees
- ☒ Buy books and supplies
- ☒ Attend NSO Part II on campus (August - Fall enrollment and January - Spring enrollment)
- ☒ Attend Class! Good class attendance + Complete homework = **Success!**

**For more details contact:**

**recruiter@morton.edu**  
**(708) 656-8000, Ext. 2484**



## One Stop Student Services Center

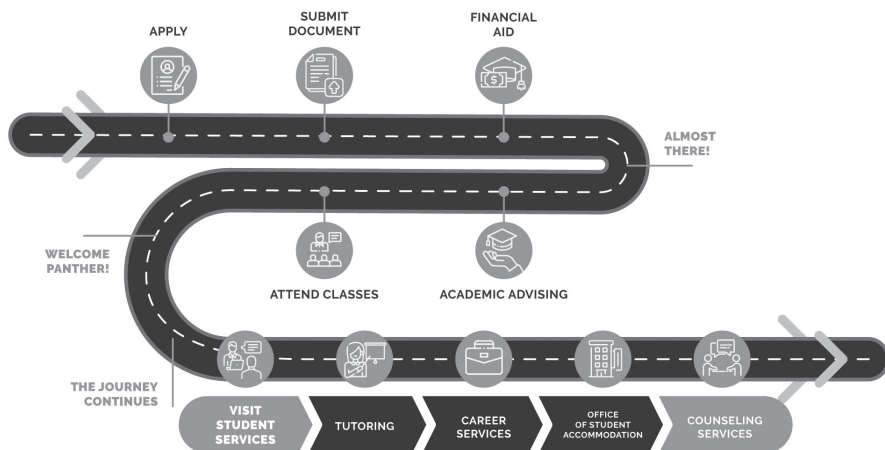
First Floor, Building B, Extension 2484

The One Stop Student Services Center is home to all student services. The Center includes Admissions & Records, Academic Advising, Financial Aid, and more. Computers and iPads are available to assist and address student needs.

For more information about the One Stop Student Services Center please visit <https://www.morton.edu/onestop/> Students may call (708) 656-8000, Ext. 2484 or email [onestop@morton.edu](mailto:onestop@morton.edu) to meet with a Student Success Coach, update their student records, request information on financial aid, or learn more about other services.

## Student Identification Cards

Student identification cards are issued in the One-Stop Student Services Center located on the first floor of Building B. ID cards admit students to various College activities and entitle them to discounts in the Chicago metropolitan area. Students need a copy of their current course schedule and a photo identification card to request a Morton College Student Identification Card. Online requests are now accepted, visit [www.morton.edu](http://www.morton.edu) for more information.





## **Admissions and Records**

One Stop Center, First Floor Building B, Extension 2484

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**

One Stop Center, First Floor Building B, Extension 2484

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 credit balances are generally released to students in one disbursement at the end of the 5th week of the semester. Refunds are processed via direct deposit and by mail. Students are encouraged to sign up for direct deposit via the Panther Portal to receive their refunds electronically.

## **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 Services Office in the One Stop Center for 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)
- Veterans Readiness and Employment (Chapter 31)
- The Post 9/11 GI Bill (Chapter 33)
- Selected Reserves GI Bill (Chapter 1606)
- Montgomery GI Bill - Active Duty (Chapter 30)

**Continued on page 13**

## MORTON COLLEGE FOUNDATION 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  
 HOPE Scholarship  
 Leadership & Talent Award

\*The list above are sample scholarships that may be available. Please visit the Financial Aid Office for the most current information.

## 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](http://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](http://morton.edu)** for more information.

- Illinois National Guard Grant
- Illinois Veteran Grant
- Illinois MIA/POW Scholarship Grant

**Continued from page 10**

## **Morton College Foundation Scholarships**

The scholarships listed in the table on Page 11 have been offered annually to students at MC. Please contact the Morton College Foundation or each organization directly for application and deadline information. 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**

One Stop Center Extension 2484

The Placement Testing Center administers placement tests in the areas of English and math to measure current skills. Students may be 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**

Students should speak with their Student Success Coach before scheduling a placement exam to determine if they are eligible to bypass the exam by using one of the alternate placement measures available.

Morton College 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 three years from the date of administration for English and two years for math. Students are given two tests attempts to determine a best placement. Students who have already begun their course sequence are ineligible for retesting.

ACCUPLACER review materials and study resources are available from the One Stop Center and through our website – [www.morton.edu](http://www.morton.edu)

ACCUPLACER review classes are also available to help students prepare for the placement test. Contact the Community Education Department.

For placement testing appointments, stop by the One Stop Center, first floor Building B or call (708)-656-8000 Extension 2484

Placement testing for adult education classes is handled by the adult education department. For more information, call Extension 2373 or 2374.



## Academic Advising Department

One Stop Center, First Floor, Building B, Extension 2484

The Academic Advising Department is available to assist students in planning course work to complete their academic goals. Every new degree or certificate-seeking student is required to have an initial meeting with a Student Success Coach. All services are also available virtually. Frequent contact with your Success Coach will help to ensure that students have current academic information and are making progress toward their educational goals. You can reach Academic Advising at (708) 656-8000 Ext. 2484 or [onestop@morton.edu](mailto:onestop@morton.edu)

**Counseling Service**—Morton College offers counseling services for currently enrolled students. One-on-one counseling is available for students who want to talk with a licensed therapist about the well-being of their mental health, or any other educational or personal concerns they may be experiencing. All services are free of charge for enrolled Morton College students. 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 only by emailing [personalcounseling@morton.edu](mailto:personalcounseling@morton.edu) or by calling (708) 656-8000 Ext. 2484.

**Educational Planning**—Student Success Coaches 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**—Student Success Coaches provide information on College policy, the College Catalog and refer students to appropriate campus facilities.

**Graduation Planning**—Student Success Coaches assist students with meeting graduation requirements. Students are required to meet with a Student Success Coach 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 Student Success Coach before registering to ensure that appropriate courses are taken. To set-up an appointment, contact the Academic Advising Department at (708) 656-8000 Ext. 2484.

### Late Registration

Students are discouraged from registering for any class that has already met. However, with the written approval of the instructor on a Registration form, a student may register for a course up to six calendar days after the class has met. Registration for a course after these six calendar days is prohibited.

### 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.  
(Continued on page 16)



\* 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](http://morton.edu)

## TUITION AND FEES OVERVIEW\*

### TUITION

In-District Resident (per credit hour).....	\$130
Out-of-District Resident of Illinois (per credit hour).....	\$258
Out-of-State Resident or International (per credit hour) .....	\$322

### FEES

Application Fee (first-time enrollees only) .....	\$10
Registration Fee (per semester).....	\$10
Late Registration Fee .....	\$50
Comprehensive Fee (per credit hour).....	\$11
Technology Fee (per credit hour).....	\$11

## 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.

For financial aid purposes students are only allowed to repeat courses to replace previously passed courses one (1) time and receive Title IV funds.

When evaluating SAP, the highest attempt will be calculated in the student's GPA, and ALL attempts will be attempted and completed (if applicable) credits. This repeat policy applies to all courses whether or not financial aid was utilized.

Students may be paid for repeatedly failing the same course (normal SAP policy still applies to such cases). If students withdraw before completing the course that they are being paid Title IV funds for retaking, the course is not counted as their one allowed retake for that course. However, if students passed a class once and are repaid for retaking it but fail the second time, the failure counts as their paid retake and they may not be paid for retaking the class a third time.

Students who plan to retake a course should first consult with an Student Success Coach 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**

The Morton College Bookstore is now the Morton College / Follett Virtual Bookstore. Students can purchase new or used books as required by Morton College faculty. Some textbooks are available for rent or in a digital format. Students can also sell their used books to the store for cash back. Please visit [www.MortonShop.com](http://www.MortonShop.com) for more information. For questions with your order, the Virtual Bookstore Customer Service Team is available at <https://customersupportcenter.highered.follett.com/hc/en-us> or by phone at 800-381-5151.

## **New Student Orientation**

New Student Orientation (NSO) is an essential step in beginning your educational journey at Morton College. Orientation will prepare you to be a successful student during your degree completion. Students can begin Part I of online orientation before registering for classes. Part II will be held on campus before the start of the semester for all new students. New Student Orientation is mandatory for all new students. Students can obtain more information and reserve their seat after completing Part I first, by contacting us at [recruiter@morton.edu](mailto:recruiter@morton.edu), (708) 656-8000, Ext. 2484 or stopping by One Stop Center, located in Building B, 1st. Floor.



## **NSO Part I**

New Student Orientation can be completed at the student's convenience online before registering for classes. The online orientation should take about one hour and includes quizzes after each module and will let you save your space if you need to return to it another time.

Once NSO Part I is done, you can meet with a Student Success Coach and register for classes. Do not wait until NSO Part II to register for classes.

**Once NSO Part 1 is completed you are able to meet with an Student Success Coach and register for classes. Do not wait until NSO Part II to register for classes.**

## **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 speakers; interactive activities, music, raffles, giveaways, and a chance to meet with faculty and staff, and other new students.

Students can obtain more information and reserve their seat by contacting us at [recruiter@morton.edu](mailto:recruiter@morton.edu), (708) 656-8000, Ext. 2484 or stopping by the One Stop Center, located in Building B, 1st. Floor.

## **Student Emergency Fund**

The Morton College Student Emergency Fund was created to provide eligible students facing short-term, non-reoccurring financial emergencies with help. Students may request funds for an emergency situation, or for unanticipated and compelling circumstances that jeopardize their ability to successfully continue in school. Student Emergency Funds will be provided in the form of grants, and typically will range from \$100 to \$500 depending on the need.

To request funding, please complete the application form available at <https://www.morton.edu/financial-aid/student-emergency-fund/>

## **Panther Pantry**

The Panther Pantry is open to assist in the increased need for food in our community. Quantities and varieties of produce, canned and dry food options are available and vary weekly. The pantry is available for students, staff and faculty and it's in room 328C. For questions, email [pantry@morton.edu](mailto:pantry@morton.edu).

## **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](http://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:

$$\begin{array}{ll} \text{Total hours} = 14 & \text{Total Quality Points} = 42 \\ & \frac{42}{14} = 3.0 \text{ GPA} \end{array}$$

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](http://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.

### 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. All students at Morton College (MC) who receive federal financial aid must make Satisfactory Academic Progress (SAP) toward completion of their degrees/certificates at the end of each period of enrollment. This policy applies to the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Work Study, Direct Loans, Stafford Loan, Parent Plus Loans, Illinois Monetary Award Program (MAP), and military Veterans' benefits.

**(Please note: State Military Programs are subjected to the GPA portion of this policy)**

The U.S. Department of Education requires a policy to use both the qualitative (GPA) and quantitative (Completion Percentage) criteria when measuring SAP.

MC reviews SAP at the end of each payment period and has approved the following standards defining SAP in accordance with regulations issued by the U.S. Department of Education.

## **SAP Standards:**

1. Cumulative GPA is a minimum 2.00 or higher and;
2. Cumulative completion rate is a minimum 67% or higher and;
3. Completion of program within 150 percent maximum timeframe allowed.

## **SAP Statuses**

The following are various types of SAP statuses assigned to students applying and receiving Title IV funding. All courses earned at MC and transferred into a student's program are used when determining SAP statuses, including credits earned while not receiving Title IV funding.

## **Eligible SAP Statuses:**

1. **Satisfactory** is assigned to students who are meeting the following criteria:
  - a) Cumulative GPA is a minimum 2.00 or higher and;
  - b) Cumulative completion rate is a minimum of 67% or higher and;
  - c) Completion of program within 150 percent maximum timeframe allowed.
2. **Warning** - When students do not meet the cumulative GPA and/or completion percentage requirement(s) portions of SAP standards, they are placed on warning and notified accordingly. Students remain on warning until the next time SAP is reviewed; which is the next payment period. During the warning period, students remain eligible for federal financial aid for one payment period only.

## **Eligible SAP Statuses with Conditions:**

1. **Probation** - Assigned to students who are within one term of meeting SAP standards. Students, who have appealed and are approved, and placed on probation, and are eligible for Title IV funds, must meet SAP standards at the end of the subsequent payment period.



**2. Academic Plans** - Are developed for students that, if followed, will ensure the students are able to meet SAP standards by a specific time period. Plans are created to address students who are affected by GPA, rate of completion, or both. Students who agree and continue to meet plan requirements are eligible for Title IV funds. If at any time while on the plan, the students do not meet the conditions at the end of a payment period, they return to the termination status (ineligible status). Students who are approved and recommended for academic plans are notified via email and/or mail to come in and review plan conditions.

a. GPA Plans - To qualify, students must have a completion rate of 67% and have a cumulative GPA less than a 2.00. This plan is structured to assist students with raising their cumulative GPA to a minimum of a 2.00 while maintaining their completion rate of 67%.

b. Pace Plans - To qualify, students must have a minimum cumulative GPA of 2.00 and have a completion rate less than 67%. This plan is structured to assist students with raising their completion rate while maintaining a cumulative GPA of 2.00.

c. Pace/GPA Plans - To qualify, students must have a completion rate less than 67% and a cumulative GPA less than 2.00. This plan is structured to assist students with raising their completion rate and cumulative GPA of 2.00 to meet SAP standards.

## Ineligible SAP Statuses

**1. Termination** – The second term following Warning status that students did not meet one/all of the criteria below, they are ineligible for federal financial aid, and are notified accordingly. Students have the option to appeal their termination status.

a. Cumulative GPA is less than 2.00 and/or;

b. Cumulative completion rate is less than 67%

**2. Maximum Timeframe Completion** - Each payment period SAP will be calculated to see if it is mathematically possible for students to complete their program and graduate within the maximum timeframe allowed. If at any point it is determined that the students cannot complete their program (i.e. graduate) within the maximum timeframe, that students become ineligible for Title IV aid. No warning or probation period is allowed.



The maximum timeframe for the completion of a degree/certificate program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. For an undergraduate program, this is measured in credit hours.

For example, a normal two-year degree program requires 62 credits to complete (graduate). Students must complete the degree within 93 hours in order to remain eligible for Title IV funding.

Please Note: Coursework that transfers into an eligible program will be included in a student's credit hours attempted and completed.

Students can appeal maximum timeframe.

Students who previously were on Warning, Probation, Termination, or an Academic Plan status will return back to a SATISFACTORY status if the following conditions are met:

1. Cumulative GPA equals 2.00 or higher and;
2. Cumulative Completion Rate equals 67% or higher and;
3. Completion of program within 150 percent maximum timeframe allowed.

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.

## **SAP Appeal Process and Procedure**

### **Appeal Procedures**

Students not meeting SAP requirements have the option to appeal their termination of financial aid. The following categories are appealable: Grade Point Average, Pace of Completion, and Maximum Timeframe.

Appeals are reviewed at least once per month by a committee composed of various employees of the college. It is the responsibility of the students to initiate any appeal.

Students must submit their appeal between the dates noted on the appeal form in order to be considered for the appropriate term. Removal of an academic restriction by Admissions, Registration, Counseling Advising, or another MC office does not constitute reinstatement of federal aid eligibility. All appeal decisions are final.

Appeals are based on a documentable extenuating circumstance impacting academic performance. Extenuating circumstances are considered to be past events that are no longer barriers to prevent academic progress. The appeal application must support how the students are now in a position to be academically successful. Appeals should include all documentation required to be reviewed. Failing to submit all documents will automatically deny your appeal. You may resubmit your appeal



(if within appeal deadline dates) if denied due to missing documents. However, the appeal will not be escalated.

Appeals will not be granted for the repeated circumstances. For example, an appeal can be granted due to a medical issue (back surgery in 2010) placing the students on probation or an academic plan. If the student is placed on termination again, the same medical issue (back surgery in 2010) cannot be used as the basis for the appeal. The latter appeal must be based on a reason different from the first appeal. In this example, a new back surgery (2017).

Please Note: Sitting out for an enrollment period(s) is not sufficient to re-establish eligibility for Title IV aid. Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus are not considered as extenuating for purposes of appealing termination of financial aid.

Examples of extenuating circumstances to be considered for appeal:

1. Serious illness or injury to students or immediate family member that required extended recovery time;
2. Death of an immediate family member;
3. Significant trauma in students' life that impaired the students' emotional and/or physical health;
4. Withdrawal due to military service;
5. Second degree or certificate;
6. Change of major;
7. Other unexpected circumstances beyond the control of the student

For this purpose, immediate family member is defined as (parent, spouse, sibling, and child, grandparent (step or in-law respectively).

Completed appeals should be submitted in the Financial Aid Office, One Stop Center, to the Financial Aid staff. The appeals will be documented in the system as received, prepared, and routed to the appeals committee.

Students are not contacted during the appeal process. The only communication received will be the final decision notification letter.

To submit an appeal Schedule an appointment with your Student Success Coach to complete your academic plan. Submit your complete appeal packet (cover page, narrative, and supporting documents) to your Student Success Coach during this meeting. Your success coach will submit your completed packet to the financial aid department for review. The appeals will be documented in the system as received, prepared, and routed to the appeals committee.

Students are not contacted during the appeal process. The only communication received will be the final decision notification letter.

The above information is a snippet of the SAP policy. Students are required to review the entire SAP policy every award year for any changes. The full SAP policy is available on the college's website under Financial Aid Forms.

## 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. A good place to start is Career Services!
- Attend all classes, but select a classmate to take notes or collect course work when you are absent.
- Strive for an “A” average. Build a study plan that includes doing all home work 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 241C 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.



## Pell Recalculation Date Policy (PRD)

The Department of Education (ED) requires schools to disburse the Federal Pell Grant based on a student's level of enrollment (i.e., full-time, three-quarter time, half-time or less than half-time). Stafford Loans and other financial aid programs also have minimum enrollment requirements.

The following information pertains to the Federal Pell Grant and explains how enrollment status is determined for awarding purposes.

The census date, also known as the Pell Recalculation Date (PRD), is the last day for students to add or drop courses before "locking in" their enrollment status for Pell Grant awarding purposes. Morton College (MC) uses the award period census date for all students who attend classes at the start of the semester.

MC recognizes that some students will register AFTER the term begins and AFTER the PRD. For example, full-term, 1st 8-week, or late start courses. MC will use the date the Pell Grant is first awarded or the first day the student registers for their first course (whichever date comes last) to determine the PRD for such students.

The award period census dates can be found on our website in the Financial Aid Calendar.

**Note:** All registration activity must be completed by each term's census date (PRD) to have the courses count toward your enrollment status. Students adding additional courses late in the semester will not be eligible for an increase to their Pell Grant if the course is added after the PRD for the semester. Any registration activity that occurs after the census date (PRD) will be excluded from receiving financial aid.

## Why Does Morton College Adjust Enrollment Levels?

The Higher Education Act of 1965, as amended, mandates that schools adjust enrollment level for various reasons, including:

- Not maintaining the original level of enrollment
- Not beginning attendance in all registered courses
- Dropping a module class (such as a late start class) before it begins
- Courses are canceled by the college
- Changes to a student's Estimated Family Contribution (EFC)
- A professor is unable to document your attendance in a class

## How Is Your Pell Grant Amount Determined?

Your initial Pell Grant is awarded on the assumption you will be a full-time student. Before your aid first disburses for the semester, the number of financial aid eligible credits is reviewed. Only courses applicable to your eligible program of study will be used to determine your enrollment status. If enrolled in fewer than 12 credits, your Pell Grant will be recalculated and adjusted to your enrollment level.

Semester enrollment levels will be adjusted appropriately through the census date for the semester (i.e., fall, spring, and summer), and federal payments will be issued based on the total enrollment level calculated on this date.

Withdrawing from classes after the census date will not impact a student's financial aid enrollment level should you begin attendance in each course Return of Title IV (R2T4) policy still applies.

## Helpful Information

Students who add or drop a class after MC's census date are encouraged to review the FA Self Service portal to see if they have an outstanding balance. Award letter amounts are based on full-time (12 or more credit hours) enrollment (Illinois MAP grants are based on 15 credit hours) and will be prorated based on actual enrollment level and need.

- Nine to eleven credit hours will receive 75 percent of the award
- Six to eight credit hours will receive 50 percent of the award
- Three to five hours will receive 25 percent of the award
- Most Pell grant recipients also will receive 25 percent of the award for enrollment in one to two credit hours.

Students who receive a financial aid refund check and withdraw from a class prior to the class census date or are in a class canceled after the disbursement will be required to repay funds received if the new enrollment level is less than the enrollment level used to calculate the financial aid refund.

The enrollment level calculated as of the census date for courses taken in a semester will be used to determine the appropriate amount of funds to disburse for the semester.

## Withdrawing from All Classes

Students who withdraw from all classes will have their attendance checked to determine if they stopped attending prior to completing 60 percent of their scheduled classes. If they did not attend and/or actively participate up to the 60 percent mark, they will have to repay funds to MC and/or the federal government. Review our R2T4 policy for more details.

## Pell Recipients Selected for Verification

If a student is selected for verification, all documentation is submitted and the funds are disbursed during the semester, the student's Pell grant will be based on hours locked in at MC's census date/PRD and the valid EFC.

If the student completes the financial aid process after the term has ended, the amount disbursed will be based on the valid EFC, MC's census date/PRD and the hours completed. Earned failing grades (F) are considered hours completed for this purpose only. Withdrawal grades (W) will not be eligible to receive financial aid in this instance.

## Class Cancellations

The college has the right to cancel courses. In the event a course is canceled, students will be allowed to register for another course to replace the canceled course.



The replaced course will be given the same registration date as the canceled course. All the courses you register for must be applicable to your program of study. All other Title IV rules will apply to the newly added course.

## Exceptions

Exceptions to this policy will be made only in the case of institutional error (such as professor mistake) as deemed appropriate by the college. No other exceptions or appeals can be made to this policy.

## Financial Aid Policies

All financial aid policies (For example: Satisfactory Academic Progress (SAP) and R2T4 still apply to all courses a student is enrolled in regardless if the course is included in the enrollment status for Pell Purposes.

### Pell Recalculation Date Enrollment Examples

(These examples assume the student begins attendance in all courses)

#### ***Examples #1 Initial Pell Calculation Performed After the PRD***

Fall term begins Aug. 15, 2023, with a Pell Recalculation Date (PRD) of Aug. 30, 2023 and the student enrolls for fall AFTER the PRD and then applies for financial aid.

A. Jennifer enrolls in 10 credit hours on Sept. 15, 2023 (After the PRD) and begins attendance in 10 credit hours. Morton College then receives her ISIR and performs the initial Pell calculation on Sept. 20, 2023. The Pell is awarded and paid as a three-quarter-time student at 10 credits.

B. If she later adds more credits or drops credits, her Pell Grant will not be adjusted.

#### ***Examples #2 Initial Pell Calculation Performed Before the PRD***

Fall term begins Aug. 15, 2023 with a PRD of Aug. 30, 2023

A. Charlie begins attendance on Aug. 15 in 6 credit hours, but adds an additional course of 3 credit hours on Sept. 1. Charlie's enrollment status for Title IV purposes is six credit hours (half-time).

B. If Charlie were to begin attendance on Aug. 15 in 12 credit hours, but drop two courses for a total of six credit hours on Sept. 1, his enrollment status for Pell purposes would be 12 credit hours (full-time).

When determining Pell eligibility, a school must use the enrollment status established on the earlier of the date of withdrawal or the PRD, whichever comes first.

- If the student withdraws prior to the PRD, the enrollment status for Pell purposes is established as of the withdrawal date
- If student adds a course after the PRD and subsequently withdraws, the enrollment status for Pell purposes is established at the time of the PRD.

## 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.



Fall

## STUDENT PLANNER

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



Summer

## STUDENT PLANNER

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 '25

18 Monday

Semester Begins

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19 Tuesday

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20 Wednesday

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21 Thursday

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22 Friday

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23 Saturday

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24 Sunday

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*imagine what you can do*



## '25 AUGUST

**25 Monday**

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**26 Tuesday**

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**27 Wednesday**

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**28 Thursday**

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**29 Friday**

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**30 Saturday      31 Sunday**

**Labor Day Recess**  
(no classes, college closed)

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**NOTES:**



# SEPTEMBER '25

**1 Monday**

**Labor Day Recess**  
(no classes, college closed)

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**2 Tuesday**

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**3 Wednesday**

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**4 Thursday**

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**5 Friday**

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**6 Saturday**

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**7 Sunday**

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*imagine what you can do*



## '25 SEPTEMBER

**8 Monday**

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**9 Tuesday**

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**10 Wednesday**

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**11 Thursday**

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**12 Friday**

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**13 Saturday**

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**14 Sunday**

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**NOTES:**



## SEPTEMBER '25

**15 Monday**

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**16 Tuesday**

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**17 Wednesday**

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**18 Thursday**

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**19 Friday**

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**20 Saturday**

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**21 Sunday**

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*imagine what you can do*



## '25 SEPTEMBER

**22 Monday**

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**23 Tuesday**

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**24 Wednesday**

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**25 Thursday**

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**26 Friday**

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**27 Saturday**

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**28 Sunday**

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**NOTES:**





## SEPTEMBER/OCTOBER '25

**29 Monday**

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**30 Tuesday**

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**1 Wednesday**

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**2 Thursday**

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**3 Friday**

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**4 Saturday**

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**5 Sunday**

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*imagine what you can do*



# '25 OCTOBER

**6 Monday**

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**7 Tuesday**

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**8 Wednesday**

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**9 Thursday**

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**10 Friday**

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**11 Saturday**

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**12 Sunday**

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**NOTES:**



## OCTOBER '25

**13 Monday**

Indigenous Peoples Day  
(no classes, college closed)

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**14 Tuesday**

Midterm Week

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**15 Wednesday**

Midterm Week

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**16 Thursday**

Midterm Week

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**17 Friday**

Midterm Week

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**18 Saturday**

Midterm Week

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**19 Sunday**

Midterm Week

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*imagine what you can do*



## '25 OCTOBER

**20 Monday**

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**21 Tuesday**

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**22 Wednesday**

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**23 Thursday**

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**24 Friday**

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**25 Saturday**

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**26 Sunday**

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**NOTES:**



## OCTOBER/NOVEMBER '25

**27 Monday**

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**28 Tuesday**

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**29 Wednesday**

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**30 Thursday**

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**31 Friday**

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**1 Saturday**

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**2 Sunday**

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*imagine what you can do*



# '25 NOVEMBER

**3 Monday**

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**4 Tuesday**

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**5 Wednesday**

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**6 Thursday**

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**7 Friday**

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**8 Saturday**

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**9 Sunday**

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**NOTES:**



# NOVEMBER '25

**10 Monday**

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**11 Tuesday**

**Veterans Day**  
(no classes, college closed)

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**12 Wednesday**

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**13 Thursday**

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**14 Friday**

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**15 Saturday**

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**16 Sunday**

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*imagine what you can do*



# '25 NOVEMBER

**17 Monday**

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**18 Tuesday**

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**19 Wednesday**

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**20 Thursday**

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**21 Friday**

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**22 Saturday**

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**23 Sunday**

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**NOTES:**



# NOVEMBER/DECEMBER '25

**24 Monday**

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**25 Tuesday**

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**26 Wednesday**

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**27 Thursday**

**Thanksgiving Recess**  
(no classes, college closed)

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**28 Friday**

**Thanksgiving Recess**  
(no classes, college closed)

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**29 Saturday**

**Thanksgiving Recess**  
(no classes, college closed)

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**30 Sunday**

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*imagine what you can do*



## '25 DECEMBER

**1 Monday**

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**2 Tuesday**

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**3 Wednesday**

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**4 Thursday**

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**5 Friday**

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**6 Saturday**

**Final Exam  
Week**

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**7 Sunday**

**Final Exam  
Week**

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**NOTES:**



## DECEMBER '25

**8 Monday**

Final Exam Week

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**9 Tuesday**

Final Exam Week

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**10 Wednesday**

Final Exam Week

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**11 Thursday**

Final Exam Week

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**12 Friday**

Final Exam Week

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**13 Saturday**

Winter Recess  
Begins

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**14 Sunday**

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*imagine what you can do*



# '25 DECEMBER

15 Monday

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16 Tuesday

Final Grades Due  
(2 P.M.)

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17 Wednesday

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18 Thursday

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19 Friday

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20 Saturday

Winter Break  
Schedule Begins

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21 Sunday

Winter Break

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## NOTES:

# DECEMBER '25

**22 Monday**

Winter Break

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**23 Tuesday**

Winter Break

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**24 Wednesday**

Winter Break

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**25 Thursday**

Winter Break

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**26 Friday**

Winter Break

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**27 Saturday**

Winter Break

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**28 Sunday**

Winter Break

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*imagine what you can do*



## '25 DECEMBER/ '26 JANUARY

**29** Monday

Winter Break

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**30** Tuesday

Winter Break

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**31** Wednesday

Winter Break

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**1** Thursday

Winter Break

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**2** Friday

Winter Break

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**3** Saturday

Winter Break

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**4** Sunday

Winter Break

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### NOTES:



# JANUARY '26

**5 Monday**

Winter Break Schedule Ends

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**6 Tuesday**

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**7 Wednesday**

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**8 Thursday**

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**9 Friday**

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**10 Saturday**

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**11 Sunday**

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*imagine what you can do*



# '26 JANUARY

12

Monday

Semester Begins

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13 Tuesday

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14 Wednesday

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15 Thursday

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16 Friday

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17 Saturday

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18 Sunday

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**NOTES:**





# JANUARY '26

**19 Monday**

**Martin Luther King Jr. Day**  
(no classes, college closed)

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**20 Tuesday**

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**21 Wednesday**

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**22 Thursday**

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**23 Friday**

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**24 Saturday**

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**25 Sunday**

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*imagine what you can do*



## '26 JANUARY/FEBRUARY

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**26 Monday**

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**27 Tuesday**

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**28 Wednesday**

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**29 Thursday**

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**30 Friday**

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**31 Saturday**

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**1 Sunday**

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**NOTES:**



## FEBRUARY '26

**2 Monday**

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**3 Tuesday**

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**4 Wednesday**

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**5 Thursday**

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**6 Friday**

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**7 Saturday**

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**8 Sunday**

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*imagine what you can do*



## '26 FEBRUARY

**9 Monday**

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**10 Tuesday**

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**11 Wednesday**

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**12 Thursday**

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**13 Friday**

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**14 Saturday**

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**15 Sunday**

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**NOTES:**



## FEBRUARY '26

**16 Monday**

Presidents Day  
(no class, college closed)

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**17 Tuesday**

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**18 Wednesday**

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**19 Thursday**

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**20 Friday**

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**21 Saturday**

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**22 Sunday**

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*imagine what you can do*



## '26 FEBRUARY/MARCH

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**23 Monday**

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**24 Tuesday**

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**25 Wednesday**

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**26 Thursday**

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**27 Friday**

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**28 Saturday**

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**1 Sunday**

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**NOTES:**



# MARCH '26

**2 Monday**

Pulaski Day  
(no class, college closed)

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**3 Tuesday**

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**4 Wednesday**

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**5 Thursday**

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**6 Friday**

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**7 Saturday**

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**8 Sunday**

Midterm week

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*imagine what you can do*



# '26 MARCH

**9 Monday**

Midterm week

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**10 Tuesday**

Midterm week

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**11 Wednesday**

Midterm week

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**12 Thursday**

Midterm week

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**13 Friday**

Midterm week

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**14 Saturday**

Midterm week

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**15 Sunday**

Spring Break (no  
classes, college open)

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**NOTES:**





## MARCH '26

### 16 Monday

Spring Break  
(no classes, college open)

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### 17 Tuesday

Spring Break  
(no classes, college open)

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### 18 Wednesday

Spring Break  
(no classes, college open)

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### 19 Thursday

Staff Professional Day  
(no classes, college closed)

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### 20 Friday

Spring Break  
(no classes, college open)

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### 21 Saturday

Spring Break  
(no classes, college open)

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### 22 Sunday

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*imagine what you can do*



## '26 MARCH

**23 Monday**

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**24 Tuesday**

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**25 Wednesday**

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**26 Thursday**

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**27 Friday**

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**28 Saturday**

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**29 Sunday**

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**NOTES:**



## MARCH/APRIL '26

**30 Monday**

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**31 Tuesday**

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**1 Wednesday**

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**2 Thursday**

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**3 Friday**

Spring Recess  
(no classes, college closed)

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**4 Saturday**

Spring Recess  
(no classes, college closed)

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**5 Sunday**

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*imagine what you can do*



# '26 APRIL

**6 Monday**

**Classes Resume**

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**7 Tuesday**

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**8 Wednesday**

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**9 Thursday**

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**10 Friday**

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**11 Saturday**

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**12 Sunday**

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**NOTES:**



**APRIL '26**

**13 Monday**

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**14 Tuesday**

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**15 Wednesday**

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**16 Thursday**

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**17 Friday**

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**18 Saturday**

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**19 Sunday**

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*imagine what you can do*



## '26 APRIL

**20 Monday**

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**21 Tuesday**

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**22 Wednesday**

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**23 Thursday**

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**24 Friday**

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**25 Saturday**

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**26 Sunday**

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**NOTES:**



## APRIL/MAY '26

**27 Monday**

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**28 Tuesday**

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**29 Wednesday**

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**30 Thursday**

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**1 Friday**

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**2 Saturday**

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**3 Sunday**

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*imagine what you can do*



**'26 MAY**

**4 Monday**

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**5 Tuesday**

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**6 Wednesday**

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**7 Thursday**

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**8 Friday**

**Final Exam Week**

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**9 Saturday**

**Final Exam Week**

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**10 Sunday**

**Final Exam Week**

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**NOTES:**





**MAY '26**

**11 Monday**

**Final Exam Week**

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**12 Tuesday**

**Final Exam Week**

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**13 Wednesday**

**Final Exam Week**

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**14 Thursday**

**Final Exam Week**

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**15 Friday**

**Commencement**

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**16 Saturday**

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**17 Sunday**

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*imagine what you can do*



**'26 MAY**

**18 Monday**

**Final Grades Due (2 P.M.)**

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**19 Tuesday**

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**20 Wednesday**

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**21 Thursday**

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**22 Friday**

**Summer Schedule Begins - MC  
closed on Fridays 5/22 - 8/7**

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**23 Saturday**

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**24 Sunday**

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**NOTES:**



**MAY '26**

**25 Monday**

**Memorial Day**  
**(no classes, college closed)**

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**26 Tuesday**

**1st 5-week Session**  
**5/26 - 6/25**

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**27 Wednesday**

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**28 Thursday**

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**29 Friday**

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**30 Saturday**

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**31 Sunday**

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*imagine what you can do*



## '26 JUNE

**1 Monday**

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**2 Tuesday**

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**3 Wednesday**

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**4 Thursday**

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**5 Friday**

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**6 Saturday**

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**7 Sunday**

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**NOTES:**



# JUNE '26

**8 Monday**

8-week Session 6/8 - 7/30

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**9 Tuesday**

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**10 Wednesday**

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**11 Thursday**

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**12 Friday**

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**13 Saturday**

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**14 Sunday**

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*imagine what you can do*



## '26 JUNE

**15 Monday**

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**16 Tuesday**

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**17 Wednesday**

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**18 Thursday**

Juneteenth  
(no classes, college closed)

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**19 Friday**

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**20 Saturday**

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**21 Sunday**

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**NOTES:**



## JUNE '26

**22 Monday**

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**23 Tuesday**

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**24 Wednesday**

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**25 Thursday**

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**26 Friday**

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**27 Saturday**

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**28 Sunday**

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*imagine what you can do*



## '26 JUNE / JULY

**29** Monday

Final Grades Due (2 P.M.)  
2nd 5-week Session 6/29 - 7/30

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**30** Tuesday

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**1** Wednesday

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**2** Thursday

Independence Day  
(no classes, college closed)

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**3** Friday

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**4** Saturday

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**5** Sunday

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## NOTES:





**JULY '26**

**6 Monday**

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**7 Tuesday**

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**8 Wednesday**

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**9 Thursday**

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**10 Friday**

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**11 Saturday**

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**12 Sunday**

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*imagine what you can do*



## '26 JULY

**13 Monday**

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**14 Tuesday**

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**15 Wednesday**

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**16 Thursday**

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**17 Friday**

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**18 Saturday**

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**19 Sunday**

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**NOTES:**



**JULY '26**

**20 Monday**

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**21 Tuesday**

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**22 Wednesday**

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**23 Thursday**

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**25 Saturday**

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**26 Sunday**

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*imagine what you can do*



## '26 JULY/AUGUST

**27 Monday**

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**28 Tuesday**

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**29 Wednesday**

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**30 Thursday**

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**31 Friday**

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**1 Saturday**

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**2 Sunday**

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**NOTES:**



# AUGUST '26

**3 Monday**

**Final Grades Due (2 P.M.)**

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**4 Tuesday**

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**5 Wednesday**

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**6 Thursday**

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**7 Friday**

**Last Friday Off  
(Student Services Open)**

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**8 Saturday**

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**9 Sunday**

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*imagine what you can do*



## '26 AUGUST

**10 Monday**

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**11 Tuesday**

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**12 Wednesday**

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**13 Thursday**

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**15 Saturday**

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**16 Sunday**

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**NOTES:**

# AUGUST '26

**17 Monday**

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**18 Tuesday**

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**19 Wednesday**

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**22 Saturday**

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**23 Sunday**

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*imagine what you can do*



## '26 AUGUST

**24 Monday**

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**25 Tuesday**

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**26 Wednesday**

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**27 Thursday**

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**28 Friday**

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**29 Saturday**

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**30 Sunday**

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**NOTES:**



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## ACADEMIC INFORMATION

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### COMMUNITY AND CONTINUING EDUCATION

Community and Continuing Education non-credit programs reflect the latest industry and real-world development trends and offer exciting learning opportunities for our diverse community. These non-credit classes focus on students' specific interests, and allow them to reach a personal goal, whether that is employment, entertainment, or social engagement, in a short amount of time.

Community Education programs target students who are looking to develop their interests and hobbies, like Ceramics, Yoga, or Auto Maintenance. Morton College offers a review class for the college placement test, Summer STEAM and sport programs for young learners and Skills for Daily Living program for adults with mild to moderate intellectual disabilities.

Continuing Education program offers non-credit certificates for job seekers in industries with high-demand positions, including Healthcare, Hospitality, and Logistics & Transportation. Students who earn an employer-recognized certificate are much more likely to find steady employment in the industry of their choice. The certificate courses are also for professionals already working in the field who are looking to advance their careers.

For more information and course details contact: Community & Continuing Education Office at (708) 656-8000 Ext. 2383, [continuing\\_education@morton.edu](mailto:continuing_education@morton.edu).

### Accommodations for Students with Special Needs

One Stop Center - 1st Floor, Building B, Extension 2433

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 access to its campus and programs. To gain access to services, students should contact the Office of Student Accommodations at (708) 656-8000, Ext. 2383 or the One Stop Center Specialist, Ext. 2484 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.

For more information, e-mail Mary Jo Buongiorno, Skills for Daily Living Program Coordinator, at [maryjo.buongiorno@morton.edu](mailto:maryjo.buongiorno@morton.edu)

## **High School Completion (both English and Spanish) and ESL Classes**

The Adult Education department offers classes for high school completion in both English and Spanish, as well as ESL classes. For more information, call Extension 2373/2374.

## **Enrollment in Developmental Courses**

To help students achieve their educational goals, the College adheres to a policy of required placement testing or an approved alternative placement method 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 or be placed by another approved placement method. 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 Student Success Coach 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. Counseling service is available by appointment, please contact (708)656-8000, ext.2318



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.

## **Prior Learning Policy**

The Prior Learning Policy allows students to translate knowledge and skills acquired outside the classroom into college credit. Students may be granted up to 30 credit hours in this program. Petitions for Prior Learning and requests for additional information are available at the Academic Advising Center and from the appropriate academic Dean. Prior Learning credit cannot be used to satisfy the Morton College academic residency requirement.

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

In accordance with state regulations, no grade receive through Prior 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 to a specific degree or certificate program. Prior learning credit for those pursuing a transferable degree (ASD, AFA, ALS, and AA) can only be used to satisfy graduation requirements. Transferability of prior learning credit is not guaranteed.

## **Receipt of credit**

To receive credit, a student must meet the following criteria:

- A fee for each course must be paid when a student applies for a proficiency examination or portfolio evaluation. This fee covers the cost associated with taking the examination or being evaluated. The fee is not refunded to a student failing to qualify. In certain cases, the Illinois Veterans' Grant may pay the fees of Non-Traditional Learning credit. Veterans should consult the Director of veteran advisor.
- A student must be admitted and enrolled in courses at the institution in order to receive prior learning credit. Degree seeking students are required to complete fifteen (15) credit hours before prior learning credits are applied to the academic record. Conversely, students who are certificate seeking must earn  $\frac{1}{4}$  or 25% of the credit required of their certificate at the institution before prior learning credits are applied.

## **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.

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



## **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.

## **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 portal the student must notify in writing via e-mail to the faculty member and copy (cc) the Department Chair and Academic Dean of their dispute with the posted grade. Students are solely responsible for replying to all correspondence on a timely basis.
- The student must initiate a discussion with the course instructor and try to reach an agreement with respect to the course grade.
- After discussion with the course instructor, if a student does not reach an agreement with the faculty member’s decision, the student must appeal in writing to the appropriate academic dean within 5 additional school days.
- Subsequently, the dean will review the appeal and consult with the faculty member about the student’s course grade.

- If the dean and faculty member cannot resolve the situation, the dean will convene, within 5 school days, a committee comprised of three full-time faculty members who will meet to discuss the dispute and reach an appropriate resolution.
- If the committee convened by the dean fails to reach a satisfactory resolution, then the faculty member or the student may, within 5 school days, appeal in writing to the Provost.
- The Provost will review the appeal and render a decision. The decision made by the Provost shall be deemed final.

## **Graduation Procedures**

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

- Meet with their Student Success Coach 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 8 to 10 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 Student Success Coach.



## OTHER IMPORTANT RESOURCES

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### Library

The Morton College Library's mission is to be an exemplary academic library that supports the educational goals and meet the college mission. 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 Library is located above the One Stop Center.

**Materials:** The Library's collection includes over 7,000 books, 43 periodicals, access to over 90 databases which include ebooks, streaming services, and digital magazines/periodicals. Many of the databases are subject based and provide students with full text options to meet their research needs. Visit the Library's website: <https://www.morton.edu/mclibrary>, to access the Library's expanded digital resources. The online catalog provides users a single search point to all of the Library's resources and gives an easy look-up of different library materials. The Library also has a non-traditional collection, "The Library of Things", that gives students access to items like: digital cameras, hotspots, art boxes, nursing equipment, full size skeletons, and other things.

**Services:** Library users can visit The Circulation Desk for all their information needs. The staff provides reference, circulation, and other services from one desk. Reference librarians help students navigate the library's rich collection of online and print sources. Librarians also provide 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. The online library catalog I-Share, offers materials from over 100 academic libraries throughout Illinois. Students are able to also request materials from other academic institutions through I-Share.

**Technology Assistance:** The Library has both PC and Macintosh hardware. The library staff assist students with their technology questions. Our staff provides assistance with questions about MS Office and Apple office applications, other online software, e-mail, printing, and copying. The Library is also a point of contact for questions relating to the virtual bookstore. Students can talk to the library staff to get answers to questions they may have about gaining access to their course materials as well as ordering their books.

**Study space:** The library is a quiet space for students. We are equipped with 8 group study rooms for groups of up to 4 students per room. The rooms come equipped with a large monitor and Apple TV's students can use to connect their devices to assist with their studies.

**Library Cards:** A Morton College ID serves as their Library card. Current Morton College IDs must be presented to borrow materials from the Library. (Student ID's are currently issued by Student Activities located on the first floor of Building A.)



## Library Hours:

Please check the Morton College Library website for current hours:

<https://www.morton.edu/mclibrary>

For further information regarding Library services or to schedule tours and instruction please call (708) 656-8000 extension 2321 or email [reference@morton.edu](mailto:reference@morton.edu).

## Tutorial Services

The Tutoring Center 241C, Extension 2465,

[tutoring@morton.edu](mailto:tutoring@morton.edu), 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.

## 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](mailto: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 a.m. to 9 p.m.

Friday, 8 a.m. to 8:30 p.m.

Saturday, 9 a.m. to 1 p.m.

## **MIS - Summer - Hours of Operation**

Monday - Thursday, 8 a.m. to 9 p.m.

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

## **Career Services Office**

One Stop Center, 1st Floor, Ext. 2484

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

- Career/Major Exploration
- Career Readiness Certificate Program
- Resume/Cover Letter Assistance
- Job/Internship Searching Assistance
- WIOA Grant
- Career Development through workshops

For more information, contact the Career Services Office at

(708) 656-8000 ext. 2484 or email at [careerservices@morton.edu](mailto:careerservices@morton.edu)

## **Undocumented Student Support**

Morton College fully supports all students who are members of our community and working toward their educational goals.

In alignment with our mission and institutional goals, Morton College is dedicated to making ongoing significant progress in eliminating barriers to ensure a college education is accessible to all. As a College that serves a diverse community, Morton College fully supports all students who are working toward their educational goals including DACA and undocumented students. Our dedication in supporting our undocumented community members is demonstrated through our services, resources, and events focused on spreading awareness of issues faced by the undocumented community and addressing the concerns and needs of undocumented students and their families.

Whether you are in high school exploring your options after graduation or currently enrolled in a Morton College program, Morton College is here to support you!

Morton College is a space where undocumented students and mixed status families are welcomed and supported. Our Undocumented Student Liaison is available to support students in a variety of areas including enrollment into Morton College programs, support with applying to the Alternative Application and scholarships, and guidance in navigating a variety of internal and external resources.

For more information on Undocumented Support Services, contact our Undocumented Student Liaison at [dreamers@morton.edu](mailto:dreamers@morton.edu)

# RULES AND REGULATIONS

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## Code of Student Conduct

Morton College 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 the personal property of a member of the college community, and/ or theft of College property on campus or at an official College activity off campus. 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.
- 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.



- Drug & Alcohol-Free Campus page 116; and Medical Marijuana Policy page 119 : Even though the Illinois Cannabis Regulation and Tax Act (effective January 1, 2020) allows for persons over the age of 21 to use cannabis under specific circumstances, no person shall use or possess any cannabis product, recreational or medicinal, while on College premises or participating in any College-sponsored program, activity, or event. 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 coursework 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.
- Allowing another student to copy one's 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 one's place.
- 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).
- Unauthorized and/or unethical use of generative artificial intelligence (discussed below in more detail).

## Plagiarism

- Although academic coursework often requires students to use and integrate intellectual material gathered from sources, it is imperative that these sources be clearly identified. Plagiarism refers to the act of representing words, ideas, music, images, artwork, data or other intellectual property as one's own when one did not create them. Submitting one's own work for credit for more than one course without first receiving permission from the instructors of both courses is "self-plagiarism." Here are some examples:
- Putting one's name on work one did not produce and handing it in for credit.
- Including passages from source material in an assignment without using proper citation, quotation marks (in the case of direct quotations in written work) and a reference to the source.
- Including pictures, graphs, statistics or other data in an assignment without citing the source.
- Summarizing or paraphrasing any material (not recognized as common knowledge) in an assignment without referencing and citing the source.
- Purchasing a paper or other piece of intellectual or creative work, or having someone write or create such, to submit as one's own work.

## Use of generative artificial intelligence (GAI)

Student use of work created by GAI and/or related technologies, without written consent from the instructor (via the syllabus or other direct, written or otherwise recorded communication), is a violation of the code of conduct.

Work suspected of not being fully produced by the person whose name is on it may require additional evidence to demonstrate authorship in order to be eligible for credit.

Class syllabi must include language to guide students in the use of GAI and/or related technologies for coursework. Additionally, syllabi must indicate if and how artificial intelligence detection analysis of student work will be used in the course. Students should seek clarification and guidance for usage of GAI and/or related technologies in a particular course from their instructor(s).



## **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.

## 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. Report should be submitted to the [deanofstudents@morton.edu](mailto:deanofstudents@morton.edu). 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 they are 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 they may elect one of the following four (4) courses of action. The student must communicate their 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 they neither admit nor deny 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.
  8. 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 their behalf.

9. 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.
10. 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.)
11. 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 of 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.
12. If the student elects not to appear, the hearing shall be held in his or her absence.
13. 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.
14. The student shall not be required to testify against himself or herself.
15. The student shall be entitled to an expeditious hearing of his or her case.
16. 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.
17. 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.
18. 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 their 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' 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 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 themselves from service if they believe they are not qualified to evaluate a particular complaint, if they believe they could not render an objective opinion, or if they are 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.



**Morton College cannot and does not guarantee a COVID-19-free environment, and there remains a risk that you may contract COVID-19 if you come onto campus to attend classes and/or to participate in educational programs or activities run by College. These activities include any educational program or activity that Morton College exercises control, oversight, funds, sponsors, promotes or endorses in any manner.**

Therefore, in order to minimize the risks associated with COVID-19, the policies and guidelines below are incorporated into the Morton College Student Code of Conduct and are applicable to all students. Your compliance with these requirements is essential to assisting the college in minimizing the risks to you and other members of our community.

### **General Principles:**

- You are subject to all guidelines for individuals related to the COVID-19 pandemic established by the Centers for Disease Control and Prevention (CDC). As a student you acknowledge and understand that the circumstances and symptoms regarding COVID-19 are changing from day to day and that, accordingly, the CDC guidelines are regularly modified and updated, and agree to accept full responsibility for familiarizing yourself with the most recent CDC modifications and updates.
- You understand that these conditions and limitations on your personal behavior are absolutely necessary in order to reduce the risk of transmitting and/or being infected by the COVID-19 virus and that your failure to comply with these responsibilities may jeopardize your health and safety, as well as the health and safety of others in the campus community, potentially causing severe illness and death.

## Requirements:

- The CDC recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain. As such, face coverings are required to be worn by every individual on campus in all indoor public spaces and spaces frequently used by multiple people. Face coverings are required to be worn by every individual on campus while in outdoor spaces when in groups where physical distancing measures are difficult to maintain (i.e., walking to/from class within a group of people);
- Students will comply with governmental, State of IL, Town of Cicero, and campus directives concerning maintaining required physical distancing (six feet) between themselves and other individuals on campus;
- Students will engage in frequent hand-washing and follow proper sneeze and cough etiquette, as recommended by the CDC;
- Students will not come to campus or remain on campus and/or participate in educational programs or activities if they show symptoms of COVID-19 and/or they have been informed that they were in close contact with another person who was medically diagnosed or tested positive for COVID-19;
- If students is known to have COVID-19 by medical diagnosis or by testing positive they will:
  1. Immediately notify the Morton College Health Nurse and complete the COVID-19 STUDENT SELF-REPORTING FORM;
  2. Remain off campus;
  3. Acknowledge that return to campus can only be approved after a negative test or doctors note is provided;
  4. If required by the College, agree to remain in self-quarantine for a time period determined by the College, in consultation with public health authorities.

The above conditions may change, and students agree to follow all college guidelines and policies related to COVID-19 and public health requirements.

**Any failure to follow any of the above directives is a direct violation of the Code of Conduct that may result in sanctions, including immediate removal from the college campus and/or suspension/dismissal from the College.**



## **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:

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 the Dean of Student Services via email at deanofstudents@morton.edu, 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. In matters investigated by the Dean of Student Services, the student should expect to receive an email response sent within 30 college-business days from the date the complaint was made and received, unless applicable law requires a shorter response time.
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 Human Resources 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 Human Resources 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 Human Resource 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 email 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 receiving the college's electronic response. Any appeal will be forwarded to the Provost, who will consider the same and render a final decision regarding the complaint. 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 Dean of Student Services. 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 <https://www.morton.edu/about/morton-college-at-a-glance/students-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](http://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**

Active student clubs and organizations recognized by the Morton College Student Government Association may distribute literature and advertising materials with the approval of the Director of Student Activities. Other literature and advertising materials not relating to the College must obtain approval for distribution by the Institutional Advancement Office. Approved materials may not be placed on car windows or in bathroom stalls.



## **Smoke-Free Campus**

All buildings on the MC campus continue to be designated as nonsmoking 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 Campus Police.



## **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.

## **Preschool**

Morton College students who are parents of children between the ages 3 to 5 may enroll their children in the preschool center located in building D.

The Preschool is open Monday through Friday during the fall and spring semesters. We offer four sessions (parents can only select one): 8:45 am – 11:15 am, 9:00 am – 11:30 am, 12:30 pm – 3:00 pm, and 12:45pm – 3:15 pm. Our program is funded through the Illinois State Board of Education, licensed by



Department of Children and Family Services, and rated in the Gold Circle of Quality by ExceleRate, Illinois. Preschool is free for all children who qualify after screening for eligibility. Children must be toilet trained and socially ready for a school environment. Parents should register early due to limited capacity. Please visit in person the Child Learning Center in Room 105D or call (708) 656-8000, Ext. 2284 or 2285.

## **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**

Campus Police 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 Police will arrange transfer to a hospital.

If you require assistance in the event of an emergency evacuation, you must notify the MC Campus Police department (located in Building C) of your request by providing Campus Police 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 2274/2275

Our Fitness Center offers students, staff, faculty and District 527 residents a state of the art fitness experience with high performance equipment, friendly staff and experienced personal trainers. Register today!

- Complimentary membership
- Strength & conditioning coach for student athletes
- Personal Trainers
- Free Weights
- Fitness activities throughout the year

## **Nutrition Center**

Building E, First Floor, Extension 2274/2275

Our Nutrition Center offers students, staff, faculty, and district 527 residents, a state of the art facility to purchase healthy drinks, smoothies, protein bars, and other nutritional items. A great compliment to your workout before or after you visit the Fitness Center!

## **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.

## **Starting a Club**

Can't find what you are looking for? You can start your own club or organization that represents your interests as a student. Contact the Student Activities Office to learn more. Email: [student.activities@morton.edu](mailto:student.activities@morton.edu)

Phone: (708) 656-8000, Ext. 2262

## **Student Activities Office**

The Student Activities Office is located on the first floor of Building B, inside the Student Union. The office is open during business hours from 8:00 a.m. to 4:30 p.m. between Monday and Friday. The office is closed on Friday during the Summer. For more information, please 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 first floor of Building B. ID cards admit students to various College activities and entitle them to discounts in the Chicago metropolitan area. Students need a copy of their current course schedule and a photo identification card to request a Morton College Student Identification Card. Online requests are now accepted, visit [www.morton.edu](http://www.morton.edu) for more information.



## STUDENT LIFE

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The Student Activities Office (SA) at Morton College Serves the student body by providing opportunities, activities, programs, services and experiences that promote educational, cultural, recreational, social and personal growth.

### **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](mailto: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. The purpose of the club is to establish a supportive environment where students can explore their creative potential through the world of Art and Design. Contact email: [daniel.roman@morton.edu](mailto:daniel.roman@morton.edu)

### **Association of Latino Professionals for America (ALPFA)**

ALPFA is a non-profit membership organization aimed at supporting and enhancing opportunities for Latino professionals. Contact email: [brian.gilligan@morton.edu](mailto:brian.gilligan@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: [michael.kott@morton.edu](mailto:michael.kott@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: [student.activities@morton.edu](mailto: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: [prairie.markussen@morton.edu](mailto:prairie.markussen@morton.edu)

### **Nursing Students Association**

This club promotes educational and social activities for nursing students. Contact email: [geanabelle.chapp@morton.edu](mailto:geanabelle.chapp@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](http://www.ptk.org). Contact email: [angelo.greene@morton.edu](mailto:angelo.greene@morton.edu)

## STUDENT LIFE (Continued)

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### **Physical Therapist Assistants Club (PTA)**

The PTA Club stresses social and educational activities for students in the Physical Therapist Assistant program. Contact email: amy.kinney@morton.edu cara.bonick@morton.edu

### **Radio Club**

The purpose of the club is to broadcast live and recorded shows from 9am-9pm Monday-Friday. The club provides both breaking and campus news for the community, and gives students who are interested in this field of work, productive hands on training. Contact email: Michael.kott@morton.edu

### **Speech & Debate**

The Speech and Debate program provides a practical application to public speaking to interested Morton students. The team competes in Public Debate, Oral Interpretation, and Platform Speaking at local, regional, and national competitions. Scholarships are available for students interested in competing with the program. Contact email: jason.edgar@morton.edu

### **STEM Club**

The STEM club is for all students interested in science, technology, engineering and math. The club creates a comfortable environment in which students grow in their knowledge of STEM through guest speakers, hands-on activities, volunteer outreach, and more! For interested students, membership in the Society of Hispanic Professional Engineers, which empowers the Hispanic community to realize its fullest potential and to impact the work in STEM awareness, access, support and development, is also an option. Contact email: ludwig.balek@morton.edu carlos.dominguez@morton.edu sara.helmus@morton.edu bradley.sleeth@morton.edu

### **Student Leadership**

In addition to clubs and organizations, students may apply for consideration for on-campus leadership positions. Both roles require a commitment of the full academic year and provide students with benefits including scholarships.

### **Student Government Association**

The SGA strives to represent the academic and social issues of the students withing the college community. SGA strives to promote diversity, unity, respect, responsibility and the opportunity for personal development outside the classroom. Contact email: student.activities@morton.edu



## **Student Member of the Board of Trustees**

The Student Trustee has the responsibility of representing all Morton College students as a non-voting member of the Morton College Board of Trustees. This position is highly sought-after on our campus and requires strong commitment, dedication and energy of the student. While the position is demanding, it is also an extremely rewarding experience. By law, colleges are required to have student representation on the Board of Trustees governing the institution. This position, Student Trustee, is not only important to administration but also to the students. Eligible students may apply for the position by completing an application form. One student trustee will be elected by the student body. The student trustee's first responsibility is to attend the April Board of Trustees meeting.

For more information regarding the Student Trustee role, contact: student.activities@morton.edu



## Student Union

First Floor, Building B

The Student Union is a lounge area that is open to all students. The space was recently imagined and moved to centralized location. The new Student Union includes a variety of furniture, a conference room, screen monitors, and space to host events and activities.

## Athletics

Building D, Room 101, Ext. 2371

Morton College intercollegiate programs offer student athletes the opportunity to compete regionally and nationally. We are a member of the Illinois Skyway Conference and the National Junior College Athletic Association, we offer the following sports:

### Men

Soccer  
Cross Country  
Basketball  
Baseball

### Women

Soccer  
Cross Country  
Basketball  
Softball  
Volleyball



## NOTES

126 MORTON COLLEGE



# Attention Graduates!

## DO NOT FORGET TO FILE YOUR GRADUATION PETITION

Schedule an appointment with  
an Student Success Coach today  
to find out if you qualify.

Call (708) 656-8000, Ext. 2484

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



**For commencement 2026 dates**  
 visit [www.morton.edu/academics/graduation](http://www.morton.edu/academics/graduation)



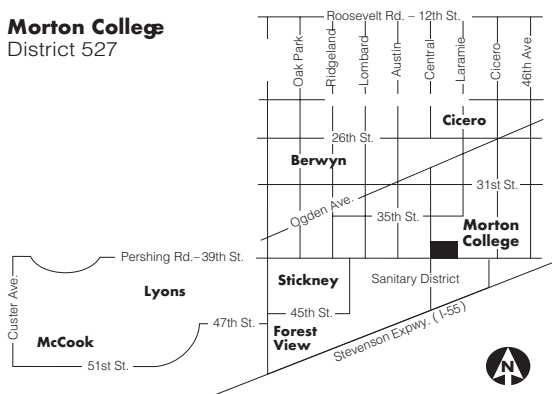
# MORTON COLLEGE DISTRICT

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	Location	Ext.
(1) Jedlicka Performing Arts Center	First Floor	2230

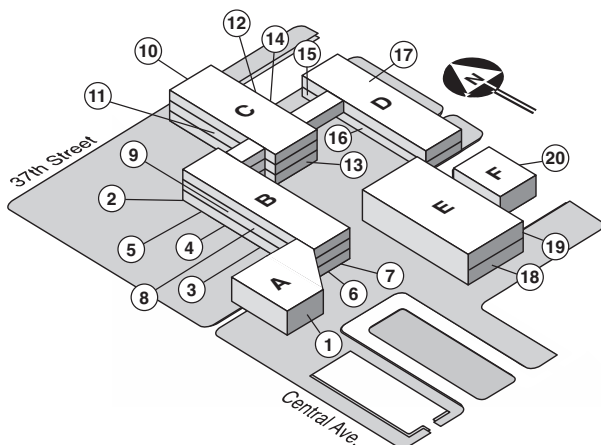
Building B	Location	Ext.
(2) One-Stop Student Services Center	First Floor	2484
(3) Academic Advising	First Floor	2484
(4) Admissions and Records	First Floor	2484
(5) Financial Aid	First Floor	2484
(6) Student Activities	First Floor	2262
(7) Student Union	First Floor	2262
(8) Career Services	Second Floor	2468

Building C	Location	Ext.
(9) Adult Education Office (ESL/High School Completion)	214C	2373 / 2374
(10) Business Office	203C	2305
(11) Community & Continuing Education	245C	2383
(12) Cafeteria	First Floor	2458
(13) Campus Safety	119C	2200
(14) Tutoring Services	241C	2465

Building D	Location	Ext.
(15) Child Care Center	105D	2284
(16) Physical Plant	116D	2221
(17) Athletic Offices	101D	2371

Building E	Location	Ext.
(18) Athletics/Vais Gymnasium (Nutrition Bar, Fitness Center and Student Athlete Trainers)	202E	2370
(19) Fitness Center	116E	2274

Building F	Location	Ext.
(20) Maintenance	101D	2220 or 2221





## PERSONAL CONTACTS



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# Morton College

## 2025 -2026

### Academic Calendar

August 2025						
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September 2025						
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December 2025						
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June 2026						
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July 2026						
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August 2026						
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23	24	25	26	27	28	29
30	31					

- = College Closed
- = No classes / College Open
- = Virtual Classes / Campus Closed
- = Important Dates

#### Fall 2025 Semester

- Faculty Seminar Day, 8/14
- Semester Begins, 8/18
- Labor Day Recess (MC Closed), 8/30-9/1
- Indigenous Peoples' Day (MC Closed), 10/13
- Midterm Week, 10/14-10/20
- Veterans' Day (MC Closed), 11/11
- Thanksgiving Recess (MC Closed), 11/27-11/30
- Final Exam Week, 12/6-12/12
- Winter Recess Begins (No Classes), 12/13
- Final Grades Due (2 P.M.), 12/15 (MC open)
- Winter Break Schedule Begins 12/20- 1/4 (MC Closed)

#### Winter 2025 Intersession

- Winter Intersession (All Classes Virtual) 12/16-1/4
- Final Grades Due (2 P.M.) 1/5

#### Spring 2026 Semester

- Winter Break Schedule Ends 1/5 - (MC open)
- Faculty Seminar Day, 1/8
- Semester Begins, 1/12
- Martin Luther King, Jr. Day (MC Closed), 1/19
- Presidents' Day, 2/16 (MC Closed)
- Pulaski Day (MC Closed) 3/2
- Midterm Week, 3/8-3/14
- Spring Break (No classes), 3/15-3/22
- Staff Professional Day - 3/19 No classes; college offices are closed
- Classes Resume, 3/23
- Spring Recess (MC Closed), 4/3- 4/5
- Classes Resume, 4/6
- Final Exam Week, 5/8-5/14
- Commencement, 5/15
- Final Grades Due (2 P.M.), 5/18

#### Summer 2026 Sessions

- Summer Schedule begins - MC closed on Fridays 5/22- 8/7 (Student Services Open on 8/7)
- Memorial Day (MC Closed), 5/25
- 1st 5-Week Session, 5/26-6/25
- Final Grades Due (2 P.M.), 6/29
- 8-Week Session, 6/8-7/30
- Juneteenth Observed (MC Closed), 6/18
- Independence Day Observed (MC Closed), 7/2
- Final Grades Due (2 P.M.), 8/3
- 2nd 5-Week Session, 6/29-7/30
- Final Grades Due (2 P.M.), 8/3

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.

# BOARD OF TRUSTEES

## 2025 - 2026



1



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3



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5



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1. LEONARD B. CANNATA, Chair
2. ANTHONY MARTINUCCI, Vice Chair
3. JOSE A. COLLAZO, Secretary

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5. SUSAN K. GRAZZINI, Trustee
6. OSCAR MONTIEL, Trustee
7. FRANCES F. REITZ, Trustee



Visit our website [www.morton.edu](http://www.morton.edu)  
for the 2025-2026 Board of Trustess



# 2025 - 2026 STUDENT HANDBOOK

Published annually by MC

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:

Murneka Davis  
Executive Director of Human Resources  
Title IX Coordinator  
3801 S. Central Avenue  
Cicero, IL 60804  
204C, Ext. 2462  
[murneka.davis@morton.edu](mailto:murneka.davis@morton.edu)

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MC no discrimina por motivos de raza, color, religión, origen nacional, género, orientación sexual, edad, estado civil o de la discapacidad en sus centros de enseñanza, admisiones o las políticas de empleo.

Para más información comuníquese a:

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Morton College is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education.

## MORTON COLLEGE

3801 South Central Avenue | Cicero, Illinois 60804  
708.656.8000 | [morton.edu](http://morton.edu)





## NOTES

[illegible]

**“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](http://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 10C119-0560

# 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, faculty 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](http://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](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:

**Jamar Orr**, [jamar.orr@morton.edu](mailto:jamar.orr@morton.edu) (708) 656-8000 Ext. 2238

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

**Jamar Orr**, [jamar.orr@morton.edu](mailto:jamar.orr@morton.edu) (708) 656-8000 Ext. 2238

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](http://www.illinois.gov/sexualharassment)**

**The Department of Human Rights may be reached at [www.illinois.gov/dhr](http://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**

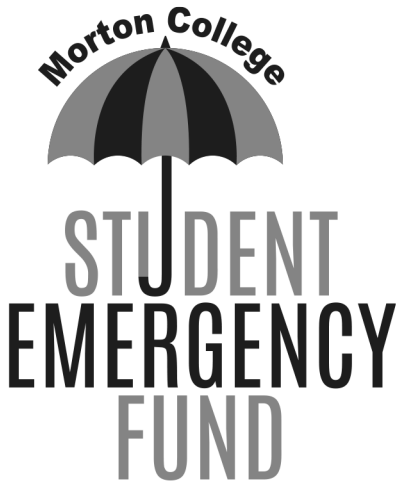
By Authority of the State of Illinois 032019-ENGSHED IOC119-0560 -HB3



## NOTES

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The Morton College Student Emergency Fund was created to provide eligible students facing short-term, non-recurring financial emergencies with help in the form of grants that range from \$100-\$500

Complete an application for the Student Emergency Fund. Applications available at [bit.ly/MC\\_SEF](http://bit.ly/MC_SEF)

To learn more visit [Morton.edu](http://Morton.edu).



**MORTON COLLEGE**





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