

## STUDENTS

## Table of Contents

	<u>Policy Number</u>
Academic Honors .....	5100
Standards of Academic Progress (SOAP).....	5101
Student Academic Integrity .....	5102
Grade Reporting System .....	5103
Forgiveness of Failing Grades .....	5104
Attendance .....	5105
Admission to the College .....	5106
Student Classification .....	5107
Financial Aid .....	5108
Payment Policy .....	5109
Fees .....	5110
Tuition.....	5111
Refunds .....	5112
Residency.....	5113
Chargebacks .....	5114
Withdrawal from Classes .....	5115
Auditing a Class.....	5116
Co-curricular and Extra-curricular .....	5117
Intercollegiate Athletics.....	5118

**STUDENTS****Table of Contents**

	<b><u>Policy Number</u></b>
Student Records – Confidentiality.....	5119
Board of Trustees Scholarships.....	5120
Military Service Policy.....	5121
Code of Student Conduct .....	5122
Student Employment .....	5123
Recognition of Student Organizations .....	5124
Administration of Student Activities Fees.....	5125
Course Repetitions .....	5126
Enrollment Restrictions.....	5127
Chronic Communicable Diseases.....	5128
Annual Student Leadership Awards.....	5129
Student Debt Assistance Act .....	5130

**STUDENTS  
5100 SERIES**

The policies in the 5100 series have as their focus students and their relationships to Oakton College. Policies which pertain to academic issues are cross-referenced to the 6000 series. Those policies which pertain to both students and employees are cross-referenced to the 4000 series.

Oakton College was founded on and upholds the principle of providing opportunities for students to develop their fullest potential. The College community reflects the larger community which it serves with respect to needs, values, and diversity. One aspect of the mission of the College is to explore those communal values and needs with our students, while recognizing that the diversity of age, ethnic background, life experience, opportunity, and beliefs will make for a changing and rich learning environment.

The purpose of the following policies is to ensure that students have access to the rights and privileges that accrue as members of an academic community and of the larger community while ensuring an environment in which learning can occur. These policies also define the reciprocal rights and responsibilities of the institution and its students.

**Policy No. 5100**  
Updated 11/12/1974  
Revised 6/29/1988  
Renumbered 7/1/2001  
Reviewed 12/9/2014

## **STUDENTS**

### **Academic Honors**

In recognition of academic excellence, the Board of Trustees establishes categories to honor students for their academic performances.

The following standards will apply after a student has completed 12 credit hours (excluding developmental courses) with a grade point average of 2.0 or better at Oakton. Determination of eligibility for honors for students who receive an I indicator will be deferred until the I indicator is replaced with a grade.

#### **Term Honors**

Term honors are awarded to students who meet standards of academic progress at the end of both the fall and spring terms, and who meet the following criteria:

For students enrolled in 6 or more credits at the 100-level or above:

1. President's Scholars - term grade point average of 4.0
2. High Honors - term grade point average between 3.75 and 3.99
3. Honors - term grade point average between 3.50 and 3.74

For students enrolled for 1 - 5 credits at the 100-level or above:

1. Commendation - term grade point average of 3.50 - 4.00

#### **Graduation Honors**

Students receive graduation honors when they receive an associate degree or certificate, and when their cumulative grade point average for all courses taken at Oakton meets the following criteria:

1. President's Scholars - cumulative grade point average of 4.0
2. High Honors - cumulative grade point average between 3.75 and 3.99
3. Honors - cumulative grade point average between 3.50 and 3.74

See also Policy 6100

**Policy No. 5101**  
Revised 2/24/1985  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 11/15/2005  
Effective Fall 2006  
Effective April 2009  
Reviewed 12/9/2014  
Revised 6/25/2019  
Page 1 of 2

### **Standards of Academic Progress (SOAP)**

Oakton College requires that students make satisfactory progress toward achieving their educational goals. The fundamental standard of academic progress will be the attainment of a 2.0 cumulative grade point average. The following standard will apply after a student has attempted 9 credit hours (including developmental courses):

A minimum grade point average of 2.0 will be required of all students each semester and cumulatively. This GPA will be computed using A, B, C, D, and F grades, defined in Policy 5103. Additionally, indicators of AS, BS, CS, DS, N, W, P, I, IR, IS, FR, FS, IP, and Q will not be used in the calculation. F grades and the I indicator for developmental classes will not be calculated into the GPA or for determining the Standard of Academic Progress (SOAP). The GPA and academic standing will be recalculated when the I has been converted to a grade.

Students who fail to maintain the above standards will be subject to the following progressive sanctions:

**A. Academic Probation:** Students in this category will be restricted in one or more of the following ways:

- a. the number of hours for which they may enroll;
- b. specific courses for which they may enroll;
- c. enrollment only with the approval of appropriate college personnel.

A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester, but whose cumulative GPA remains above a 2.0 will remain on Academic Probation.

A student who is on Academic Probation and who does not successfully meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Suspension.

A student who is on Academic Probation and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Academic Probation.

A student who is on Academic Probation and who successfully meets the GPA standard in that semester and whose cumulative GPA is 2.0 or above will be returned to good standing.

**B. Academic Suspension:** A student who falls below the GPA standard of progress for a second consecutive semester\* will be suspended for one semester (Fall, Spring, or Summer). After the suspension, the student may re-enroll with an academic status of Suspension Return. With the support of the academic advising office, a student may be restricted to one or more of the following during their status of "Suspension Return":

- a. the number of hours for which they may enroll;
- b. specific courses for which they may enroll.

A student who is on Suspension Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Academic Dismissal.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Suspension Return.

A student who is on Suspension Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

**C. Academic Dismissal:** Students who have returned after being on Academic suspension, and who fail to meet the standard of progress as outlined in the suspension rules, will be dismissed from the College for a period of 12 consecutive months. Readmission after this period is by petition to the Vice President for Student Affairs at least four weeks prior to the start of the term for which they are seeking readmission. Students re-entering after Academic Dismissal will be placed on academic status of Dismissal Return. With the support of the academic advising office, a student may be restricted to one or more of the following during their status of "Dismissal Return":

- a. the number of hours for which they may enroll;
- b. specific courses for which they may enroll.

A student who is on Dismissal Return who does not meet the GPA standard in that semester and whose cumulative GPA remains below 2.0 will be placed on Subsequent Academic Dismissal.

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester but whose cumulative GPA remains below 2.0 will remain on Dismissal Return.

A student who is on Dismissal Return and who successfully meets the GPA standard in that semester, and whose cumulative GPA is 2.0 or above will be returned to good standing.

\* Consecutive semesters means terms in which a student is enrolled regardless of whether or not there were intervening terms on non-enrollment.

**Policy No. 5102**  
Revised 4/16/1991  
Renumbered 7/1/2001  
Revised 3/19/2002  
Reviewed 12/9/2014  
Page 1 of 2

## **STUDENTS**

### **Student Academic Integrity**

#### **Statement of Principles**

Students and faculty members at Oakton College enjoy a shared commitment to the integrity of their learning environment and to well established rights and responsibilities in their mutual pursuit of scholarship, knowledge, and skill. Common courtesy, mutual respect, reasoned discourse, intellectual candor and openness to constructive criticism characterize the change and growth that result from academic endeavors at Oakton. Academic honesty is vital to these endeavors; it is essential to the life and meaning of any academic community. In the absence of acknowledged standards of honesty, faculty members, students and our community cannot have confidence in either the intellectual achievement and knowledge or the implicit promise of potential for continued growth that college education implies. All members of the Oakton community are responsible, therefore, for maintaining the College's standards of integrity. Students, faculty members, and staff members share the responsibility and authority for making known acts of apparent academic dishonesty.<sup>1</sup>

Even though all members of the College community share the mutual obligation of maintaining our academic integrity, Oakton's faculty members, as they seek and transmit knowledge and present information about the methods by which it is acquired and properly demonstrated, are primarily responsible for maintaining our standards. As part of their responsibilities, faculty members must make judgments, with due regard for established standards of scholarship, about the academic performance and achievements of their students. In so doing, faculty members must be able to examine work that students submit for academic credit in confidence that it is original. Academic evaluation, therefore, incorporates a trust as well as a responsibility. The trust includes the fundamental expectation that a student's work is free from academic dishonesty of any type; the responsibility includes the obligation to challenge any dishonesty encountered.

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<sup>1</sup> Oakton College is intellectually indebted to the following institutions, whose policies on academic integrity influenced this policy: College of DuPage; College of Lake County; Dartmouth College; Illinois State University; Joliet Junior College; Miami University of Ohio; Moraine Valley Community College; Northwestern University; Pennsylvania State University; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; Indiana University; University of Iowa; University of Maryland at College Park; University of Michigan; University of North Carolina, Charlotte; University of Wisconsin at LaCrosse; University of Wisconsin at Madison; William Rainey Harper College.

What students learn at Oakton goes beyond the acquisition of knowledge or skill; it involves commitment to the principles of scholarship, acceptance of a sense of mutual obligation in inquiry, adherence to standards of honesty and acknowledgement, and participation in relationships of trust in the life-long pursuit of wisdom. The virtues associated with these values develop in an environment of freedom and personal responsibility. In such an environment, mistakes of judgment by students that faculty members deem to be based on ignorance of the established standards of scholarship can be corrected immediately and informally by faculty members in cooperation with their students, and nothing that follows in this policy (or related procedures P6102, P5102) is meant to prohibit this proper resolution of such learning opportunities for students.

### The Code of Academic Conduct

Faculty members and students have mutual responsibility for establishing clear understanding about Oakton's values-expressed in part in the Statement of Principles and in part in the Code of Academic Conduct-concerning academic evaluation activities.

The Code of Academic Conduct prohibits such violations of academic integrity as: cheating; plagiarism; falsification and fabrication; abuse of academic materials; complicity in academic dishonesty; falsification of records and official documents; personal misrepresentation and proxy; and bribes, favor, and threats.

### Violations and Penalties

Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest. Violations of the Code will be reported and determined in accordance with the processes described in the procedures relating to academic integrity (P6102, P5102). Penalties for violations of the Code will be based upon the nature of the violation and may include any of the sanctions described in the procedures relating to academic integrity (P6102, P5102).

See also Policy 6102



**Policy No. 5103**  
8/15/1972  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 11/15/05  
Effective August 2006  
Revised 4/17/2007  
Reviewed 12/9/2014  
Revised 6/25/2019  
Revised 8/18/2020  
Page 1 of 2

## **STUDENTS**

### **Grade Reporting System**

Faculty members are responsible--in accordance with course requirements and through a fair, professional application of reasonable academic standards--for determining and reporting grades (or indicators) for students enrolled in credit courses at Oakton College. To accurately generate state credit hour claims, faculty will provide information required by the Illinois Community College Board, including mid-term attendance and final grades, according to the procedures and deadlines communicated by Registrar Services.

The grade reporting system at Oakton will consist of twenty-two letter symbols. Twelve symbols are grades, nine of which are passing, ten symbols are current indicators of a student's status or activity in a course, and five symbols are historic indicators.

Grades:

A	Excellent
B	Good
C	Satisfactory
D	Minimal passing
F	Failure
F20	Failure (Created for Spring 2020)
P20	Satisfactory (Created for Spring 2020; criteria for pass was a standard grade of D or higher)

Grades (developmental classes only):

AS	Excellent
BS	Good
CS	Satisfactory
DS	Minimal Passing
FR/FS	Failure
P	Successful Completion

## Indicators:

FZ	Forgiveness (an "F" grade forgiven for satisfactory performance - no penalty)
I	Incomplete (by student request and faculty agreement)
IP	Course in Progress
IR/IS	Incomplete (Developmental Classes Only)
I20	Incomplete (Created for Spring 2020)
J	Course Drop (Student initiated course drop during the zero percent refund period.)
N	Nonattendance (reported at mid-term)
Q	No grade submitted by instructor
V	Audit
W	Withdrawal

## Indicators – Historic:

O	Withdrawal (withdrawal from course after mid-term to the end of the 10th week of the regular term; not used after August 1996)
R	Repeat (not used after August 1984)
X	Course Still in Progress (not used after August 1984)
T	Successful Completion (not used after August 1988)
Z	Forgiveness (an "F" grade forgiven for satisfactory performance – no penalty internal only (not used after August 2006)

Grade Appeals

A student wishing to appeal a final grade must follow the defined procedure (P5103).

Transcript Appeals (Forgiveness)

A student wishing to appeal a transcript (request forgiveness) must follow procedures established according to Policy 5104.

Please see P5103 and PD5103.

**Policy No. 5104**  
8/15/1972  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 11/15/2005  
Effective August 2006  
Revised 12/9/2014  
Revised 6/25/2019

## **STUDENTS**

### **Forgiveness of Failing Grades**

Students may petition for application of the Forgiveness Policy to have F grades removed from use in calculating the cumulative grade point average. Students should contact the Enrollment Center requesting application of the Forgiveness Policy. A student may petition to have F, FR and FS grades removed from the official (external) transcript under one of the following circumstances:

1. The student has earned 15 hours or fewer of F, FR or FS grades and in subsequent terms has earned 15 consecutive hours with no grades of D, F, FR or FS.
2. The student has earned more than 15 hours of F, FR or FS and has earned in subsequent terms a consecutive number of credit hours, with no grade of D, F, FR or FS equal to the number of hours of F, FR or FS.

Credits earned at other colleges or universities cannot be applied to expunge F grades. When F grades are assigned as a result of a finding of academic dishonesty, the Forgiveness Policy will not apply to the F, FR or FS assigned grade(s).

The forgiveness policy cannot be invoked before the necessary credits are earned.

When the forgiveness policy is applied, a student's cumulative grade point average will be recalculated with F grades expunged from the calculation. If this new GPA is 2.0 or above and the student has met all other degree requirements, the student will be eligible for graduation. An indicator of FZ will be placed on the official transcript indicating that an F, FR or FS grade has been forgiven.

A student may have the forgiveness policy invoked only once.

**Policy No. 5105**

11/20/1973

Updated 11/12/1974

Updated 11/15/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**STUDENTS****Attendance**

There are no college-wide requirements on class attendance at Oakton College. Individual instructors, however, may set class attendance requirements consistent with the objectives of their courses. Students are responsible for meeting the requirements of courses, including those governing attendance.

**Policy No. 5106**

11/20/1973

Revised 01/16/1996

Renumbered 7/1/2001

Revised 01/17/2006

Reviewed 12/9/2014

**STUDENTS****Admission to the College**

All graduates of accredited high schools, holders of General Education Development (GED) certification or persons eighteen years or older are eligible for admission.

Oakton College reserves the right to limit enrollment or participation in any of its classes, programs, or services to qualified individuals who are able to meet fundamental program requirements (as determined by the College) and whose participation would not impede the performance of other students, or cause undue disruption to the conduct of College business.

The College reserves the right to establish special requirements and admission procedures for designated categories of students or for designated academic programs or courses. The College also reserves the right to establish special admission requirements for individuals who are not high school graduates or who do not possess the General Education Development (GED) certification.

**Policy No. 5107**  
11/20/1973  
Updated 1/16/1996  
Renumbered 7/1/2001  
Revised 3/19/2002  
Reviewed 12/9/2014

## **STUDENTS**

### **Student Classification**

#### **Full-time Students**

Students taking twelve semester hours of course work or more during the fall or spring semester will be considered full-time. Students receiving benefits under various financial assistance programs should contact the Office of Student Financial Assistance for specific requirements of those particular programs requiring full-time status.

Students taking six semester hours of course work or more during the summer term will be considered full-time.

#### **Part-time Students**

Students taking less than twelve semester hours of course work during the fall or spring semesters, or less than six semester hours of course work during the summer term will be considered part-time.

**Policy No. 5108**

1/20/1973

Revised 1/16/1999

Renumbered 7/1/2001

Revised 3/19/2002

Reviewed 12/9/2014

**STUDENTS****Financial Aid**

At Oakton College, the primary objective of the Office of Student Financial Assistance is to provide financial assistance to qualified students who, without such assistance, would be unable to attend the College. In meeting this objective, the Office of Student Financial Assistance coordinates federal, state, and institutional programs. Assistance may be offered to students in the form of gift aid (grants and scholarships) and self-help (loans and part-time employment).

To assure equality of access to higher education in accordance with federal and state regulations, the College, in selecting financial aid recipients, places emphasis upon family and student financial need. Both the student and the parents of dependent are expected to make a reasonable effort to pay all College expenses. Student financial aid at Oakton should be reviewed only as supplemental to the efforts of the student and the student's family.

**Policy No. 5109**  
11/20/1973  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 3/19/2002  
Revised 01/17/2006  
Reviewed 12/9/2014

## **STUDENTS**

### **Payment Policy**

#### Due Dates

Payment deadlines are published in the Schedule of Classes and on tuition bills.

Payments not received by the due date may result in the student being dropped from all courses for which he/she is registered. If full payment has not been received and the student drops class(es) or is dropped by the College, the student's obligation for the outstanding bill remains.

#### Credit Cards

Oakton College accepts certain bank credit cards for payment of tuition, fees, and other purchases.

#### Payment Plan

Oakton College has a tuition installment payment plan to assist students. Information regarding the payment plan is available at the cashier's office.



**Policy No. 5110**  
11/20/1973  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 3/19/2002  
Revised 11/15/2005  
Effective May 2006  
Revised 12/9/2014  
Page1 of 2

## **STUDENTS**

### **Fees**

Fees are established by the President in consultation with the Board of Trustees and are subject to change without prior notice. All fees except course fees are nonrefundable. Refunds of course fees are based on the tuition refund schedule.

All fees will be published in the catalog and Schedule of Classes.

#### **Application Fee**

An application fee is charged each new student (except for district residents sixty years of age or over) applying for admission. This is a one-time non-refundable fee which covers the cost of processing the application for admission

#### **Registration Fee**

A registration fee will be charged once each term/session (except for district residents sixty years of age or over). The fee will be refunded if the student withdraws from all courses during the first week of the term.

#### **Late Registration Fee**

An additional fee is charged to any student who registers for a class after the first class meeting day of the semester.

#### **Course Fees**

Certain courses require additional fees. These are indicated in the class schedules for each semester/session.

#### **Student Activities Fee**

All registered students (except for district residents sixty years of age or over) are assessed an activities fee based on semester hours of enrollment. Student Activities fees are managed and distributed by the Student Government Association.

### Reinstatement Fee

A fee is charged to any student who is dropped due to nonpayment and who requests to be re-registered for the same semester/session.

### Returned Check

A service fee will be added to a student's account for any check returned by the bank.

### Graduation Processing Fee

A graduation fee is charged each student who submits a request to have his/her credentials evaluated for graduation. This is used to defray the cost of transcript evaluation and production of diplomas. All eligible students can participate free in the Commencement ceremony.

### Audit Fee

Students electing to audit will pay an audit fee to help offset lost revenue from state apportionment. Employees and their dependents who are eligible for free tuition are exempt from audit fees.

### Transcript Fee

Students will be charged a transcript fee to offset the cost of processing official transcript requests.

**Policy No. 5111**  
11/20/1973  
Revised 8/20/1996  
Renumbered 7/1/2001  
Revised 1/17/2006  
Revised 10/17/2006  
Reviewed 12/9/2014  
Page 1 of 2

## **STUDENTS**

### **Tuition**

Tuition rates are recommended by College administrators in accordance with ICCB guidelines, approved by the Board of Trustees and are subject to change without notice.

#### **In-District Tuition**

Students who are legal residents of Oakton College District 535 for at least 30 days immediately prior to the date classes begin for the term they are attending will pay tuition and fees as established by the Board of Trustees. Distance learning courses are charged the in-district tuition rate.

#### **Out-of-District Tuition**

Students who are legal residents of Illinois but who live outside of the Oakton College district pay tuition rates higher than in-district residents. This tuition rate is established by the College administrators. Distance learning courses are charged the in-district tuition rate.

#### **Out-of-State Tuition**

All students who do not maintain a legal residence in the state of Illinois pay tuition rates higher than out-of-district residents. This tuition rate is established by the College administrators. Distance learning courses are charged the in-district tuition rate.

### **Exemptions**

#### **Business Service Agreement**

In recognition of the contribution of eligible in-district business and industry, the College has established a program for their non-district resident employees who are employed full time (usually 35 or more hours each week). These students may be allowed to pay in-district tuition rates. Tuition charges may either be paid by the employee or billed directly to the company.

#### **United States Military Personnel**

Military personnel who are stationed within the Oakton College district will pay in-district tuition and fees as established by the Board of Trustees.

### Senior Citizens

District residents sixty years of age or over prior to the date classes begin for the term for which they are registering, are exempt from paying fifty percent of the tuition rate established for in-district residents. Resident adults sixty-five years of age or over who demonstrate financial need can have all in-district tuition waived.

### Agreements

#### Oakton District Residents Attending Other Community Colleges

Residents of Oakton College District 535 who wish to enroll in a curriculum not available at Oakton may apply for a chargeback or joint agreement to attend another community college in Illinois that offers that curriculum. Through a chargeback or joint agreement, a district resident will be entitled to pay that college's in-district tuition rate.

Residents of other community college districts who wish to enroll at Oakton in a program not offered in their area community college should apply for a chargeback to their local community college.

Terms, conditions and deadlines for these programs vary greatly from college to college and are defined in their equivalent of our Schedule of Classes, or catalog.

#### In-District Schools

The in-district tuition rate applies for Oakton courses taught in the district school for their employees or currently enrolled students. The College may impose additional fees to cover extraordinary costs.

**Policy No. 5112**

11/20/1973

Revised 1/16/1996

Renumbered 7/1/2001

Revised 3/19/2002

Revised 1/17/2006

Reviewed 12/9/2014

**STUDENTS****Refunds**

The amount of refund allowed when a student drops a class(es) will be calculated according to the published refund schedule. Course drops may be done in-person or by written notice to the Office of Registration and Records or by using the On-Line Registration System. The Schedule of Classes, published for each term, will specify the dates withdrawals are accepted and the percentage of refund allowed.

**Policy No. 5113**

1/27/1975

Revised 8/18/1998

Revised 1/18/2000

Revised 9/19/2000

Revised 7/1/2001

Renumbered 7/1/2001

Revised 3/19/2002

Revised 1/17/2006

Reviewed 12/9/2014

Page 1 of 2

**STUDENTS****Residency****Proof of Residency**

The following will govern the determination of residency of a student not only for tuition, but to validate residency for the purpose of state funding and/or grants.

The College will require that a student show evidence, as reasonably may be required, to demonstrate where they are "domiciled"--the place where the student lives and intends to maintain a true and permanent home. Such evidence is to be presented to either the Office of Admission and Enrollment Management or the Office of Registration and Records by the date designated for each semester or term. Students who do not present proof of residency or other evidence entitling them to in-district tuition by the deadline will be charged out-of-district tuition for that term.

**In-District Student**

A student whose legal residence is within the boundaries of Community College District 535 for at least 30 days immediately prior to the date classes begin for the term they are attending will be classified as an in-district student and will be so identified for the purpose of state funding.

**Out-of-District Student**

A student whose legal residence is outside of the boundaries of Community College District 535 but within the state of Illinois will be classified as an out-of-district student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between an eligible in-district business or another community college, their place of residency will remain out-of-district and be so identified for the purpose of state funding.

**Out-of-State Student**

A student whose legal residence is outside the boundaries of the state of Illinois will be classified as an out-of-state student. Although students may be allowed to pay in-district tuition rates resulting from an agreement between industry or other educational institutions, their place of residency will remain out-of-state and be so identified for the purpose of state funding.

### Appeal of Residency Determination

Once the residency status of a student has been determined, they may appeal this decision if the student thinks the determination is incorrect. To appeal the decision of the Director of Registration and Records the student must write the Vice President for Student Affairs. The Vice President will review this petition and render a final decision.

### Change of Address

Students will notify the Registration and Records or the Office of Admission and Enrollment Management of changes in permanent address. The student must make such notification in writing, stating both the old and the new address. If the student does not inform the College of a change in address or if the College becomes aware that an address given by the student is incorrect, the student must demonstrate again proof of residence for the correct address. Changes in tuition rates resulting from changes in the place of residence will primarily be made at the beginning of the semester/term following the change of residence.

**Policy No. 5114**

11/20/1974

Updated 11/15/1988

Renumbered 7/1/2001

Revised 1/17/2006

Reviewed 12/9/2014

**STUDENTS****Chargebacks**

Chargebacks for Oakton District Residents Attending Other Community Colleges Residents of Community College District 535 who wish to enroll in a curriculum not available at Oakton may apply for tuition assistance (chargebacks) to attend another community college in Illinois which offers that curriculum. Tuition assistance is granted only to those individuals who are pursuing a degree or certificate program. Tuition assistance will not be issued for enrollment in individual courses or for courses that are outside of the curriculum required for a particular degree or certificate.

Application for tuition assistance must be made to the Oakton Registration and Records Office at least thirty days prior to the beginning of the semester, session, or quarter of the college the student desires to attend.



**Policy No. 5115**

11/20/1973

Revised 1/16/1996

Renumbered 7/1/2001

Revised 1/17/2006

Reviewed 12/9/2014

**STUDENTS****Withdrawal from Classes**

It is the responsibility of the student to notify the College when dropping or withdrawing from class(es). Notice can be given in-person, in writing or, when available, through the On-Line Registration System. Failure to attend class or to pay tuition and fees does not constitute withdrawal.

Failure to drop a course within the refund period will result in tuition and fees being due in full. Students who officially drop a class(es) through the official drop date will not have the class(es) listed on their transcript. Students who withdraw from a class after the drop period has ended up to the withdrawal deadline will have the class(es) listed on their transcript with a grade of "W." See the Schedule of Classes for specific refund, drop, and withdrawal dates. Although the W indicator will appear on the external transcript, it will not be counted in the calculation of the grade point average or in determining academic status.

An N indicator will be assigned at mid-term by the instructor to a student who registers for class(es) but then fails to attend or attends only for a few days or weeks but does not formally withdraw. The N is an indicator used to determine if state apportionment can be claimed.

The Vice President for Student Affairs may withdraw a student at any time as a result of disciplinary action. In addition, the Vice President or administrative designee may permit a student to withdraw at any time during the school term by petition under special circumstances, e.g. medical emergencies.

**Policy No. 5116**

11/20/1973

Revised 1/16/1996

Renumbered 7/1/2001

Revised 11/15/2005

Reviewed 12/9/2014

**STUDENTS****Auditing a Class**

A student wishing to audit a class(es) must apply, register and pay all tuition and fees in the same manner as students who wish to take the course for credit. The faculty member may elect to limit the extent of evaluation made available to the audit student.

A change from “credit” to “audit” must be completed within the first four weeks of the semester (pro-rated for classes of less than 16 weeks in length). Students electing to audit will pay an audit fee. Employees and their dependents are exempt from audit fees.

Once a student has changed to audit status, he/she cannot return to credit status later in that semester in that course. To receive credit for a class which has been audited, a student must repeat the course for credit.

A student auditing a course will not be considered enrolled in that course for purposes of financial aid, standards of academic progress, or athletic eligibility. The final grade for the class will be shown on the official transcript as an audit with the letter grade of V.

**Policy No. 5117**  
11/20/1973  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 12/9/2014

## **STUDENTS**

### **Co-curricular and Extra-curricular Programs**

Oakton College, in cooperation with the Student Government Association, will establish co-curricular and extra-curricular programs designed to reflect and meet the needs of the student body.

These programs may include student publications, social activities, intramural athletics, intercollegiate club sports, clubs, cultural and fine arts programs, forensics, and any other activities which have value for the student body.

**Policy No. 5118**

11/20/1973

11/15/1988

Renumbered 7/1/2001

Revised 12/9/2014

**STUDENTS****Intercollegiate Athletics**

A program of intercollegiate athletics will be maintained by Oakton College. The College will abide by the eligibility bylaws of the Illinois Skyway Collegiate Conference and the National Junior College Athletic Association.

**Policy No. 5119**

5/27/1975

Revised 11/15/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**STUDENTS****Student Records - Confidentiality**

Student records are confidential and may be disclosed only in accordance with the federal Family Educational Rights and Privacy Act (Public Law 93-380, 20 U.S.C. Sec. 1232g, et seq.).

**Policy No. 5120**

10/19/1983

Updated 11/15/1988

Renumbered 7/1/2001

Revised 1/17/2006

Reviewed 12/9/2014

**STUDENTS****Board of Trustees Scholarships**

The Board of Trustees will authorize scholarship awards to cover Oakton College tuition and fees up to the budgeted amount each academic year. These awards will be presented on an annual basis. These awards are presented to recognize academic excellence and demonstrated leadership by Oakton students. Recipients of the awards will be selected by a designated scholarship committee representing faculty, students, and administration.

**Policy No. 5121**

11/20/1973

Updated 11/15/1988

Renumbered 7/1/2001

Reviewed 12/9/2014

**STUDENTS****Military Service Policy**

If a student withdraws from Oakton College after the mid-point of the semester or session because of induction into or extended active duty with the armed services of the United States, the student may be awarded full academic credit for each course for which the student is still registered, provided that the instructor is able to evaluate the student's attainment of the objectives of the course, at the time, and award an appropriate grade.

If this evaluation is not possible, or if the student withdraws from the College prior to the mid-point of the semester or session, the student will be given a complete refund of all tuition and fees paid and no academic credit.

A student who wishes to benefit from this policy must submit a copy of the induction notice and/or orders calling for extended active duty. Members of a National Guard unit or a reserve unit must be called to active duty in lieu of induction to be eligible.

**Policy No. 5122**  
10/8/1974  
Revised 4/16/1991  
Renumbered 7/1/2001  
Reviewed 12/9/2014

## **STUDENTS**

### **Code of Student Conduct**

It is the responsibility of Oakton College to provide equal access to its educational opportunities and to prevent interference with those educational opportunities by maintaining an orderly, civil, and safe educational environment.

To that end, the Board of Trustees, recognizing both the rights and responsibilities of students that accrue to them as citizens or residents and guests of the United States, the State of Illinois, and Community College District 535, authorizes the President to develop a Code of Student Conduct and Procedures to implement it.

The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote human development and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College. Sanctions imposed for violating the Code may range from warning through expulsion.



**Policy No. 5123**

8/29/1974

Revised 1/16/1996

Renumbered 7/1/2001

Revised 12/10/2013

Reviewed 12/9/2014

Revised 6/27/2023

Revised 8/15/2023

Page1 of 2

**STUDENTS****Student Employment**

Oakton College provides employment opportunities to students in order to enhance their educational experience, promote their involvement with the College and to enable the College to function in an effective and cost-efficient manner.

**Student Employee Definition**

For purposes of this policy, a student employee is defined as one who is enrolled at Oakton College, and is employed by Oakton College, but not in a faculty or staff position.

**Authorization to Employ**

A student's employment is interim or temporary in nature and is incidental to the pursuit of the student's education. Student workers are at-will employees. There is no guarantee of employment, implied or otherwise. The College Administration is authorized to employ those students needed in accordance with the budgeted amounts in the various departments and programs.

**Eligibility for Student Employment**

During the semester of the appointment, the student must satisfy the following criteria:

- Be able to show proof of eligibility to work in the United States ("eligibility to work in the US" is defined in the student employee handbook).
- Expected to be enrolled in minimum of six (6) credit hours during the fall or spring semester in which they have a student employment work assignment. To be employed during the summer, a student must be enrolled in a summer course or must be able to show intent to register for at least six (6) credit hours in the subsequent fall term. Courses changed to audit and Alliance for Lifelong Learning classes will not be considered for eligibility for student employment.
- Have a minimum cumulative GPA of 2.0 or first semester enrolled at Oakton.
- Be in good academic standing with Oakton College.

Conditions for student employment will be administered and monitored by a designated department assigned by the College Administration.

### Work Hour Limitations

A student employee may work up to 20 hours per week during the spring and fall semester, and from one month to one year in length. During the summer, a student employee may work up to 30 hours per week.

Any exceptions are subject to review by and approval of the area Vice President and the College's Career and Transfer Center.

### Multiple Student Employee Assignments

A student employee can be active in a maximum of 2 student employee assignments at any given time.

### Limitation in Semesters Employed

A student will not work as a student employee more than 12 semesters. Any exceptions are subject to review by and approval of the Vice President for Student Affairs and the Vice President for Administrative Affairs.

See also Policy 4401.

**Policy No. 5124**  
11/20/1973  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 12/9/2014

## **STUDENTS**

### **Recognition of Student Organizations**

Oakton College recognizes that students benefit from participation in co-curricular activities. Leadership opportunities and the educational opportunities that are provided through involvement in student organizations are an integral part of the educational process.

The Student Government Association (SGA) is empowered to recognize organizations at Oakton College with the approval of the Director of Student Life. The SGA will be responsible for developing procedures outlining the recognition process including: expectations for organizations, rights of organizations and the process for the withdrawal or suspension of recognition. The procedure must be submitted for the approval of the Director and the Vice President for Student Affairs, each year, by April 1 and will be implemented the following academic year.

All organizations must have an advisor who is a member of the faculty, staff or administration of the College. The advisor's role is to lend experience and knowledge to the student organization in an advisory capacity. In order to ensure that student leaders are aware of College policies and procedures, the advisor will encourage student leaders to attend officer training workshops and leadership opportunities. Advisors also will serve as the liaison between the College and the students with the primary purpose of sharing information.

Students, regardless of age, are presumed to be adults who will behave in a mature and responsible manner. It is understood that students will follow all applicable laws and College policies, procedures, rules and regulations and will seek the advice of the advisor when planning and conducting organization events. No organization leader or member may obligate the College in any way. Contractual obligations and purchases require the prior approval of the Director and appropriate College administrators.

Recognized student organizations will have the privilege of using College facilities according to College procedures. They will have the right to publicize activities on College bulletin boards, in student publications and on the campus in general. Recognized organizations also have the support of the SGA and the support and services of the Student Life program.

**Policy No. 5125**  
11/20/1973  
Revised 1/16/1996  
Renumbered 7/1/2001  
Revised 12/9/2014

## **STUDENTS**

### **Administration of Student Life Fees**

On or before April 1 of each year, the Student Government Association will recommend procedures to allocate student fees (under the supervision and with the approval of the Director of Student Life) to be applied in the upcoming fiscal year. The procedures then will be submitted for approval to the Director of Student Life and the Vice President for Student Affairs.

Student Life fees may be used to support co-curricular programs except:

1. An activity that is illegal;
2. An activity that is in violation of policies of the Board of Trustees of Oakton College;
3. Specific partisan political events;
4. Any activity or program which fosters and/or perpetuates an interest in a Religion;
5. An activity that is determined by the Director of Student Life, in conjunction with the Vice President for Student Affairs and the Vice President for Administrative Affairs, that may expose the College to excessive liability for which it is imprudent for the College to take responsibility.

**Policy No. 5126**

2/24/1984

Revised 11/15/1988

Renumbered 7/1/2001

Revised 11/15/2005

Effective June 2006

Reviewed 12/9/2014

**STUDENTS****Course Repetitions**

Students may repeat courses previously taken an unlimited number of times unless restricted. (See College catalog for courses that have a restriction on the number of times that a course can be repeated). Each course attempt will be reflected on the student's academic record with only the highest grade counted in GPA calculation. Courses that are designated as repeatable up to a certain number of attempts or credit hours will have each course attempt reflected on the student's academic record with the credit hours and grades earned up to the limit counted in GPA calculation.

**Policy No. 5127**

2/24/1984

Revised 11/15/1988

Revised 1/16/1996

Renumbered 7/1/2001

Revised 11/15/2005

Effective May 2006

Reviewed 12/9/2014

**STUDENTS****Enrollment Restrictions**

In order to help students benefit from instruction and achieve success at Oakton, the College will place the following restrictions on enrollment:

1. All students are encouraged to take Oakton placement tests in reading, writing and mathematics prior to registration and must do so in order to register for certain courses.
2. In compliance with the state of Illinois and Illinois Board of Higher Education (IBHE) baccalaureate admissions requirements, students seeking the A.A. or A.S. degree must successfully have met high school course requirements or make up these deficiencies.
3. Students may be placed on an enrollment restriction at the discretion of an administrator and may be required to meet with a designated College employee prior to registration.

**Policy No. 5128**  
Effective 1/19/1988  
Revised 11/15/1988  
Renumbered 7/1/2001  
Revised 3/19/2002  
Reviewed 12/9/2014

## **STUDENTS**

### **Chronic Communicable Diseases**

Students with chronic communicable diseases may attend Oakton College whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects resulting from the student's exclusion from College. The determination of whether a student with a chronic communicable disease may attend College will be made in accordance with the criteria in P5128.

**Policy No. 5129**  
4/16/1991  
Renumbered 7/1/2001  
Revised 12/9/2014

## **STUDENTS**

### **Annual Student Leadership Awards**

The Board of Trustees of Oakton College wishes to acknowledge and reward the contributions made to the College by student leaders. Therefore, the Board has established a series of annual Student Leadership Awards. The awards will consist of five monetary awards which can be used by the student for any college-related or other appropriate expenses. In addition to the grant, the student will receive a symbolic representation of the award.

The Board delegates to the Director of Student Life the responsibility for developing the criteria and procedure for selecting recipients of the award and may have a member on the selection committee.

These awards will be presented at the annual SGA Leadership Banquet, the College Commencement or another suitable event.



**Policy No. 5130**  
11/15/2022  
Revised 8/20/2024

## **STUDENTS**

### **Student Debt Assistance Act**

Oakton College fully complies with the Student Debt Assistance Act (110 ILCS 66/) as outlined in relevant procedure (P5130). This Act addresses when the College 1) will release a student's unofficial and official transcripts, 2) will release a student's diploma/certificate, 3) when registration holds will be added to a student's account, and 4) when and how a student can petition for a hardship withdrawal.

The Student Debt Assistance Act regulates how institutions of higher education in Illinois handle student debt, academic transcripts, diplomas, and registration holds. It prohibits institutions from withholding unofficial transcripts from students due to unpaid debts and mandates that official transcripts be provided if the student requests the official transcript to: 1) complete a job application; 2) transfer to one institution of higher education to another; 3) apply for state, federal, or institutional financial aid; 4) join the United States Armed Forces or Illinois National Guard; or 5) pursue other postsecondary opportunities. Additionally, the Act requires institutions to establish a financial or physical hardship withdrawal procedure to assist students facing significant hardships, helping to limit their debt and facilitate re-enrollment.

**STUDENTS****Religious Observances**

Oakton College recognizes the broad diversity of religious beliefs among its students. In compliance with the University Religious Observances Act (110 ILCS 110/1), Oakton is committed to accommodating students' religious practices and observances. Students who observe religious holidays or practices that require absence from classes or academic activities are entitled to reasonable accommodations. This includes, but is not limited to, rescheduling exams, extending deadlines, or providing alternative assignments. Students with religious beliefs that conflict with class or exam schedules shall be excused and given the opportunity to make up any missed work, provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict. Students who encounter difficulties with obtaining accommodations for religious observances should contact the Office of Student Affairs or the Office of Institutional Equity and Inclusion. Any unresolved issues may be appealed through the institution's formal grievance process.