

McHenry County College 2019–2020 Course Catalog

Institutional Accreditation and Affiliations

McHenry County College is a member of

- American Association of Community Colleges
- Illinois Association of Community and Junior Colleges
- Council of North Central Colleges
- American Technical Education Association
- Student Veterans of America -
McHenry County Chapter

The College is approved and/or accredited by

- The Higher Learning Commission
- Illinois Community College Board
- Illinois Board of Higher Education
- U.S. Office of Education
- Illinois Office of Education

The College reserves the right to update or otherwise modify the information contained in this catalog.

For the most current version of this catalog, go to www.mchenry.edu/catalog

©2019. McHenry County College. Crystal Lake, IL

Published by the Office of Academic Affairs and Student Affairs in collaboration, with the Office of Marketing and Public Relations

MCC is an EEO Employer and committed to diversity in its college community.

McHenry County College
8900 U.S. Highway 14
Crystal Lake, Illinois 60012-2761
(815) 455-3700
www.mchenry.edu

2019–2020 ACADEMIC CALENDAR

SUMMER SESSION 2019

The College will be closed on Fridays in June and July.

May 20, Monday	Summer semester begins*
May 27, Monday	College closed for Memorial Day
July 4, Thursday	College closed for Independence Day
Aug. 8, Thursday	Summer classes end**

* Number of weeks classes are offered may vary.

** Final exam dates will vary. Refer to class syllabus.

FALL SEMESTER 2019

Aug. 15, Thursday	Fall Faculty Development Day & Opening Day for New Students
Aug. 19, Monday	Fall semester begins *
Sept. 2, Monday	College closed for Labor Day
Oct. 7–11, Monday-Friday	Mid-term week
Oct. 15, Tuesday	College closed for Professional Development Day; no classes - Employees report
Oct. 16, Wednesday	Start of second 8-week classes
Nov. 27–Dec. 1, Wednesday-Sunday	College closed for Thanksgiving Break
Dec. 2, Monday	Weekday classes resume
Dec. 9–14, Monday-Saturday	Final exams **
Dec. 14, Saturday	Commencement

* Start dates vary by course. Check individual course schedule.

** Final exam dates vary. Refer to class syllabus.

WINTER INTERSESSION 2019-2020

Dec. 16, 2019, Monday	Winter Intersession classes begin
Dec. 23, 2019–Jan. 1, 2020, Mon.–Wed.	College closed for Winter Break
Jan. 2, 2020, Thursday	Offices Re-open
Jan. 10, 2020, Friday	Winter Intersession classes end**

** Final exam dates built into the session. Refer to class syllabus.

SPRING SEMESTER 2020

Jan. 16, Monday	Spring Faculty Development Day
Jan. 20, Monday	College closed for Martin Luther King Day
Jan. 21, Tuesday	Spring semester begins *
Mar. 9–13, Monday-Friday	Mid-term week
Mar. 16, Monday	Start of second 8-week classes
Mar. 22–29, Sunday-Sunday	Spring Break, no classes (Offices remain open)
Mar. 30, Monday	Weekday classes resume
May 12–16, Tuesday-Saturday	Final exams **
May 16, Saturday	Commencement

* Start dates vary by course. Check individual course schedule.

** Final exam dates vary. Refer to class syllabus.

TABLE OF CONTENTS

1—The MCC Advantage

Diverse Program Offerings	1
Quality Education	1
Dedicated to Our Mission	1
A Community Partner	2
A Safe and Accessible Environment	3
General Education Philosophy Statement.....	3
Assessment.....	3
Accommodations for Students with Disabilities.....	3

2—Admission, Registration and Payment Procedures

Admission	5
Admission Procedures	5
High School Plus Enrollment Procedures	5
Home School Students.....	5
International Student Admission	5
Au Pair Students (J-1 Visa).....	6
Placement Testing	6
New Student Orientation	7
Registration	7
Credit Hours and Course Load	7
Course Overload.....	7
Transfer Students and Acceptance of Credit	8
Evaluation of Credit from a Foreign Country.....	8
Transcripts	8
Residency Requirements	8
Residents of Illinois, In-District.....	9
Residents of Illinois, Out-of-District	9
Out-of-State Residents	9
Joint Agreements/Chargebacks.....	10
Joint Agreements	10
Chargebacks	10
Joint Agreement and Chargeback Guidelines.....	10
Tuition and Fees	10
Tuition Rates	10
Senior Citizen Tuition Reduction.....	11
International Students.....	11
Method of Payment	11
Refund Policy.....	11
Credit Refund Policy.....	11
Non-Credit Refund Policy.....	11

3—Academic Policies and Standards

Academic Integrity and Standards	12
Attendance Policy	12
Auditing Classes.....	12
Dropping a Class.....	12
Extended Absence Notification for Students.....	12

Withdrawal from a Class.....	12
Student Appeal for Late Withdrawal	13
Instructor/Administrative Withdrawal	13
Student Appeal of Instructor/ Administrative Withdrawal.....	13
Students Called to Active Military Duty	13
Grades and Grade Point Averages (GPA).....	14
Student Appeal for Change of Grade	14
Grade Forgiveness Policy	15
Repeating Courses.....	15
Credit for Prior Learning.....	16
College Level Examination Program (CLEP)	17
Credit for Prior Learning Portfolio.....	18
College Board Advanced Placement (AP)	19
DANTES Subject Standardized Tests (DSST)	20
Illinois State Seal of Biliteracy.....	21
International Baccalaureate (IB).....	21
Academic Achievement.....	22
Dean’s List and President’s Honor List Recognition.....	22
Phi Theta Kappa	22

4—Workforce and Community Development Programs and Services

Adult Education.....	23
English as a Second Language (ESL).....	23
High School Equivalency (HSE) Program.....	23
Adult Volunteer Literacy	23
Workforce Services	23
WorkKeys® Assessments.....	23
Continuing Education (CE)–Personal Development.....	24
Online CE/Career Training	24
Conferences and Facility Rental	24
Sustainability Center.....	24
Retired Adult Program (RAP)	24
Workforce, Training and Business Programs	24
Professional Training Program	24
Illinois Small Business Development Center (ISBDC)	25
Focus on the Kids: Helping Your Child Cope with Parents at Odds	25
Traffic Safety Program.....	25

5—Academic and Student Services

Academic Advising.....	26
Access and Disability Services.....	26
Career Services.....	26
Children’s Learning Center (CLC)	27
Crisis Intervention and Prevention Services.....	27
Distance Learning.....	27
Distance Learning Degrees.....	27

Online Courses	27
Blended Courses	27
MCC's Course Management System	27
Financial Aid, Scholarships and Veteran Benefits	27
Eligibility Requirements for Federal and State Aid	27
Federal and State Aid	28
Disbursement Information	28
Title IV Credit Balance Policy	28
Financial Aid Return of Funds Policy	29
Scholarships and Veteran Benefits	30
Disclaimer	30
Fitness Center	30
High School Plus	30
Intercollegiate Athletics, Intramurals and Recreation	30
International Studies (Study Abroad Programs)	30
Kids & College	31
Learning Communities (LC)—Twofers	31
Mission	31
Learning Objectives	31
Library	31
MCC 101: The College Experience	31
Multicultural Affairs	32
Registration	32
Sage Learning Center	32
Student Activities	32
Student Code of Conduct	32
Student Performances, Publications and Artwork	32
Student Success Center	33
Student Veterans Resource Center	33
Testing Center	33
Work-Based Learning	33
Apprenticeships, Internships, Exploration	33
6—Graduation	
Graduation Procedures	34
Commencement Exercises	34
Associates Degree Requirements	34
Certificate of Completion in a Career and Technical Education Area Requirements	35
Awarding of Additional Degrees	35
Graduation Academic Honors	35
7—Legal Guidelines	
Equal Opportunity/Nondiscrimination	36
Student Code of Conduct Policy	36
Violence Against Women Act of 1994 (VAWA), Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act (Clery Act), and Title IX	36
Title IX and Transgender Students	36

Title IX Coordinator	36
Harassment/Discrimination Policy	37
Important Terms of VAWA and Title IX	37
VAWA, Title IX, Harassment and Discrimination Complaint Procedure	38
Student Rights and Responsibilities	39
Student Right-to-Know	39
Family Educational Rights and Privacy Act (FERPA)	39
Crime Awareness and Campus Security Act of 1990	40
Firearms	40
Campus Crime Awareness	40
Campus Crime Statistics	41
Crime Awareness and Campus Security Act of 1990: Campus Crime Statistics Report	41
Registered Sex Offender Information	42
Drug and Alcohol Use Policy	42
Tobacco-Free Campus Policy	42
Student and Stakeholder Complaint Procedure	43

8—Transfer Programs

Associate in Arts Degree (AA)	44
Associate in Science Degree (AS)	44
Associate in Engineering Science (AES)	44
Associate in Fine Arts Degree (AFA)—Art or Music Option	44
Transferability of MCC Courses and Programs	45
Illinois Articulation Agreement (IAI)	45
Transferology	46
Transfer Compact Agreement	46
Transfer Guides by Major and Course Articulation	46
Partnerships with Other Colleges & Universities	46
Sample Academic Plans	46
Degree Planning Sheets	47
Requirements for Associate in Arts (AA) Degree	47
Requirements for Associate in Science (AS) Degree	51
Requirements for Associate in Engineering Science (AES) Degree	54
Requirements for the Associate in Fine Arts (AFA) Degree—Art Option	56
Requirements for the Associate in Fine Arts (AFA) Degree—Music Option	58
Requirements for the Associate in General Education (AGE) Degree	61

9—Career and Technical Education Programs

A Career-Focused Curriculum	63
Program Requirements	63
Quality Assurance Pledge	63
Associate in Applied Science (AAS) Degree Programs	63
Certificate Programs	64
The Fast Track	65
Partnerships for College & Career Success (PCCS)	65

Career and Technical Education (CTE)	
Dual Credit.....	65
Career and Technical Education (CTE)	
Articulated Credit	66
Programs of Study	66
Internship Opportunities	66
Perkins and Postsecondary Career and	
Technical Education (CTE)	66
Available Industry Recognized Professional	
Career Credentials.....	67
Certificate and AAS Degree Planning Sheets	73
Accounting (AAS)	73
<i>Certificates:</i>	
Accounting	74
Bookkeeping.....	74
Tax Practitioner	75
Administrative Office Management (AAS).....	76
<i>Certificates:</i>	
Administrative Office Management.....	77
Administrative Office Skills	77
Computer Skills.....	78
Legal Administration.....	78
Medical Administration.....	78
Advanced Manufacturing	79
<i>Certificate:</i>	
Advanced Manufacturing Technician.....	79
Architectural and Engineering Design Technology	80
<i>Certificate:</i>	
Architectural and Engineering Design	80
Automotive Technology (AAS)	81
Automotive Technology, Management Option	
(AAS).....	83
<i>Certificates:</i>	
Automotive Electrical	84
Automotive Chassis	84
Automotive Maintenance Technician	84
Advanced Automotive Technician	85
Baking and Pastry Management (AAS).....	86
<i>Certificate:</i>	
Baking and Pastry Assistant I	87
Business Management (AAS).....	88
<i>Certificates:</i>	
Business Management Principles	89
Entrepreneurship	89
International Business Studies	90
Organizational Leadership.....	90
Digital Media (AAS).....	91
<i>Certificates:</i>	
Animation	92
Game Development	92
Help Desk Technician (AAS).....	93
Network Security (AAS)	94
<i>Certificates:</i>	
Cyber Security	96
Geek Technology.....	96
Help Desk	96
Networking Specialist.....	96
PC Support Specialist	97
Construction Management (AAS).....	98
<i>Certificate:</i>	
Construction Codes	99
Criminal Justice (AAS).....	100
Culinary Management (AAS).....	103
<i>Certificate:</i>	
Chef's Assistant I	104
Early Childhood Education (AAS).....	105
<i>Certificates:</i>	
Early Childhood Education – Level II Certificate.....	107
Early Childhood Education – Level III Certificate.....	107
Emergency Medical Technician-Paramedic (AAS).....	108
<i>Certificates:</i>	
Emergency Medical Technician – Ambulance.....	109
Emergency Medical Technician – Paramedic.....	110
Engineering Technology (AAS).....	111
<i>Certificate:</i>	
CNC Machining	112
Fire Science (AAS).....	113
<i>Certificates:</i>	
Firefighter Basic	114
Graphic Arts (AAS).....	116
<i>Certificates:</i>	
Fundamentals of Design	117
Graphic Design	117
Web Design	118
Health and Fitness Education (AAS).....	119
<i>Certificate:</i>	
Fitness Instructor Training	120
Health Information Technology (AAS).....	121
<i>Certificate:</i>	
Medical Billing and Coding	122
Horticulture (AAS).....	123
<i>Certificates:</i>	
Floral Design	124
Gardening.....	125
Greenhouse	125
Landscape Management	125
Turf and Golf Course Management	126
Industrial Maintenance Technician	127
<i>Certificate:</i>	
Industrial Maintenance Technician.....	127
Manufacturing Management (AAS).....	128

<i>Certificates:</i>	
Manufacturing Processes	130
Manufacturing Supervision	131
Marketing (AAS).....	132
<i>Certificates:</i>	
Marketing	133
Marketing Management	133
Professional Selling	133
Retail Marketing Specialist.....	134
Small Business Marketing	134
Social Media Marketing	134
Mobile Design and Development (AAS).....	135
<i>Certificates:</i>	
Android Development	136
iOS Development	136
Programming Fundamentals	136
Nursing (AAS)	137
LPN to RN Bridge Program.....	138
Nursing Assistant Education.....	140
<i>Certificate:</i>	
Basic Nursing Assistant	140
Occupational Therapy Assistant (AAS)	141
Paralegal Studies (AAS)	144
<i>Certificate:</i>	
Paralegal Certificate.....	145
Physical Therapist Assistant (AAS)	146

Robotics Systems Engineering Technology (AAS)	149
<i>Certificate:</i>	
Robotics Systems Programmer	151
Web Design and Development (AAS)	152
<i>Certificates:</i>	
Web Design	153
Web Development.....	153
Web Marketing	153
Welding Technician	154
Advanced Welding Technician	154

10—Course Information

Explanation of Course Listings	155
Academic Skill Levels	156
Course Descriptions	157
Telephone and Address Guide	225
Administration/Faculty Directory	226
Index	233

THE MCC ADVANTAGE

McHenry County College forms the educational heart of our community. For 50 years, the College has provided a broad range of programs tailored to students' diverse interests and occupations. We've partnered with local businesses to help ensure a workforce armed with the latest knowledge and skills. And our focus on lifelong learning and cultural enrichment has expanded the horizons of residents of all ages.

DIVERSE PROGRAM OFFERINGS

There's something for everyone at McHenry County College (MCC). Students can choose from an array of options, including:

- Associate's degree programs, which provide the first two years of a baccalaureate college curriculum;
- 29 Associate of Applied Science degrees aimed at career preparation; and
- 63 certificate programs.

Agreements with other community colleges allow students to take programs that are not offered at MCC.

Students can also earn a four-year Bachelor of Arts or Science degree through our affiliation with a number of four-year schools. See www.mchenry.edu/advising for more information and a current listing of affiliations.

MCC makes learning convenient for a variety of lifestyles and schedules. Students can choose from an array of delivery methods, including online classes and programs, blended classes or other nontraditional options. Visit www.mchenry.edu/online to learn more about combining classes at MCC with online courses to earn a degree.

QUALITY EDUCATION

Students who attend MCC can expect to come away well prepared for the next step in their career or educational journey. Whatever their specific goals or program, all students receive a solid educational foundation.

MCC's commitment to its students includes a general education component, which provides important life and career skills, including:

1. Critical thinking:

Students who think critically deconstruct information, identify components, and assess how these components relate to one another. Students make connections from multiple sources or components, bringing together components to form new ideas. Students select effective tools and processes for a given situation and relate

components to established standards. Students actively engage with materials rather than passively accepting the views of others and consider the implications of decisions and behaviors on the well-being of themselves, others, and the world. Students recognize and minimize bias through self-reflection and by questioning the assumptions of themselves and others.

2. Information literacy:

Students who are information literate assess their need for information. Students find sources that meet their information need, which may range from people and social media posts to academic articles and books. Students recognize the diversity of sources and understand the criteria that contribute to authority and credibility. Students select sources that best meet their needs and integrate information to accomplish a specific purpose ethically and responsibly, acknowledging sources and respecting intellectual property rights.

3. Effective communication:

Students who communicate effectively express and receive information, concepts, and emotions successfully. Students adapt their communication appropriately depending on audience and context as they acknowledge the impact of language and presentation style, including vocal, verbal, and nonverbal cues. Students select from a variety of communication modes to respond to professional, civic, and personal needs.

4. Professionalism:

Students who exhibit professional behavior effectively understand the tasks assigned to them and/or seek appropriate assistance to gain necessary comprehension. Students fulfill commitments, comply with professional standards, and adapt to the changing environment whether at school or work. Students demonstrate the ability to work with others, which includes respecting a variety of cultural views and practices, abilities, and sensibilities.

Some certificate and all degree seeking students entering MCC are assessed for general education goals, and their progress is tracked through program completion. This knowledge helps inform their future career and educational decisions.

DEDICATED TO OUR MISSION

As a leading community college and an integral part of the Illinois system of higher education, MCC is dedicated to upholding:

- A policy of open admissions
- A comprehensive program of educational offerings
- Maintenance of an informal student-oriented learning environment

Mission:

Our focus is learning. Student success is our goal.

Institutional Goals:

1. Create an empowering environment to increase student engagement, completion, and success.
2. Position the College to meet its future needs in a sound and fiscally stable manner.
3. Pursue initiatives to deliver infrastructure and technology to ensure state-of-the-art learning.
4. Pursue initiatives to ensure high-quality services and learning opportunities through a culture of continuous improvement, innovation, and accountability.
5. Ensure the College engages in partnerships that enable McHenry County College students to succeed in a local, regional, and global economy.
6. Attract, develop, and retain quality instructors who are outstanding scholars/teachers and an excellent, diverse staff who are committed to the mission of MCC.
7. Engage and expect student learning through an effective teaching and learning process.

Note: Goals will be updated in 2019 as part of the new Strategic Plan.

A COMMUNITY PARTNER

As part of its mission, MCC continually monitors the needs of the community. We strive to provide classes and training opportunities that keep pace with changes in our society, economy and employment trends. We pride ourselves on being the area's resource for:

Continuing Education

MCC welcomes students and residents of all ages and interests. We offer non-credit classes that cover a wide range of topics for personal development and lifelong learning that will enrich your life. We also offer online educational opportunities, the Focus on the Kids program, and the Retired Adult Program (RAP) designed to enrich learning at any age.

Distance Learning

MCC makes it easy to learn, even from afar. Students can earn degrees or certificates through a unique program that incorporates distance learning technology, allowing

them to complete most of their coursework from remote locations through online courses and blended courses (a combination of classroom and online learning).

"Instruction" is provided differently in online/blended courses than in classroom-based courses. An online/blended course requires three hours of work for each course credit; therefore, for a three-credit course, you should expect to spend about nine to twelve hours each week in this course to engage in activities that may include but is not limited to:

- attending synchronous sessions
- participating in interactive tutorials or computer-assisted instruction
- reading course materials
- participating in online discussions
- participating in online study groups for the class
- doing research and writing papers
- completing all other course assignments (e.g., quizzes, exams, field trips, etc.)

Workforce, Training and Business Programs

Area businesses and organizations partner with MCC to offer their employees non-credit, workforce development training. These courses, seminars, and workshops are held on site at their facility or at the MCC Shah Center (4100 W. Shamrock Lane, McHenry)

Adult Education

MCC offers various adult education opportunities, both onsite and at satellite locations. Programs include: High School Equivalency (HSE) and Adult Basic Education (ABE), English as a Second Language (ESL), Literacy; and Citizenship.

High School Plus

MCC collaborates with area high schools in accepting students who are capable of using selected college classes to complement their high school programs. Students must make their choices with full awareness of the standards set by the College for these courses or programs; therefore, students are expected to acquaint themselves with all available information related to the College's performance standards. High School counselors provide services to assist students in making educational and career decisions.

Conferences and Facility Rental

Designed with business in mind, MCC is an excellent site for conferences and business meetings. Whether your group is 10 or 350, we offer a comfortable, welcoming atmosphere in a sophisticated environment. With locations in both Crystal Lake (main campus) and McHenry (Shah Center), we will work with you every step of the way to ensure a successful event. Our Luecht Conference Center, private dining rooms, breakout rooms and computer classrooms are fully A/V equipped with all the amenities you need to make your next conference or business meeting a success!

Library Access

Library access, including library cards, is available to Illinois Community College District #528 residents age 16 or older. In accordance with MCC's "Children on Campus" policy, children under the age of 16 must be accompanied by a parent or guardian and are not to be left unsupervised while they are in the library.

Fitness Center

MCC's Fitness Center is open to students and community members. The Center features a full line of weight training machines, treadmills, stair machines, elliptical trainers and more.

The Children's Learning Center

The Children's Learning Center (CLC) offers a positive learning environment for young children (ages 15 months to 6 years) and a lab site for early childhood education students. Students and employees can take advantage of flexible scheduling for their children within this age range. The CLC also includes a preschool program for children ages 3 to 6 years, which is available to parents in the community. The facility is state licensed.

A SAFE AND ACCESSIBLE ENVIRONMENT

MCC promotes and adheres to a policy of equal opportunity and an academic and work environment free of harassment and discrimination for students, faculty and staff. The College does not discriminate on the basis of race, sex, religion, age, disability, marital status, national origin, sexual orientation, gender-related identity or any other unlawful bases, in its admissions, employment, educational programs or activities. See the Legal Guidelines section of this catalog for more information. To view the harassment/discrimination policy, visit www.mchenry.edu/nondiscrimination. Report a concern or formal complaint to the assistant vice president of Human Resources, (815) 455-8738 in regards to faculty or staff; or the director of Crisis Intervention and Prevention Services, (815) 479-7572, in regards to a student.

Accommodations for Students with Disabilities

Students with a disability who require accommodations, should contact the Access and Disability Services office for information on appropriate policies and procedures for receiving accommodations and support. Disabilities covered by ADAA may include learning, psychiatric, and physical disabilities, or chronic health disorders. Students should contact the Access and Disability Services office if they are not certain whether a medical condition/disability qualifies. In post-secondary school settings, academic accommodations are not automatic. To receive accommodations, students must make a formal request and supply documentation from a qualified professional to support that request, however, documentation is not necessary for the first meeting. Students who believe they qualify must contact the Access and Disabilities Services

office to begin the accommodation process. All discussions remain confidential. The Access and Disability Services office is located in Building A, Room A260. To schedule an appointment to speak with the manager, please call (815) 455-8766. Information about disabilities services at MCC can be found at: www.mchenry.edu/access.

GENERAL EDUCATION PHILOSOPHY STATEMENT

McHenry County College's commitment to its students includes a general education component structured to provide a wide array of life and career skills, which will enrich students' professional and personal lives.

While at MCC, students are given the opportunity to develop and improve upon these goals through certificate and degree seeking programs. The assessment of the General Education goals is conducted at the course, department and institutional levels.

ASSESSMENT

In education, assessment is a method for determining how students are learning. In a school, an assessment may be as simple as a question posed to students in class about what they understand, or as complicated as a capstone project measuring all of the learning a student has done in one particular course. At MCC, we use assessment to determine how our students are progressing through their courses and through their degree programs, and we use the resulting data to make changes in the way we teach and in the way we organize our curriculum. All of this is done to ensure McHenry County College students are learning the things they need to learn in the most effective ways possible.

As an institution, McHenry County College believes that by the end of a degree program, a student should have a familiarity with and an ability to employ four General Education Goals: critical thinking; information literacy, effective communication, and professionalism. To assess a student's understanding and aptitude with each of these goals, we ask each student who is seeking an Associate of Arts (AA), Associate of Science (AS), Associate of Fine Arts (AFA), Associate of Engineering Sciences (AES), or an Associate of General Education (AGE) to complete an E-Portfolio. Students build their E-Portfolios using MCC's learning management system, and the finished portfolio comprises one graded artifact for each of the four general education goals. Students build their E-Portfolios throughout their time at MCC and submit their final portfolios before they graduate. Because MCC is committed to continuous improvement, this E-Portfolio is a graduation requirement. For more information, visit www.mchenry.edu/eportfolio.

Additionally, because the College believes in continuous improvement across all programs, students pursuing an Associate of Applied Science degree (AAS) or a certificate

of 30 credits or more will be asked to participate in the assessment activities designated by the department for those degrees and/or certificates.

MCC is committed to assessment to ensure that we are effectively addressing the College's Mission and are good stewards of the public trust.

ADMISSION, REGISTRATION AND PAYMENT PROCEDURES

ADMISSION

MCC believes that its classes and programs* should be available to all members of our community. With this goal in mind, we welcome and encourage eligible individuals to enroll in credit classes as full-time or part-time students:

- All high school graduates or home school graduates
- GED recipients
- Non-graduates who are no longer attending high school
- Students still in high school who may benefit from taking courses through the High School Plus Program (see High School Plus Enrollment Procedures section below)

**Limited admission applies to Nursing, Occupational Therapy Assistant and Physical Therapist Assistant programs. Refer to the program details in Chapter 9.*

ADMISSION PROCEDURES

All students, except those enrolling in the High School Plus Program (see High School Plus Enrollment Procedures section below), who wish to enroll in credit classes are required to provide the following:

- A completed MCC Admissions Form
- A one-time, non-refundable \$15 application fee
- Official transcript of high school coursework including graduation date
- Official unopened college transcripts from an accredited institution if credit is to be transferred to an MCC program of study
- Unofficial transcripts from an accredited institution are acceptable if needed to meet class prerequisites

NOTE: *Those who wish to transfer college credit from another institution must request an official evaluation.*

Students enrolling in a transfer degree program (AA, AS, AES, AFA) must have completed the minimum high school course requirements as outlined in accordance with Illinois Public Act 86-0954. To document successful completion of these requirements, students will need to submit a high school transcript. The requirements as specified in the Act are listed below:

- Four years of English emphasizing written and oral communication and literature
- Three years of Social Science emphasizing history and government

- Three years of mathematics, including introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming
- Three years of science including laboratory science
- Two years of electives from any combination of foreign language, music, vocational education or art.

Students who do not meet these requirements may take placement exams and developmental and/or college-level related coursework that will allow continued enrollment and successful completion of a transfer degree.

HIGH SCHOOL PLUS ENROLLMENT PROCEDURES

MCC's High School Plus Program provides eligible students still in high school with the opportunity for more advanced study. A student may enroll in college classes to earn both college and high school credit, described as dual credit. Another option is to enroll in college classes and earn only college credit, described as dual enrollment. All courses are included on the student's permanent college transcript.

The first step in the enrollment process is to meet with a high school counselor and complete the MCC High School Plus Registration Form, which includes eligibility and registration guidelines. Please note that students age 15 and under must follow a special approval process.

Forms are available online at www.mchenry.edu/highschoolplus. Questions may be directed to the director of College and Career Readiness, (815) 455-8569, or to the Recruitment Office, (815) 479-7732.

HOME SCHOOL STUDENTS

Home School Students follow the same procedure as above except parent(s) complete the MCC High School Plus Registration Form instead of school official.

INTERNATIONAL STUDENT ADMISSION

MCC is authorized under federal law to enroll nonimmigrant students (a person who seeks temporary entry to the United States for a specific purpose and who has permanent residency abroad). Residents of a foreign country who wish to study in the United States on a student visa (F) must provide the following information before their Certificate of Eligibility (I-20) can be processed:

- A minimum score on the Test of English as a Foreign Language (TOEFL): 71 Internet-based (www.ets.org) or IELTS minimum score of 6.5
- A completed Admissions Form

- A one-time, non-refundable \$15 application fee
- An International Student Affidavit of Financial Support, located at www.mchenry.edu/admissions/international.asp
- A Statement of Intent to pursue an academic or technical degree
- Study on a full-time basis (minimum of 12 credit hours per semester)
- Official high school and/or university/college transcript of coursework completed outside the United States.

NOTE: Initial students must allow four months processing time prior to attending MCC. Those who wish to transfer college credit from a foreign institution must request an official evaluation (see *Evaluation of Foreign Transcript* section).

AU PAIR STUDENTS (J-1 VISA)

MCC offers Au Pair (J-1) visa students the opportunity to attend the college for credit classes,* provided that the student completes the Admissions Form, pays a \$15 application fee and provides the college with the following documents:

- A letter from the Au Pair agency stating that you are a participant in the program
- A letter signed by the host family with whom you reside.

Note: Au Pairs are not eligible to register for Adult Education classes due to grant restrictions.

*Ineligible to register for credit courses after Visa expiration date on Agency letter. Student must provide proof of an extension of stay or approved change of status to the Admissions Office.

PLACEMENT TESTING

MCC uses a comprehensive assessment process to ensure accurate student placement in academic skill courses. Full-time transfer students who have taken math placement tests at other colleges and who have obtained copies of the test results will be placed at MCC based on those results. All other students must take the appropriate test prior to registering for English, reading, writing, foreign language or math courses, and courses that require math as a prerequisite. There is no charge for the initial tests and no appointment is required. Students are eligible to retake the English and Reading placement tests at a cost of \$5 per test. MCC counts the highest placement test score in determining placement. The math placement test can be taken up to five times. Other time constraints apply. For more information, please contact the Testing Center at (815) 455-8984.

Note: Accessibility accommodations are available for placement tests. Students must meet with the Access and Disability Services Department to establish eligibility.

Students who have taken the ACT and/or SAT may be exempt from taking the writing, reading and math placement tests.

ACT and SAT math scores are valid for two years from the date the test was taken. ACT and SAT English scores are valid for five years from the date the test was taken.

- Students will be placed into English, reading, and math courses based on ACT/SAT and/or MCC placement test scores.
- Students with an English ACT score of 21 or higher fulfill the prerequisite for initial placement in ENG 151 with no required Reading classes. Students whose English ACT scores fall below 21 shall take both the ACCUPLACER® reading and WritePlacer (essay) placement tests to determine their initial placement. For more information on the ACCUPLACER tests, visit www.mchenry.edu/accuplacer.
- Students with a pre-2016 SAT reading and writing composite score of 990 or SAT writing score of 490 fulfill the prerequisite for initial placement into ENG 151 with no required reading classes. Students whose pre-2016 SAT reading and writing composite score falls below 990 or whose pre-2016 SAT writing score falls below 490 shall take both the ACCUPLACER reading and WritePlacer writing placement tests to determine their initial placement.
- Students with a 2016 or later SAT Evidence-Based Reading and Writing score of 550 or higher fulfill the prerequisite for initial placement into ENG 151 with no required reading classes. Students whose 2016 or later SAT Evidence-Based Reading and Writing score falls below 550 shall take both the ACCUPLACER reading and WritePlacer writing placement tests to determine their initial placement.
- Students with a math ACT score of 22 or higher fulfill the prerequisite for initial placement in MAT 120, MAT 150, MAT 161, MAT 165 and MAT 201.
- Students with a pre-2016 SAT math score of 530 fulfill the prerequisite for initial placement in MAT 120, MAT 150, MAT 161, MAT 165 and MAT 201. Students with a pre-2016 math SAT score below 530 must take the math placement test to determine initial placement.
- Students with a 2016 or later SAT math score of 530 fulfill the prerequisite for initial placement in MAT 120, MAT 150, MAT 161, MAT 165 and MAT 201. Students with a 2016 or later SAT math score below 530 must take the math placement test to determine initial placement.
- Students with a math ACT score of 28 or higher and who have completed a high school or college trigonometry course with a C or higher fulfill the prerequisite for initial placement in MAT 175. Students with a math ACT score of 28 or higher and who have not completed a high school or college trigonometry course with a C or higher fulfill the prerequisite for initial placement in for MAT 170, MAT 171 and MAT 220.

- Students with a pre-2016 math SAT score of 640 or higher and who have completed a high school or college trigonometry course with a grade of C or higher fulfill the prerequisite for initial placement in MAT 175. Students with a pre-2016 math SAT score of 640 or higher and who have not completed a high school or college trigonometry course with a C or higher fulfill the prerequisite for initial placement in MAT 170, MAT 171, MAT 220.
- Students with a 2016 or later math SAT score of 660 or higher and who have completed a high school or college trigonometry course with a C or higher fulfill the prerequisite for initial placement in MAT 175. Students with a 2016 math SAT score of 660 or higher and who have not completed a high school or college trigonometry course with a C or higher fulfill the prerequisite for initial placement in MAT 170, MAT 171, MAT 220.

Students who do not meet the above math, English or reading exemptions must take the ALEKS (math), and the ACCUPLACER Reading and WritePlacer (English) placement tests prior to registering for a course in these areas or a course requiring math, English or reading as a prerequisite. Students are encouraged to review, study and prepare for the tests.

Students who do not meet the necessary prerequisites in geometry have the option of taking a separate geometry placement test or enrolling in MAT 096.

Please allow at least 90 minutes to complete the ACCUPLACER reading test and at least 120 minutes to complete the WritePlacer (essay) test. Reading and WritePlacer placement tests may be repeated as many times as needed, but a test retake fee shall apply after the first administration.

If needed, review manuals for math placement may be purchased in the bookstore or downloaded from www.mchenry.edu/aleks. Allow at least 90 minutes to complete the math test. An online non-graphing calculator will be available for your use. The placement test for math may be taken up to five times. For more information on the ALEKS placement test please visit, www.mchenry.edu/aleks.

It is strongly recommended that students who have completed foreign language coursework in high school take the modern language placement test to ensure accurate placement in college-level French, German or Spanish classes. The placement test must be taken before starting any modern language courses at MCC and may be taken only once unless permission is obtained from the department chair of Modern Languages.

Note: *The above procedures are subject to change.*

NEW STUDENT ORIENTATION

New Student Orientation (NSO) is a requirement for all new MCC full-time and part-time students registering for more than 9 credit hours. Students will be contacted with more information about NSO dates upon admission to the college. During NSO, new students will meet with an academic advisor, receive an overview of college programs and policies, choose classes and register. MCC offers NSO sessions on campus and online.

All required placement testing must be completed prior to NSO for effective advising and registration. Visit www.mchenry.edu/orientation for more information.

REGISTRATION

Credit Hours and Course Load

Students earn credit hours when they spend time learning a subject or skill. At MCC, each course is given a credit-hour value. The number of credit hours varies from class to class depending on how often each class meets. Generally, a 3-credit-hour class meets for 3 hours a week for 16 week classes; 6 hours a week during 8 week classes; and 12 hours a week during 4 week classes.

For enrollment verification purposes, full-time enrollment is verified at a minimum of 12 credit hours for the fall and spring terms and 6 credit hours for the summer term.

Course Overload

The normal class load for a full-time student is 12 to 18 credit hours during the fall and spring semesters, 6 to 9 credit hours during the summer session, and 3 credit hours during intersession. Special permission must be obtained from an MCC Academic Advisor to register for more than the maximum loads cited above.

In order to qualify for course overload, the student must be in good academic standing with a minimum GPA of 2.5 at MCC. If the student does not have an established GPA at MCC, high school or external college transcripts are required to confirm the minimum GPA standard.

Students are required to submit the "Request for Course Overload" form available in the Advising and Transfer Center (A257) and review the request with an Academic Advisor. The following will be taken into consideration with the student's request:

- Minimum 2.5 cumulative college GPA
- Placement into college-level English and math (via ACT/SAT or placement testing)
- Prior AP and honors coursework
- Student major, career, degree/certificate and transfer goals
- External commitments
- Prior college credit

Transfer Students and Acceptance of Credit

To transfer credit earned at previous institutions of higher education, a student will need to:

- Request official transcripts from all previous institutions to be mailed directly to the Office of Admissions at MCC. If a student attended more than one institution, coursework at each institution is evaluated independently. Therefore, an official transcript must be requested from each institution. Official transcripts arrive in a sealed envelope and are signed by the school's registrar.

MCC accepts electronic college transcripts through eSCRIP-SAFE®. If your current/previous college or university offers this option, please be sure to follow their instructions carefully. MCC is a participating member of eSCRIP-SAFE and has a secure account for delivery.

Electronic transcripts will only be official if they are sent through secure delivery to the McHenry County College—Undergraduate Admissions account. Transcripts sent to an MCC employee's email or MCC department email are recorded as unofficial.

- Declare degree/certificate goals on the Admissions Form or the Request for Evaluation Form, available in the Advising and Transfer Center or at www.mchenry.edu/transfertoMCC.

The following conditions must be met for MCC to accept credit from another institution:

- Transcripts must be from a regionally accredited institution.
- Coursework completed with a D or higher will be evaluated if the student's cumulative GPA is 2.0 or above. If the student's cumulative GPA is below a 2.0, credit may be transferred for courses earning credit and successfully completed with a grade of C or higher.
- MCC will not accept ENG 151 or ENG 152 with less than a C grade (less than two earned quality points on a 4.0 scale).

Credit may be transferred, but grades earned at previous institutions do not transfer and are not included in computing student's cumulative GPA at MCC.

An evaluation of transfer credit may take up to six weeks from the date MCC receives the transcript from the previous school.

For details on how MCC participates in the Illinois Articulation Initiative (IAI) and accepts IAI-approved transfer coursework, please refer to the Transfer Programs section of this catalog.

Evaluation of Credit from a Foreign Country

University/college coursework completed outside the United States must be submitted to an organization that specializes in evaluating foreign transcripts.

To have your education credentials from a foreign country evaluated, contact ONE of the following:

- ECE: Educational Credentials Evaluators, www.ece.org
- EP: Educational Perspectives, www.edperspective.org

The Credentials Evaluation Office at MCC will use the results of the evaluation report along with course descriptions to determine transfer of foreign credit to the College.

International applicants are responsible for all fees associated with credential evaluations. All documents that the student submits, or are submitted on behalf of the student, become the property of the College and will not be released to the student or any other party.

Transcripts

Official transcripts of a student's MCC academic record can be sent to other educational institutions and employers upon the student's request.

- The student may request an official transcript online through myMCC; see www.mchenry.edu/transcripts for details. The appropriate fee will be charged for this service.
- Alternatively, the student may come into the MCC Registration Office during business hours to complete a transcript request card and pay the required fee.

RESIDENCY REQUIREMENTS

Tuition rates are based on residency. Out-of-State tuition will be charged until proof of residency is received. In order to be charged in-district rates, students must be residents of Community College District #528, regardless of the county for 30 days prior to the semester. District #528 is one of 39 community college districts in the Illinois Community College System. It incorporates the following rural and suburban municipalities:

- Alden
- Bull Valley
- Cary*
- Crystal Lake
- Harvard
- Hebron
- Huntley*
- Johnsburg
- Lakewood
- Marengo
- McHenry
- Oakwood Hills
- Richmond
- Ringwood
- Solon Mills

- Spring Grove
- Trout Valley
- Union
- Wonder Lake
- Woodstock

In addition to the above municipalities, some addresses within the following municipalities may also be included in District #528:

- Algonquin
- Barrington
- Fox River Grove
- Garden Prairie
- Hampshire
- Island Lake
- Lake in the Hills
- Lakemoor

*Lake and Kane County residents are out-of-district with some exceptions in Cary and Huntley. See specific District #528 street names at www.mchenry.edu/residency.

Proof of Residency is required for:

- Current/former students changing from out-of-district and out-of-state to in-district.
- All new students

The following is acceptable documentation which must include the student's name:

- Illinois Driver's License
- Illinois State ID
- Current Lease Agreement
- Mortgage
- Utility Bill (gas, electric, garbage, water)
- Voter Registration Card
- Library card only from the following libraries: Alden, Cary, Crystal Lake, Fox River Grove, Harvard, Hebron, Johnsborg, Marengo, McHenry, Oakwood Hills, Richmond, River East Library, Ringwood, Solon Mills, Spring Grove, Union, Wonder Lake, and Woodstock
- An in-district high school transcript proving attendance at the high school the semester immediately prior to entering MCC

Please note: students who move from outside the district and who obtain residence in the district for reasons other than attending MCC are exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency. This documentation must be approved by the dean of Enrollment Services.

Residents of Illinois, In-District

In order to be charged in-district rates, proof of residency must be submitted by the end of the first week of the semester.

Submit your proof of residency documentation in any of the following ways:

- In person at the Registration Office (A258)
- By fax: (815) 455-3766
(Please include a number where we can reach you)
- By mail:
McHenry County College
Admissions Office
8900 U.S. Highway 14
Crystal Lake, IL 60012
(Please include a number where we can reach you)

Residents of Illinois, Out-of-District

A person who resides in Illinois and is a U.S. citizen or permanent resident but is not a resident of Community College District #528 as defined above is considered an out-of-district resident. Proof of state residency status may be required.

Out-of-State Residents

A person who resides in another state and is a U.S. citizen or a resident of a foreign country is considered an out-of-state resident and will be assessed the appropriate tuition.

Works In-District

Out-of-district and out-of-state students who are employed within McHenry County College District #528 a minimum of 35 hours per week, also qualify for the in-district tuition rate. Students must supply the Registration Office with a letter on company letterhead stationery, signed and dated by the owner/manager, stating the student works 35 or more hours per week.

JOINT AGREEMENTS/CHARGEBACKS

Joint Agreements

Joint agreements allow students to enroll and pay in-district tuition rates in specified career/occupational certificate and degree programs offered at another community college. A joint agreement is available only when the home community college does not offer the certificate or degree program.

MCC participates in a consortium of community colleges known as CAREER (Comprehensive Agreement Regarding the Expansion of Educational Resources). Any career program (Associate in Applied Sciences or certificate) offered at one of the following Illinois community colleges but not at MCC is eligible for joint agreement:

- Black Hawk College
- Carl Sandburg College

- College of DuPage
- College of Lake County
- Danville Area Community College
- Elgin Community College
- Harper College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Eastern Community College
- Illinois Valley Community College
- John A. Logan College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee Community College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- Moraine Valley Community College
- Morton College
- Oakton Community College
- Parkland College
- Prairie State College
- Rend Lake College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- Shawnee Community College
- South Suburban College
- Southeastern Illinois College
- Southwestern Illinois College
- Spoon River College
- Triton College
- Waubensee Community College

In addition to programs offered by CAREER Consortium schools, MCC participates in program-specific joint agreements with the following community colleges:

- Gateway Technical College

Chargebacks

When a career/occupational degree or certificate is not available at MCC and no joint agreement exists, students may apply for a chargeback. Chargebacks are approved on a case-by-case basis. Chargebacks will not be issued to Gateway Technical College.

Joint Agreement and Chargeback Guidelines

The joint agreement/chargeback request form is available at www.mchenry.edu/records/jointagreements.asp. This request form must be completed at least 30 days prior to the official start of the academic term for which you request enrollment. Approved joint agreements and chargebacks are valid for one fiscal year and must be renewed every year.

Joint agreements and chargebacks are restricted to programs that result in Associate in Applied Science degrees or certificates and will not be approved for individual classes. Authorization is limited to one program per applicant at any time.

For joint agreement and chargeback information, call (815) 479-7632 or email questions to evaluation@mchenry.edu.

If you are an out-of-district student desiring a certificate or degree program at MCC that is not available at your community college, you may apply for a chargeback or joint agreement. For more information, contact the community college serving your district.

TUITION AND FEES

The Board of Trustees establishes tuition and fees for Community College District #528. The Board reserves the right to change tuition and all fee rates at any time. Any balance/refund due as a result of these changes will apply to all students for upcoming semesters, including those who have paid for the semester prior to the change. Failure to clear financial liability may result in suspension of all services to that student until such obligation is cleared.

Please refer to www.mchenry.edu/tuition for current rates.

TUITION RATES

TUITION (per credit hour)	Cost \$
In-District	110.00
Online (regardless of residency)	110.00
Out-of-District*	387.16
Out-of-State and International	469.94

FEES (per credit hour)

Audit	82.78
Blended Course	7.50
Infrastructure	7.75
Online Course	15.00
Technology	9.00

FEES—OTHER

Admissions Application	15.00
Registration (per semester/non-refundable)	7.00
Transcript	8.00
Course Specific Fees***	Varies by class

*In-district rate applies for students with chargeback or joint agreement authorization on file.

**See "Auditing Classes" or "Repeating Courses" in the Academic Policies and Standards section of this catalog for exemption information.

***Course specific fees are assessed to offset additional costs for out-of-the-ordinary supplies, computer usage, software support, etc. Fees are continually reviewed and adjusted to accurately reflect the cost of instruction. Tuition and fees are subject to change with Board approval. For current rates, check: www.mchenry.edu/tuition.

Senior Citizen Tuition Reduction

Senior Citizen Tuition Reduction for credit classes applies to in-district tuition rate only. Senior citizens age 65 or older who enroll in credit classes are given a tuition reduction in the amount of 100% of the in-district tuition rate. There is no reduction in fees.

The age requirement for all discounted tuition is the person's age as of the date of registration for the class, regardless of the beginning date of the individual class.

International Students

Citizens of foreign countries who are admitted to the College as F-1 or M-1 full-time students under the regulations of nonimmigrant status are considered foreign students for tuition purposes and will be assessed the out-of-state tuition rate. Students admitted to the College who are residing in the U.S. under a temporary visitor visa (J, H, L, etc.) are entitled to the in-district tuition rate provided that they live in College District #528 and/or work full-time for an employer who is in the College's district. Proof of this status is required before the in-district rate can be assessed.

Method of Payment

Students may use cash, check or credit card (American Express, Discover, MasterCard or Visa) for tuition payment, fees and Bookstore purchases.

Payment plan information is available online at www.mchenry.edu/registration.

Online payments can be made at www.mchenry.edu/myacc.

REFUND POLICY

Refund Policy

Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is determined by the date you formally notify the Registration Office by withdrawing online, in person, or by fax. **Failure to attend class does not constitute withdrawal.** To receive a full refund (less the registration fee) you must withdraw within the first 7 calendar days of the class start date. It is your responsibility to be aware of these refund dates and to make sure MCC has your correct address and e-mail address on file.

Request for Exception to Refund forms are available in the Bursar's Office. To be considered, you must first be withdrawn from the class you are seeking a refund for and then **submit the form to the Bursar's Office no later than two weeks after the end date of the semester** to which the request applies. Refund requests received after this period will not be accepted for consideration.

If students paid tuition and fees with a credit card and are not on a payment plan, MCC will process the refund. If students are on a payment plan or paid with cash, check, or financial aid, BankMobile will process the refund.

If the College cancels a class, you will receive a full refund of tuition and course fees.

The following information serves as a guideline.

Credit Refund Policy

Rate of refund	Classes 9 weeks or shorter	Classes longer than 9 weeks
100%	within first 7 calendar days of class start date	within first 7 calendar days of class start date
50%	not applicable	within 8-14 calendar days of class start date
0%	after 7 days	after 14 days

Non-Credit Refund Policy

Rate of refund	Classes and Seminars
100%	before first day of class/seminar
0%	beginning the first day of class/seminar

ACADEMIC POLICIES AND STANDARDS

ACADEMIC INTEGRITY AND STANDARDS

MCC is committed to providing a superior educational experience for all students who attend. Academic integrity and honesty in all educational classrooms and programs are critical in providing this high level of education.

Students are expected to behave as responsible members of the College community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

In accordance with this philosophy and Chapter 10, Act 5 of the 1994 Illinois Community College Act, academic dishonesty in any form, including cheating, plagiarism and all other acts of academic theft, is considered intolerable. Authorized College personnel will not hesitate to impose appropriate sanctions up to and including suspension from MCC.

Any student who wishes to seek assistance pertaining to a problem related to a class may do so by contacting the dean or associate vice president of that department.

ATTENDANCE POLICY

As a student at MCC, students are expected to attend every class meeting. Attendance has repeatedly been shown to have a definite relationship to a student's grades, and repeated failure to attend classes can be expected to result in a lower grade and/or possible instructor-initiated administrative withdrawal from the course. Instructors may, at their discretion and with the full support of the College, require attendance, establish an excused absence policy and impose penalties for non-attendance. Such policies, if established by an individual instructor, will be provided in writing with the course syllabus and will be fairly imposed.

Extended Absence Notification for Students Office of Crisis Intervention and Prevention Services A252 (815) 479-7572

The Office of Crisis Intervention and Prevention Services may provide assistance to students who experience a family or personal emergency that will result in absence from classes for more than three consecutive class sessions (e.g. death in the family, unplanned hospitalization, etc.) by notifying the student's faculty via email. Documentation to support the absence is necessary and should be forwarded to the Office of Crisis Intervention and Prevention to be kept in a confidential file.

Each faculty member will determine if the absence is excused according to his/her attendance policy. Notification from the office of Crisis Intervention and Prevention Services for extended absences does not constitute an excused absence. Faculty members have individual and specific attendance requirements listed in the course syllabus, which students are expected to know and to abide by.

It is also highly recommended that students contact their instructor via email and/or phone even if they will only be absent one day or two consecutive days from classes. The instructor may request documentation to support the absence.

AUDITING CLASSES

An individual who desires only information and not academic credit or a grade may enroll as a class auditor. To guarantee space in the class, an additional fee will be charged to offset the loss in state reimbursement. Students may choose to audit a class at the time of registration or until the semester's withdrawal date.

DROPPING A CLASS

Students may drop a class without it being recorded on their transcript during the first two weeks of a class longer than 9 weeks, or during the first week of a class 9 weeks or shorter. Dropping a class can be done online, in person by visiting the Registration Office, or by fax (815) 455-3766. Visit www.mchenry.edu/registration/withdrawing.asp for more information.

WITHDRAWAL FROM A CLASS

The withdrawal period begins two weeks after the start date of a class longer than 9 weeks, or one week after the start date of a class 9 weeks or shorter. The withdrawal period ends three-fourths (3/4) of the way through the class, based on class start and end dates. For example, a student must withdraw from a 16 week class within the first 12 weeks. Refer to www.mchenry.edu/registration/withdrawing.asp for more information and for specific dates.

Upon withdrawal, a "W" will be recorded on the student transcript, but will not count in computing the student's grade point average.

Failure to attend classes does not constitute withdrawal. Withdrawal from class is valid only after the proper procedure has been followed. A failing grade will be posted on the student transcript if college withdrawal procedures are not followed.

To withdraw from a class, students are encouraged to consult directly with their instructor, an academic advisor and financial aid personnel to ensure that all respective requirements are still being met. You may withdraw online, in-person by visiting the Registration Office, or by fax (815) 455-3766. Include the student's name; student ID number; course prefix, number and section; course title; instructor; reason for dropping and student signature. Due to federal privacy regulations, withdrawal from a class cannot be accepted over the telephone.

Student Appeal for Late Withdrawal

If a student needs to withdraw from a class after the drop deadline date, he or she must follow this procedure:

Step 1: Arrange to contact the involved faculty member. If the instructor no longer works at MCC, contact the dean/associate vice president of the department to discuss the problem and seek a mutually acceptable solution.

Step 2: If dissatisfied with the outcome of Step 1, compose and submit a written statement outlining the nature of the problem and arrange to meet with the faculty member's dean/associate vice president to review the problem and seek its resolution.

Step 3: If resolution is not met in Step 2, the student may make a final appeal to the vice president of Academic Affairs and Workforce Development within seven business days of the dean/associate vice president's communication. The vice president of Academic Affairs and Workforce Development will review the appeal and evidence submitted in Step 2 and make a final decision.

NOTE: Efforts to resolve such problems must be made within 30 calendar days following the last day of the class.

Under limited circumstances, a student may petition for a change of grade after 30 calendar days following the last day of the class by submitting a written explanation and supporting documents (e.g. doctor's notes, court documents, etc.) to the vice president of Academic Affairs and Workforce Development for review.

Instructor/ Administrative Withdrawal

Students who no longer wish to continue in a class are responsible for completing the process to withdraw. Students who have excessive absences or are not actively pursuing the completion of course objectives (without having made arrangements with the instructor) may be subject to administrative withdrawal. If the student is administratively withdrawn, a grade of W will be recorded on their transcript. If a student is not administratively withdrawn, a failing grade will be posted on the student transcript.

Students also may be administratively withdrawn from their class for emergency or disciplinary purposes. If an instructor is recommending that a student be administratively

withdrawn for a behavior-related incident, he or she will forward an Incident Report to the director of Student Retention and Conduct to begin the complaint process.

Student Appeal of Instructor/ Administrative Withdrawal

A student may appeal an Instructor/Administrative Withdrawal within 30 calendar days following the last day of the class.

The procedure for appealing an Instructor/Administrator Withdrawal is as follows:

Step 1: Arrange to contact the involved faculty member. If the instructor no longer works at MCC, contact the dean/associate vice president of the department to discuss the problem and seek a mutually acceptable solution.

Step 2: If dissatisfied with the outcome of Step 1, compose and submit a written statement outlining the nature of the problem and arrange to meet with the faculty member's dean/associate vice president to review the problem and seek its resolution.

Step 3: If resolution is not met in Step 2, the student may make a final appeal to the vice president of Academic Affairs and Workforce Development within seven business days of the dean/associate vice president's communication. The vice president of Academic Affairs and Workforce Development will review the appeal and evidence submitted in Step 2 and make a final decision.

NOTE: Under limited circumstances, a student may petition for an appeal of Administrator/Instructor Withdrawal after 30 calendar days following the last day of the course by submitting a written explanation and supporting documents (e.g. doctor's notes, court documents, etc.) to the vice president of Academic Affairs and Workforce Development for review.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

MCC will permit enrolled students who are active military, reservists or National Guard and are called to active duty (either national, state or local) to either (1) complete any unfinished courses and/or coursework at a later date or (2) receive a full refund of tuition and fees for all classes in which they are enrolled for the semester in which they are called to active duty. If the student wishes a refund, an Exception to Refund form must be submitted to the Bursar's Office on the form provided and attach a copy of the formal orders attached.

GRADES AND GRADE POINT AVERAGES (GPA)

Final letter grades are earned for each course at the end of each semester. Grade Point Average (GPA) is calculated using quality points divided by attempted credit hours. A student's GPA is based solely on courses taken at MCC. Grades are recorded on each student's transcript according to the following performance criteria:

Grades calculated in GPA:

- A** Outstanding performance in mastering the subject. Achievement of superior quality. (4 grade points per credit hour)
- B** Consistent performance in achievement beyond the usual requirements of the course. Achievement of high quality. (3 grade points per credit hour)
- C** Performance of a satisfactory nature. Achievement demonstrating an understanding of the subject sufficient for continued study in the discipline. (2 grade points per credit hour)
- D** Minimally acceptable performance. Achievement demonstrating below average understanding of the basic elements of the course. (1 grade point per credit hour)
- F** Achievement at a level insufficient to demonstrate understanding of the basic elements of the course. (0 grade points)

Semester grade point average represents the average of the student's grades for only one semester. The cumulative grade point average represents the average of the grades of all courses the student has taken at MCC.

Grades not calculated in GPA:

All classes below number 100 are developmental classes and are not calculated into the College GPA.

- I** Incomplete – A temporary grade indicating completion of most but not all of the requirements of the course due to circumstances beyond the control of the student. (**NOTE:** An Incomplete grade requires the student to make necessary arrangements with the involved instructor to complete the remaining work before the end of the next regular [fall or spring] semester. Failure on the part of the student to do so will result in a grade of F.) An Incomplete grade does not meet prerequisite requirements and will affect a student's ability to register for the next level course.
- W** Student, instructor or administrator-initiated withdrawal from a course.
- X** Audit of a course. No credit or performance grade is awarded.
- S** Satisfactory completion of non-degree coursework or a credit course graded pass/fail.
- NC** Unsatisfactory performance in non-degree coursework or a credit class graded pass/fail.

REPEAT Course repeated, indicated by REPEAT in the hours or CEUs column.

FRGVN Forgiven grades, indicated by FRGVN in the "HRS ATT" column.

The above grades will be given unless otherwise specified in an individual course catalog description.

CLEP tests results are not part of GPA calculation. Transcripts will reflect the course that the CLEP test is for and the credit hours.

STUDENT APPEAL FOR CHANGE OF GRADE

MCC students who wish to appeal for a final class grade change must follow the procedure within 30 days from the last date of the class. The appeal must focus on a specific claim of unfairness such as:

- Miscalculation
- Failure to follow syllabus as related to grade calculation
- Faculty member error
- New information related to the class grade is available

A change of grade appeal determines if the final grade was determined appropriately. It is not designed to explore all material throughout the class to increase points or attempt to grade or re-grade individual assignments or projects.

Step 1 (Informal):

The student will contact the faculty member to review the grade and determine the specific claim of unfairness. If the faculty member no longer works at MCC, the student will proceed to Step 2.

Step 2 (Formal):

If a resolution is not met in Step 1, the student will meet with the faculty member's dean/associate vice president to clearly outline a formal grade appeal in writing. The formal appeal must identify the specific claim of unfairness and include all evidence to support such a claim. The dean/associate vice president will consider the appeal and communicate the decision in writing.

Step 3 (Formal):

If a resolution is not met in Step 2, the student may make a final appeal to the assistant vice president of Student Affairs within seven business days of the dean's/associate vice president's communication. The vice president of Student Affairs will review only material submitted in Step 2 and determine if the student has made a substantiated claim of unfairness. If the vice president of Student Affairs determines that the claim is unsubstantiated, the appeal will be denied. If the vice president of Student Affairs determines that the claim is substantiated, the vice president of Academic Affairs and Workforce Development will review the appeal and evidence submitted in Step 2 and make a final decision.

The vice president of Student Affairs will communicate the decision in writing.

NOTE: Under limited circumstances, a student may petition for a change of grade after 30 calendar days following the last day of the class by submitting a written explanation and supporting documents (e.g. doctor's notes, court documents, etc.) to the vice president of Academic Affairs and Workforce Development for review.

Grade Forgiveness Policy

McHenry County College's Grade Forgiveness Policy gives students who have significantly improved their academic performance a second chance at academic success and an opportunity to improve their overall grade point average. Candidates for the forgiveness policy may include students returning to college after military service, work experience, or recuperation from illness or personal problems who are committed to a new beginning in their academic career and can demonstrate their ability to succeed in credit courses.

Eligibility: A student can request a one-time forgiveness of:

- Up to 15 credit hours
- Credits completed within a consecutive 12-month period
- Prior D's or F's

after the following requirements are met:

- Fifteen consecutive college-level (100-200) credit hours have been completed at MCC with a cumulative grade point of 2.0 and no individual course grade lower than a C.
- At least twenty-four months have passed since the end of the term(s) of the grades to be forgiven. Special circumstances will be reviewed by the vice president of Academic Affairs and Workforce Development.

Note:

- Forgiveness of grades will be granted one time only for each student.
- Grades earned at other colleges cannot be applied toward eligibility requirements.
- The MCC Grade Forgiveness Policy does not override Financial Aid Satisfactory Academic Progress Policy.

Procedure:

1. A student must meet with an Academic Advisor to:
 - Review the student's academic record to determine whether the eligibility requirements listed above have been met and
 - Complete the official McHenry County College Grade Forgiveness Policy form.

2. The Grade Forgiveness form must be delivered by the Advisor to Registration. This form is not accepted directly from a student.
3. The final determination if eligibility requirements have been met is made by the director of Registration and Records.
4. The student will be notified of the outcome of this request. If grades are forgiven:
 - Each eligible MCC course and grade will remain on the official transcript, and will be indicated as "FRGVN" in the hours column. Each forgiven grade will be excluded from all MCC calculations of credit hours earned and from grade point average calculations.
 - Forgiven grades cannot be used to meet graduation requirements or to satisfy prerequisites.
 - MCC accepts no responsibility for the ways in which a transfer college/university or an employer might interpret a student's use of the forgiveness option.

Repeating Courses

Students may repeat any MCC course for the regular cost of the course if one of the following conditions is met:

- If the student has not completed the course with a grade of C or higher, the student may repeat the course once. After two attempts and if the student has not successfully completed the course with a grade of C or higher, the student may repeat the course one additional time after obtaining approval from the department chair/dean and associate vice president. All attempts on the course will remain on the transcript; however, only the highest grade received will be computed into the cumulative GPA. The repeat grade will be designated by a REPEAT in the hour column;
- The last time the student completed the course was at least four years prior or within a timeframe consistent with state regulatory guidelines and the student is repeating the course to upgrade his/her skills in that area; or
- The student took and passed the course at MCC but is being mandated to repeat the course due to technology changes in the curriculum of Career and Technical Education programs.
- Students who wish to repeat a course after receiving a grade of C or higher with the intent of bringing his/her GPA up to the minimum required for graduation, or to be accepted into limited enrollment program.

NOTE: The repeat policy does not impact the repeatable courses approved by ICCB and identified in the MCC Course Catalog.

CREDIT FOR PRIOR LEARNING

Increasingly, colleges and universities are recognizing the fact that successful learning is not limited to the formal classroom. MCC has endorsed this principle in various ways that recognize competency and award credit toward graduation for learning acquired outside of the traditional college setting.

Students may be awarded up to 30 semester hours of credit (this is the maximum that may be applied to a degree) through any combination of the following assessments:

1. Credit by Examination

- College-Level Exam Program (CLEP)
- Credit for Prior Learning
- Advanced Placement (AP)
- DANTES Subject Standardized Tests (DSST)
- IL State Seal of Biliteracy
- International Baccalaureate Exam (IB)
- MCC Proficiency Exam

2. Credit for Military Learning

- The Joint Services Transcript (JST) documents professional military education, training and occupation experiences of service members and veterans. The American Council on Education (ACE) collaborates with the U.S. Department of Defense to review military training and experiences and recommend appropriate college credit. Credit may be awarded based upon ACE recommendations. For more information on JST, please visit, <https://jst.doded.mil/official.html> and choose 'continue to this website'.

3. Credit for Workplace Learning

- MCC awards college credit for specific industry, national, and state certifications.

4. Credit for Prior Learning Portfolio

- Credit for prior learning can be earned via a portfolio review illustrating how the experience correlates with course objectives. MCC requires the student to prepare a portfolio documenting relevant information on experiences and background and then have a conference with an appropriate division dean. The instructor and the appropriate academic dean will determine the student's eligibility for credit.

Students who plan to transfer should be aware of the following:

- CLEP credits will not count toward meeting the IAI General Education Core requirements for students who transfer prior to completing their AA degree. Proficiency tests are not offered in subject areas where a CLEP test is available. In subjects where a CLEP test is unavailable, a proficiency test may be used to fulfill IAI.

- Acceptance of 'credit for prior learning' varies from institution to institution.

NOTE: "Credit for Prior Learning" does not count toward full-time enrollment status for enrollment verification for financial aid purposes.

Details about any of the methods for granting credit for prior learning experiences may be obtained from the Advising and Transfer Center or the Credentials Evaluation Office. Acceptance of credit for prior learning varies from institution to institution.

For more information, visit www.mchenry.edu/transfertomcc.

College Level Examination Program (CLEP)

Exams and Minimum Acceptable Score

General Exam	Score	Credit Granted	Class Equivalent
College Composition	50	3 Hours	ENG 151
College Mathematics	50	3 Hours	MAT NTR
Subject Exam	Score	Credit Granted	Class Equivalent
Humanities			
American Literature	50	6 Hours	ENG 260, 261
Analyzing & Interpreting Literature	50	3 Hours	ENG 251
English Literature	50	6 Hours	ENG 255, 256
Math & Sciences			
Algebra	50	3 Hours	MAT 161
Pre-Calculus	50	5 Hours	MAT 165
Calculus	50	5 Hours	MAT 175
Biology	50	8 Hours	BIO 157, 158
Chemistry	50	5 Hours	CHM 165
Chemistry	63	10 Hours	CHM 165, 166
Modern Languages			
French, Level I	50	8 Hours	FRE 151, 152
French, Level II	62	12 Hours	FRE 151, 152, 251
German, Level I	50	8 Hours	GER 151, 152
German, Level II	63	12 Hours	GER 151, 152, 251
Spanish, Level I	50	8 Hours	SPA 151, 152
Spanish, Level II	63	12 Hours	SPA 151, 152, 251
Social & Behavioral Sciences			
American Government	50	3 Hours	PLT 151
Educational Psychology	50	3 Hours	PSY 271
U.S. History I	50	3 Hours	HIS 170
U.S. History II	50	3 Hours	HIS 172
Human Growth & Development	50	3 Hours	PSY 250
Microeconomics	50	3 Hours	ECO 251
Macroeconomics	50	3 Hours	ECO 252
Introduction to Psychology	50	3 Hours	PSY 151
Introduction to Sociology	50	3 Hours	SOC 151
Western Civilization I	50	3 Hours	HIS 131
Western Civilization II	50	3 Hours	HIS 132
Business			
Financial Accounting	50	3 Hours	ACC 151
Information Systems	50	3 Hours	CDM 110
Introduction to Business Law	50	3 Hours	BUS 240
Principles of Management	50	3 Hours	MGT 150
Principles of Marketing	50	3 Hours	MKT 110

Credit for Prior Learning Portfolio

Course Number	Course Title	Credit Granted
ACC 110	Basic Accounting Procedures	3 hours
ACC 151	Financial Accounting	3 hours
ACC 220	Computer Applications for Accounting	3 hours
ACC 237	Income Tax Accounting	3 hours
ACC 239	IRS Practice & Procedure	3 hours
ACC 240	Enrolled Agent (EA) review	1 hour
ACC 241	Tax Internship	1 hour
ANI 100	2D Animation	3 hours
ANI 103	Animation Techniques 1	3 hours
ANI 105	3D Modeling and Animation 1	3 hours
ANI 203	Animation Techniques 2	3 hours
ANI 205	3D Modeling and Animation 2	3 hours
AOM 132	Database Systems I	3 hours
AOM 134	Introduction to Desktop Publishing	2 hours
AOM 135	Medical Terminology	3 hours
AOM 150	Legal Terminology and Transcription	3 hours
AOM 225	Law for the Legal Secretary	4 hours
AOM 234	Advanced Desktop Publishing	2 hours
ART 166	Introduction to Digital Tools	2 hours
ART 167	Graphic Design I	3 hours
ART 184	Jewelry/Metals I	3 hours
ART 241	Darkroom Photography I	3 hours
ART 248	Studio Lighting I	3 hours
ART 250	Digital Photography I	3 hours
ART 271	Ceramics I	3 hours
BUS 160	Introduction to Entrepreneurship	3 hours
BUS 162	Entrepreneurship Business Planning	3 hours
BUS 235	Business Ethics	3 hours
CLM 105	Sanitation and Safety	2 hours
CLM 106	Culinary Nutrition	3 hours
DGM 123	Digital 2D Design	3 hours
DGM 125	Digital Drawing 1	3 hours
DGM 170	Digital Video Production	3 hours
DGM 210	Game Design 2	3 hours
DGM 260	3D Game Development 2	3 hours
DGM 275	Portfolio Design	3 hours
ENG 105	Technical Communications	3 hours
ENG 108	Writing for the Web	3 hours
GRA 100	Adobe Design Suite	3 hours
GRA 167	Graphic Design I	3 hours
HFE 103	Martial Arts/Self Defense	1 hour
HFE 105	Yoga I	1 hour
HFE 110	Golf I	1 hour
HFE 125	Strength Training I	1 hour
HFE 202	Lifeguard Training	2 hours
HFE 210	Golf II	1 hour
HIT 137	Basic CPT Coding	3 hours
HRT 250	Horticulture Internship	1-3 hours
MAD 105	Programming for Android I	3 hours
MAD 107	Programming for iOS I	3 hours
WEB 115	HTML & CSS	3 hours
WEB-175	Website Development 1	3 hours

College Board Advanced Placement (AP)

Exams and Minimum Acceptable Score

AP Exam	Score	Credit Granted	Class Equivalent
Arts			
Art History	3	6 hours	ART 171, ART 172
Music Theory	3	3 hours	MUS 140
Studio Art: 2 D Design	3	1 hour	ELV GEN
	4	2 hours	ELV GEN
	5	3 hours	ELV GEN
Studio Art: 3 D Design	3	1 hour	ELV GEN
	4	2 hours	ELV GEN
	5	3 hours	ELV GEN
Studio Art: Drawing	3	3 hours	ELV GEN
English			
Language and Composition	3	3 hours	ENG 151
Literature and Composition	3	3 hours	ENG 151
	4	6 hours	ENG 151, ENG 251
Social & Behavioral Sciences			
Comparative Government and Politics	3	3 hours	PLT NTR
	4	3 hours	PLT 255
European History	3	6 hours	HIS NTR
Human Geography	3	3 hours	GEG ITRS
Macroeconomics	3	3 hours	ECO 252
Microeconomics	3	3 hours	ECO 251
Psychology	3	3 hours	PSY 151
US Government and Politics	3	3 hours	PLT NTR
	4	3 hours	PLT 151
US History	3	6 hours	HIS 170, HIS 172
World History	3	6 hours	HIS ITR
Math & Computer Science			
Calculus AB	3	5 hours	MAT 175
Calculus BC	3	5 hours	MAT 175
	4	10 hours	MAT 175, MAT 245
AB Subscore on Calculus BC	3	5 hours	MAT 175
Computer Science A	3	3 hours	PRG 105
Computer Science Principles	3	3 hours	ELV GEN
Statistics	3	3 hours	MAT 120
	4	3 hours	MAT 220
Sciences			
Biology	3	8 hours	BIO 157, BIO 158
Chemistry	3	5 hours	CHM 165
Environmental Science	3	3 hours	GEG 220
Physics C: Electricity and Magnetism	3	4 hours	PHY NTR
Physics C: Mechanics	3	4 hours	PHY 291
Physics 1: Algebra Based	3	4 hours	PHY NTR
Physics 2: Algebra Based	3	4 hours	PHY NTR
Physics 1 <u>AND</u> 2: Algebra Based	3 on both exams	8 hours	PHY 280, PHY 281
Modern Languages			
Chinese Language and Culture	3	8 hours	HUM NTR
	4	12 hours	HUM NTR
	5	16 hours	HUM ITR

College Board Advanced Placement (AP)**Modern Languages (continued)**

AP Exam	Score	Credit Granted	Class Equivalent
French Language and Culture	3	8 hours	FRE 151, FRE 152
	4	12 hours	FRE 151, FRE 152, FRE 251
	5	16 hours	FRE 151, FRE 152, FRE 251, FRE 252
German Language and Culture	3	8 hours	GER 151, GER 152
	4	12 hours	GER 151, GER 152, GER 251
	5	16 hours	GER 151, GER 152, GER 251, GER 252
Italian Language and Culture	3	8 hours	HUM NTR
	4	12 hours	HUM NTR
	5	16 hours	HUM ITR
Japanese Language and Culture	3	8 hours	HUM NTR
	4	12 hours	HUM NTR
	5	16 hours	HUM ITR
Latin	3	8 hours	HUM NTR
	4	12 hours	HUM NTR
	5	16 hours	HUM ITR
Spanish Language and Culture	3	8 hours	SPA 151, SPA 152
	4	12 hours	SPA 151, SPA 152, SPA 251
	5	16 hours	SPA 151, SPA 152, SPA 251, SPA 252
Spanish Literature and Culture	3	3 hours	SPA NTR
Capstone			
AP Research	3	3 hours	ELV GEN
AP Seminar	3	3 hours	ELV GEN

DANTES Subject Standardized Tests (DSST)**Exams and Minimum Acceptable Score**

Subject Exam	Score	Credit Granted	Class Equivalent
Humanities			
Ethics in America	400	3 Hours	PHI 251
Introduction to World Religions	400	3 Hours	PHI 261
Math			
Principles of Statistics	400	3 Hours	MAT 220
Social & Behavioral Sciences			
General Anthropology	400	3 Hours	ANT 151
Lifespan Developmental Psychology	400	3 Hours	PSY 250
Business			
Principles of Finance	400	3 Hours	ACC 245
Business Math	400	3 Hours	BUS 145
Introduction to Business	400	3 Hours	BUS 150
Introduction to Computing	400	3 Hours	CDM 110
Personal Finance	400	3 Hours	ELV GEN
Principles of Supervision	400	3 Hours	IMT 110
Human Resource Management	400	3 Hours	MGT 210
Criminal Justice / Health			
Criminal Justice	400	3 Hours	CJS 110
Substance Abuse	400	3 Hours	HFE 251
Here's to Your Health	400	3 Hours	HFE 150

Illinois State Seal of Biliteracy

The Illinois State Seal of Biliteracy posted to a student's high school transcript will be evaluated as twelve (12) credits of foreign language coursework at MCC (levels 151, 152, and 251). Credit granted will be based on foreign language course or Humanities equivalencies. The student must formally request evaluation for credit to be awarded by application, available in the Advising & Transfer Center or at www.mchenry.edu/transfertomcc. Credit must be applied to the college transcript within three academic years of high school graduation.

International Baccalaureate (IB)

Exams and Minimum Acceptable Score

IB Exam	Credit Granted	Score & Class Equivalent			
		Four	Five	Six	Seven
Language and Literature					
Language A HL	3 hours	ENG 151	ENG 151	ENG 151	ENG 151
Language A SL	3 hours	ENG NTR	ENG NTR	ENG NTR	ENG NTR
Literature B HL	3 hours	ENG 251	ENG 251	ENG 251	ENG 251
Literature B SL	3 hours	ENG NTR	ENG NTR	ENG NTR	ENG NTR
Literature & Performance	3 hours	ENG 251	ENG 251	ENG 251	ENG 251
Language Acquisition					
Classical HL	3 hours	HUM NTR	HUM NTR	HUM NTR	HUM NTR
Classical SL	3 hours	HUM NTR	HUM NTR	HUM NTR	HUM NTR
Language B HL	4 hours	HUM NTR (or 251)	HUM NTR (or 251)	HUM NTR (or 252)	HUM NTR (or 252)
Language B SL	4 hours	HUM NTR (or 152)	HUM NTR (or 152)	HUM NTR (or 152)	HUM NTR (or 251)
Language ab HL	4 hours	HUM NTR (or 151)	HUM NTR (or 151)	HUM NTR (or 151)	HUM NTR (or 151)
Language ab SL	4 hours	HUM NTR (or 151)	HUM NTR (or 151)	HUM NTR (or 151)	HUM NTR (or 151)
Individuals and Societies					
Anthropology HL	3 hours	ANT 151	ANT 151	ANT 151	ANT 151
Anthropology SL	3 hours	ANT 290	ANT 290	ANT 290	ANT 290
Business Management HL	3 hours	BUS 150	BUS 150	BUS 150	BUS 150
Business Management SL	3 hours	BUS 150	BUS 150	BUS 150	BUS 150
Economics HL	3 hours	ECO 252	ECO 252	ECO 252	ECO 252
Economics SL	3 hours	ECO 252	ECO 252	ECO 252	ECO 252
Geography HL	3 hours	GEG NTR	GEG NTR	GEG NTR	GEG NTR
Geography SL	3 hours	GEG NTR	GEG NTR	GEG NTR	GEG NTR
Global Politics HL	3 hours	PLT 251	PLT 251	PLT 251	PLT 251
Global Politics SL	3 hours	PLT 251	PLT 251	PLT 251	PLT 251
History HL	3 hours	HIS NTR	HIS NTR	HIS NTR	HIS NTR
History SL	3 hours	HIS 290	HIS 290	HIS 290	HIS 290
Info Tech HL	3 hours	ELV GEN	ELV GEN	ELV GEN	ELV GEN
Info Tech SL	3 hours	ELV GEN	ELV GEN	ELV GEN	ELV GEN
Philosophy HL	3 hours	PHI 151	PHI 151	PHI 151	PHI 151
Philosophy SL	3 hours	PHI 155	PHI 155	PHI 155	PHI 155
Psychology HL	3 hours	PSY 151	PSY 151	PSY 151	PSY 151
Psychology SL	3 hours	PSY 290	PSY 290	PSY 290	PSY 290
World Religions HL	3 hours	PHI 261	PHI 261	PHI 261	PHI 261
World Religions SL	3 hours	PHI NTR	PHI NTR	PHI NTR	PHI NTR
Sciences					
Biology HL	4 hours	BIO 157	BIO 157	BIO 157	BIO 157
Biology SL	4 hours	BIO 157	BIO 157	BIO 157	BIO 157
Chemistry HL	5 hours	CHM 165	CHM 165	CHM 165	CHM 165
Chemistry SL	5 hours	CHM 165	CHM 165	CHM 165	CHM 165
Environmental System HL	4 hours	BIO 157	BIO 157	BIO 157	BIO 157
Environmental System SL	4 hours	BIO 157	BIO 157	BIO 157	BIO 157
Physics HL	4 hours	PHY 280	PHY 280	PHY 280	PHY 280
Physics SL	4 hours	PHY 280	PHY 280	PHY 280	PHY 280

International Baccalaureate (IB)

Exams and Minimum Acceptable Score

IB Exam	Credit Granted	Score & Class Equivalent			
		Four	Five	Six	Seven
Arts					
Dance	3 hours	ELV GEN	ELV GEN	ELV GEN	ELV GEN
Film	3 hours	ELV GEN	ELV GEN	ELV GEN	ELV GEN
Music	3 hours	MUS 101	MUS 101	MUS 101	MUS 101
Theater	3 hours	THE NTR	THE NTR	THE NTR	THE NTR
Visual Arts	3 hours	ART 151	ART 151	ART 151	ART 151
Mathematics					
Mathematical Studies SL	3 hours	MAT 150	MAT 150	MAT 150	MAT 150
Mathematics HL	3 hours	MAT 150	MAT 150	MAT 150	MAT 150
Mathematics SL	3 hours	MAT 150	MAT 150	MAT 150	MAT 150
Further Mathematics HL	3 hours	MAT 150	MAT 150	MAT 150	MAT 150

Course Code Key

ITR in course code denotes IAI-approved General Education Core Curriculum (GECC).

NTR in course code denotes non IAI-GECC.

ELV-GEN course code denotes general elective credit.

ACADEMIC ACHIEVEMENT

Dean's List and President's Honor List Recognition

Room A252 (815) 455-8696

www.mchenry.edu/honors

Demonstrating its commitment to academic achievement, the College recognizes superior scholarship in two ways. Students enrolled in nine or more credit hours who maintain a semester GPA of 3.5 or higher are named to the Dean's List. Students enrolled in nine or more credit hours who maintain a semester GPA of 3.75 or higher are given the recognition of being named to the President's Honor List.

A certificate indicating the Dean's List or President's Honor List is presented to each student who meets the requirements.

The Dean's List and President's Honor List designations are only offered during fall and spring semesters.

Phi Theta Kappa

Chi Upsilon Chapter Office

Room E118 mccptk@mchenry.edu

Chapter Advisors Heidi Boring and Anne Humphrey

www.mchenry.edu/PTK

Founded in 1918, Phi Theta Kappa is the international honor society for two-year colleges offering associate's degree programs. MCC's Chi Upsilon Chapter is one of

more than 1,200 chapters in the United States and Canada. Early in the fall and spring semesters, eligible students are sent a letter of invitation to join Phi Theta Kappa. To qualify, a student must have earned a 3.5 GPA, accumulated a minimum of 12 grade-point credit hours, be currently enrolled in 6 credit hours, and be pursuing an associate's degree or enrolled in the baccalaureate transfer program.

The Phi Theta Kappa Society bases all programs on its four hallmarks: scholarship, leadership, service and fellowship. In addition to recognizing and promoting scholastic achievement, Phi Theta Kappa also provides members with opportunities for leadership development, encourages members to conduct service projects for the benefit of the College and the community, and fosters an atmosphere conducive to scholarly fellowship.

Phi Theta Kappa membership benefits at MCC include:

- Recognition of Phi Theta Kappa honors on College transcript for enhanced members completing a degree
- Leadership and service opportunities
- Eligibility for travel scholarships to regional and international events
- Eligibility for annual scholarships through the local chapter, Chi Upsilon
- Eligibility for Phi Theta Kappa transfer scholarships to Illinois colleges and universities
- Graduate Phi Theta Kappa

CHAPTER 4

WORKFORCE AND COMMUNITY DEVELOPMENT PROGRAMS AND SERVICES

ADULT EDUCATION

Room A362 (815) 455-8752
www.mchenry.edu/hse

The Adult Education department offers a variety of educational programs to meet the needs of the community. The program serves adults who are age 17 or older, who are not currently enrolled in high school, who have not yet completed their high school education, and/or need to learn English or improve their basic literacy skills.

An orientation and placement session must be completed in order to register for any class. Adult Education classes are offered at no cost to students, which is made possible by grant funding by the Illinois Community College Board.

Programs are offered at the MCC campus and at several satellite locations within the county.

ENGLISH AS A SECOND LANGUAGE (ESL)

Room A362 (815) 455-8752
www.mchenry.edu/esl

English as a Second Language (ESL) classes help adults whose native language is not English develop English skills in speaking, listening, reading and writing. Students are from a variety of different countries, and instruction is in English. Classes are offered at several levels including advanced, and textbooks are provided for classroom use.

HIGH SCHOOL EQUIVALENCY (HSE) PROGRAM

Room A362 (815) 455-8752
www.mchenry.edu/hse

HSE instruction prepares students to take the test required to earn the high school equivalency certificate. Instruction covers all the areas of the test: social studies, math and writing skills/language arts. HSE preparation is offered in both English and Spanish.

The HSE may also be completed through IPathway. This on-line class prepares students for the HSE. To qualify for IPathways, students must score at an eleventh grade reading level or higher on an assessment for placement and attend an orientation to register for this class. Visit the MCC website for more information.

ADULT VOLUNTEER LITERACY

Room A362 (815) 455-8542
www.mchenry.edu/volunteer

Volunteers wanted! Adult literacy tutors help students develop reading, math or English language skills. Volunteers may tutor students in a classroom setting or meet with individual students in libraries throughout the county. Throughout the year, Adult Volunteer Literacy, tutors develop the skills necessary to help other adults learn basic skills.

NOTE: *Volunteers need not speak another language to tutor ESL.*

WORKFORCE SERVICES

Room A124 (815) 455-8598
www.mchenry.edu/wioa

Workforce Services provides direct and coordinated services to adult residents of McHenry County. MCC is one of three partners that operate the McHenry County Workforce Center. Headquartered in Woodstock with a satellite office in Harvard, the center provides Workforce Innovation and Opportunity Act (WIOA) one-stop services for job seekers and businesses. The MCC Workforce Services staff at the Woodstock center provides college orientation, job-search assistance, and information on job opportunities and training.

WORKKEYS® ASSESSMENTS

Room A124 (815) 455-8598
www.mchenry.edu/workkeys

MCC offers WorkKeys® assessments to students, residents and businesses in northern Illinois. WorkKeys assessments measure an individual's skills and competency levels required to successfully perform on the job. Business and industry in the community are using WorkKeys to determine skill levels of current employees and often provide training to increase those skills of their workers. Some organizations are using WorkKeys to help identify which applicants have appropriate skill levels or which employees have the skills to be promoted. The department also offers WorkKeys assessments to teacher aides/paraprofessionals who are seeking the Paraprofessional License from the State of Illinois and the federal No Child Left Behind Act. Testing is provided that can lead to the National Career Readiness Certificate which is a portable credential that demonstrates core employability skills in Applied Math, Workplace Documents and Graphic Literacy. In addition, MCC students who complete certain career and technical education degrees and certificates are also assessed using WorkKeys.

CONTINUING EDUCATION (CE)— PERSONAL DEVELOPMENT

Room A109 (815) 455-8758
www.mchenry.edu/community

The Personal Development Program serves individuals who wish to continue learning throughout life. Students can register for classes, workshops or activities which do not carry college credit. These activities provide engaging, quality learning opportunities in a variety of subjects.

ONLINE CE/CAREER TRAINING

Room B256 (815) 479-7591
www.mchenry.edu/nconline

Online CE/Career Training offers a wide range of high quality, interactive courses that offer the convenience of online learning. Students have the ability to work at their own pace, anytime and anywhere.

CONFERENCES AND FACILITY RENTAL

Room B171 (815) 455-8764
www.mchenry.edu/conferences

With locations in both Crystal Lake (main campus) and McHenry (Shah Center), McHenry County College has the space you require for a successful event. The Luecht Conference Center, located on the main campus, features a 350-seat auditorium and meeting rooms for breakout sessions. There is also a private dining room and space for exhibitors or vendors. Shah Center, in McHenry, has a large meeting room with seating up to 100 as well as training rooms and a computer classroom. Space is available on both campuses on a fee basis for community groups and businesses for conferences, seminars, training sessions and other events. Catering services and professional audio visual support are also available.

THE SUSTAINABILITY CENTER

Room A248 (815) 479-7817
www.mchenry.edu/green

Since 1994, McHenry County College has been a proven leader and active partner in sustainability initiatives in the northern Illinois and Greater Chicagoland area. In 2012, MCC adopted a Sustainability Strategic Plan to move the college forward in reducing its carbon footprint and providing sustainability leadership in the local community and continue to guide MCC's sustainable initiatives through the year 2018. The mission of the McHenry County College Sustainability Center is to foster a green campus, green curriculum and green community. The vision is McHenry County College will be a premier model of sustainability and environmental stewardship.

The sustainability initiatives outlined in the plan support MCC's efforts to be a model of resource conservation and sustainability, while aligning with the College's mission and goal to focus on learning and student success. Through the implementation of strategic initiatives, MCC will continue to reduce its carbon footprint and become more environmentally sound while conserving its resources, both physical and fiscal. With this plan, MCC strives to create a greener campus, a greener curriculum and a greener community. Details about all three areas can be found at the Center's webpage.

RETIRED ADULT PROGRAM (RAP)

Room A109 (815) 455-8559
www.mchenry.edu/rap

The Retired Adult Program (RAP) provides stimulating and enriching educational opportunities for adults who are 50 years of age or older. A variety of classes and activities take place each month, including seminars, lectures, lunches, videos and discussion groups.

WORKFORCE TRAINING AND BUSINESS PROGRAMS

At the McHenry County College Shah Center

(815) 455-8593
www.shahcenter.mchenry.edu

Workforce Training and Business Programs provide open enrollment and customized workforce training. A full schedule of quality and affordable non-credit training programs are available throughout the year. Topic areas include Computer Applications, Leadership and Professional Development, and Safety and Manufacturing Skills. The quarterly publication, the *Catalyst*, provides current open enrollment class schedules and information on upcoming events. To meet specific business needs, customized contract training can be provided onsite at a business' location or at the Shah Center in McHenry.

PROFESSIONAL TRAINING PROGRAM

Room A109 (815) 479-7879
www.mchenry.edu/community

Professional Training Programs provide career education and continuing education for certified professionals. A full schedule of quality and affordable non-credit training programs are available throughout the year that provide opportunities for career exploration, development and enhancement. Topic areas include Patient Care Technician, Clinical Medical Assistant, Phlebotomy, and Real Estate. Opportunities are also available for professionals who need continuing education hours to meet requirements for license or certification renewal.

ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER (ISBDC)

At the McHenry County College Shah Center

(815) 455-6098

www.shahcenter.mchenry.edu/sbdc

The Illinois Small Business Development Center (ISBDC) is a grant-funded program that provides businesses with the necessary tools to grow and succeed. Since 1991, the ISBDC's experienced business professionals have been providing no-fee counseling to business owners throughout every aspect of starting, managing and growing a small business. Services include assistance with business plan development, funding preparation, financial management, marketing research and strategies and personnel management. The center also offers seminars and workshops to help business owners expand their knowledge and houses a small business resource library for client use.

FOCUS ON THE KIDS: HELPING YOUR CHILD COPE WITH PARENTS AT ODDS

Room B256 (815) 479-7591

www.mchenry.edu/focusonkids

Focus on the Kids: Helping Your Child Cope with Parents at Odds offers families with minor age children going through the process of divorce or separation an opportunity to understand the impact divorce can have on children. The program assists parents in developing solutions to common and unique dilemmas families face during this process of change. Parents learn effective ways of communicating with each other and how to make decisions that are in the best interest of their children.

TRAFFIC SAFETY PROGRAM

At the McHenry County College Shah Center

(815) 479-7777

mcctss@mchenry.edu

The Traffic Safety Program offers three National Safety Council classroom defensive driving classes. Taught by National Safety Certified Instructors, classes are offered on-site or online. Driver Safety classes are available to anyone who wants to take a refresher class, learn skills to avoid accidents and citations, learn about new laws, possibly reduce insurance costs, or just be a safe driver.

The Traffic Safety Program also offers driver safety classes for business and industry and can teach classes at an employer's facility to meet their schedule.

The Alive at 25™ program is ideal for new drivers and compliments standard driver's education courses by helping young drivers commit to positive driving choices.

These programs have proven to be effective at improving skills, decreasing the possibility of future traffic violations and reducing the possibility of serious accidents.

ACADEMIC AND STUDENT SERVICES

MCC supports the development of the whole person. In keeping with this philosophy, the College offers a wide range of services and programs.

ACCESS AND DISABILITY SERVICES

Room A260 (815) 455-8766 Office
(815) 455-7237 TTY
(815) 261-0098 Video Phone
www.mchenry.edu/access

The Access and Disability Services Department at MCC provides accessibility resources to otherwise qualified students with documented disabilities or other barriers to learning. The goal is to provide these students with the same opportunity to succeed in college as other students. Whether the disability is physical, medical, learning, or psychiatric, our comprehensive support services may help the student achieve his or her potential. Accommodations may include extended testing time, test readers, access to written notes, alternative textbook formats, sign language interpreters, etc.

MCC's focus is on ability—not disability—as we work to provide equal access for students with special needs. Students present current, appropriate diagnosis documentation during an intake appointment with the department manager to determine eligibility. Some students in career and technical education programs who have limited English proficiency or are academically disadvantaged may also qualify for support services. Intake appointments are made by calling the phone number above.

ACADEMIC ADVISING

Room A257 (815) 479-7565
www.mchenry.edu/advising

Academic Advisors serve all current and returning students in good academic standing. Students are encouraged to make an appointment or meet with an Academic Advisor and there is some walk-in time available. New, full-time students will initially meet with an Academic Advisor during New Student Orientation. Athletes, Veterans and Access and Disability Services students are assigned to a dedicated Academic Advisor, providing additional support to these specific populations.

Academic Advisors assist students with:

- Creating an Academic Educational Plan
- Exploring course options
- Understanding degree and certificate requirements

- Completing unofficial audits towards degree and certificate progress
- Matching major to career goals
- Transfer guidance
- Illinois Articulation Agreement information

Early Advising

Students are encouraged to take advantage of Early Advising which is available during the first 6 weeks of the semester. During this time, students check in with an Academic Advisor to review current classes and plan for the upcoming semester without a long wait, before Priority Registration begins.

Prerequisite Waivers

For those students who have completed coursework at another institution, Academic Advisors are able to review transcripts towards course prerequisites. Students are asked to provide a transcript copy via email, fax or in-person to determine if prior coursework fulfills the prerequisite.

Course Overload

Information on Course Overload can be found under Registration in Chapter 2.

CAREER SERVICES

Room A254 (815) 455-8576 or (815) 455-8566
www.mchenry.edu/careerservices

The Career Service Center provides career development preparation and resources for students, alumni and in-district community residents.

- Career Coach, personality to career assessment that can assist with educational and career planning
- Career planning
- Resume and cover letter development
- Resume and cover critique
- Practice interviews
- Internship and job search strategies
- Access to job postings and search information 24 hours a day through Hire a Scot, www.mchenry.edu/hireascot
- Career development workshops
- On campus employer information tables and networking opportunities
- Information on career fairs

CHILDREN'S LEARNING CENTER (CLC)

Room C115 (815) 455-8555
www.mchenry.edu/clc

The Children's Learning Center (CLC) provides a developmentally appropriate learning environment for young children, in addition to being a lab site for MCC's Early Childhood Education students. The CLC is state licensed and open to the public. Two flexible-scheduling programs for children include a classroom for children between the ages of 15 months and 3 years, and one for children between 3 and 6 years. Preschool programs are available for 3-year-olds, 4-year-olds and 5-year-olds who miss the kindergarten cut-off date of September 1. Parents interested in registering their children should contact the CLC directly.

CRISIS INTERVENTION AND PREVENTION SERVICES

Room A252 (815) 479-7572
www.mchenry.edu/crisis

The Office of Crisis Intervention and Prevention Services is available as a resource for students needing assistance with life circumstances that may interfere with their learning and success at MCC. We work collaboratively with other offices at MCC as well as community partners to provide students with a wide range of services that meet their needs. Walk-ins and appointments are available. No appointment is needed for an emergency or crisis situation. Students needing assistance with a crisis situation after office hours should contact the 24-hour Centegra Crisis Services at (800) 892-8900 or download the MCHelp app in their mobile app store to speak with a professional counselor 24 hours a day.

DISTANCE LEARNING

www.mchenry.edu/online

Distance Learning Degrees **(www.mchenry.edu/onlineprograms)**

MCC offers accredited Associate in Arts, Associate in Science and Associate in General Education degrees via distance learning technology.

Online Courses

Online courses are easily accessible via the Internet. Students need access to a computer with certain specifications (see MCC's Course Management System information). Students may interact with the instructors via MCC's course management system, telephone and/or campus visits but not for instruction.

Blended Courses

Blended courses typically involve a mix of distance learning technology and face-to-face classroom instruction. A significant portion of coursework is completed online.

MCC's Course Management System

Canvas is the college-wide course management system used to support distance learning delivery and participation. If you are new to MCC or Canvas, you should complete the Canvas orientation course, "How to Take a Course at MCC Using Canvas," before your online course begins. The orientation course is available in Canvas one week prior to the start date of your online or blended course.

Look for Courses in the global navigation at the top of your Canvas homepage. Click "Courses" and select "How to Take a Course at MCC using Canvas" from the menu.

All of this info is available at www.mchenry.edu/canvas. Students with either PC or Mac computers should access Canvas using the latest version of browsers, including Internet Explorer, Firefox, Google Chrome, and Safari. Canvas can also be accessed through iOS and Android mobile devices.

FINANCIAL AID, SCHOLARSHIPS AND VETERAN BENEFITS

Room A262 (815) 455-8761
(815) 455-8594 fax
www.mchenry.edu/financialaid

MCC is committed to helping students overcome financial barriers to reach their educational goals. Financial aid is monetary assistance to help students meet the expenses of attending college. Aid may come in the form of grants, loans, student employment, scholarships, outside assistance or a combination thereof.

Students applying for federal or state aid are required to submit the Free Application for Federal Student Aid (FAFSA) and declare a financial aid eligible certificate or degree program. The FAFSA can be completed at www.studentaid.ed.gov. FAFSA on the web worksheets are available to help prepare required information for application completion.

Eligibility Requirements for Federal (Title IV) Aid

To be eligible for assistance a student must:

- demonstrate financial need as determined by the FAFSA (for most aid programs)
- be a citizen of the United States or an eligible noncitizen
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- be registered with Selective Service, if you are a male between the ages of 18 and 25
- be enrolled as a regular student in a financial aid eligible certificate or degree program. Only classes required for your selected degree or certificate will be eligible for financial aid.

- maintain Satisfactory Academic Progress (SAP).

www.mchenry.edu/financialaid/progresspolicy.asp

(GPA = 2.0 Completion Rate of 67%)

- sign the certification statement of the FAFSA stating that
 - You are not in default on a federal student loan and do not owe money on a federal student grant and
 - You will use federal student aid only for educational purposes and
- show you're qualified to obtain a college education by
 - Having a high school diploma or a recognized equivalent such as a General Educational Development(GED) certificate
 - Completing a high school education in a homeschool setting approved under state law or
 - Enrolling in an eligible career pathway program and meeting on of the "ability-to benefit" alternatives. <https://studentaid.ed.gov/sa/eligibility/basic-criteria>

Federal and State Aid—

Grants: need based assistance without the requirement of repayment. Students can receive federal and state grants at only one institution each semester.

Grants offered at MCC:

www.mchenry.edu/financialaid/grants.asp

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Illinois Monetary Award Program Grant (MAP)

Loans: assistance requiring repayment with interest. Students must be enrolled at least half time.

Loans offered at MCC:

www.mchenry.edu/financialaid/loans.asp

- Federal Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education. Interest begins to accrue after the student graduates or becomes enrolled less than half time (6 credit hours).
- Federal Direct Unsubsidized Loans are loans made to eligible undergraduate students, but in this case the student does not have to demonstrate financial need to be eligible. Interest begins to accrue at the time of disbursement.
- Federal Direct Parent Loans for Undergraduate Students are loans made to parents of dependent students to help cover the cost of higher education not covered by other financial aid.
- Information on Private alternative loans is also available at the Office of Financial Aid.

Federal Work-Study provides part-time jobs for students with financial need without the requirement of repayment.

Students may obtain a job on campus and earn a weekly paycheck. Job listings can be found at www.mchenry.edu/workstudy. Institutionally funded positions may be available for students not eligible for federal work-study through the FAFSA.

Disbursement Information

Pell grant funds will be applied to student account balances on a weekly basis beginning 10 days into the semester. Excess PELL grant funds as well as state and federal grant funds are posted to student accounts at the midpoint of the semester. MAP grants are applied to tuition only. PELL and SEOG grants are applied to tuition and other allowable institutional charges.

Loans are applied to student accounts in two disbursements. For example, funds for loans that cover a two semester period will be applied once each semester; loans that cover only one semester will be split into two disbursements during that same semester. Loans will disburse according to the appropriate disbursement schedule provided by the Financial Aid office. Loans are also applied to tuition and other allowable institutional charges.

Students must keep their contact information current with MCC to avoid disbursement delays. Students are responsible to pay MCC for any tuition, fees, and other institutional charges that financial aid does not cover. Students with overdue payments will be billed 33.33% in collection charges.

Credit balances will be disbursed according to a student's BankMobile selection. For information on BankMobile please visit www.mchenry.edu/refunds.

Title IV Credit Balance Policy

MCC's policy on paying all Student Credit Balances is modeled after the requirements of Title IV student credit balances. A Title IV credit balance occurs whenever the college credits Title IV program funds to a student's account and those funds exceed the student's allowable institutional charges.

Allowable institutional charges, include:

- Current charges for tuition, fees and bookstore purchases
- Other educationally related charges incurred by the student at MCC, with the student's written authorization
- Prior-year charges, up to and not exceeding \$200, with the student's written authorization

Disbursement:

MCC pays the excess Title IV program funds (the credit balance) directly to the student as soon as possible, but no later than 14 days after:

- The date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or

- The first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

Depending on the specifics of the situation, for students who have a credit balance and are recipients of Title IV federal aid, the level of aid awarded may need to be recalculated by the school's financial aid office.

Written Authorization:

Students (or parent borrowers) must provide written authorization before MCC can perform any of the following actions with respect to credit balances related to Title IV federal aid funds:

- Hold a credit balance in the student's account across terms within the same award year, or
- Apply funds awarded for the current year to prior year charges, up to \$200, to pay for allowable institutional charges

Financial Aid Return of Funds Policy

Financial aid awards are set based on student enrollment during each term. McHenry County College (MCC) is required to determine the percentage of Title IV aid earned by the student and return the unearned portion to the appropriate aid programs. Regulations require schools perform calculations within 30 days from the date the school determines a student's complete withdrawal. The school must return the funds within 45 days of the calculation. If a student receives financial aid and withdraws completely from MCC prior to completing 60% of the semester, an overpayment may result.

MCC will determine:

The total amount of Title IV aid that could have been disbursed for the semester in which the student withdrew. The total amount of Title IV aid disbursed for the semester in which the student withdrew. Title IV aid is counted as disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew. The last day of attendance based on the date a student officially withdrew either in person or online. The last date of academic activity for an unofficial withdrawal or instructor withdrawal will be determined by the date of last attendance reported by the instructor.

MCC will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed divided by the total number of calendar days in the semester for which the student withdrew. The total number of calendar days in a semester will not exclude any scheduled breaks of more than 5 days.

Days Attended ÷ Days in Enrollment Period = Percentage Completed.

If the calculated percentage completed exceeds 60% the student has earned all the Title IV aid for the enrollment period.

MCC will calculate the amount of Title IV aid earned as follows:

The percentage of Title IV aid earned multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew.

Total Aid Disbursed × Percentage Completed = Earned Aid

Amount of Title IV aid to be disbursed or returned

If the aid already disbursed equals the earned aid, no further action is required.

If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned

If the earned aid is less than what has been disbursed MCC will calculate a post-withdrawal disbursement. When a post-withdrawal disbursement includes loan funds MCC will email the student in order to receive their permission to disburse any loan funds. Students may choose to decline some or all of the loan funds so additional debt is not incurred. Students will be given 14 business days to accept their PWD via email or in person. It is also important students understand accepting a post-withdrawal disbursement of student loan funds will increase their overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education.

MCC may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, bookstore charges and fees. However, MCC needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

Repayment of Federal Aid Programs

Federal regulations require the following aid programs to be repaid in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS (Parent) Loan
4. Federal Pell Grant

www.mchenry.edu/financialaid/know.asp.

Scholarships and Veteran Benefits

Scholarships: Gift assistance based on academic achievement, athletic ability, ethnic or family background, or a special talent or ability. Visit www.mchenry.edu/scholarships to review scholarships offered by MCC. Local scholarships may be advertised in the local newspaper and students should check with clubs and employers for offered scholarships. Finally, be sure to visit www.isac.org for online scholarship search links.

Veteran Educational Benefits: Eligibility is based on military service and determined by the Department of Veteran Affairs or the Illinois Student Assistance Commission (ISAC). Students can get information for specific benefit questions and application information in the Office of Financial Aid and Veteran Benefits or at www.mchenry.edu/financialaid/veterans.asp.

Benefits offered through MCC:

- Post 9/11 G.I. Bill
- Montgomery G.I. Bill – Active Duty
- Montgomery G.I. Bill – Selected Reserve
- Reserve Educational Assistance Program
- Survivor's and Dependent's Educational Assistance Program
- Transfer of Entitlement (TOE)
- Fry Scholarship
- Illinois Veterans Grant
- Illinois Nation Guard
- MIA/POW Scholarship (dependent benefit)
- Military Tuition Assistance – Army reservists can visit www.goarmy.com after invoices have been approved through their unit. Marine invoices are turned in directly to the Office of Financial Aid.

Military transcripts are available at <https://jst.doded.mil/smart/signIn.do>

Disclaimer

Every attempt is made to provide accurate and current information. Changes in federal, state or institutional funding allocations, policy, law or regulations after this catalog is printed, may require amendments or corrections to published policies.

FITNESS CENTER

Room A202 (815) 455-8551
www.mchenry.edu/fitnesscenter

The Fitness Center is a college/community fitness facility conveniently located on campus. Through programs designed by degreed and certified instructors, students and other members learn how safe and effective exercise can promote a healthy lifestyle and reduce major health risks. Members can take advantage of a wide variety of exercise

equipment, fitness evaluations, one-on-one program consultations, special programming, educational seminars and printed resources. The Fitness Center offers a supportive environment for getting and staying healthy and fit.

HIGH SCHOOL PLUS

For Career and Technical Education (CTE) programs, MCC collaborates with the McHenry County Cooperative for Employment Education.

Room A218 (815) 455-8569
www.mchenry.edu/highschoolplus

MCC's Workforce Services staff coordinates High School Plus initiatives that make it possible for eligible students to earn college credit while still in high school. Academic and Career and Technical Education (CTE) courses are offered at MCC through the High School Plus Program. CTE courses are offered at local high schools through formal articulation agreements between the high school and MCC. Additionally, CTE courses are offered at MCC for dual credit. MCC collaborates with the McHenry County Cooperative for Employment Education to ensure that CTE programs transfer from the secondary to the postsecondary level.

INTERCOLLEGIATE ATHLETICS, INTRAMURALS AND RECREATION

Room A109 (815) 455-8580
www.mchenry.edu/athletics

Intercollegiate Athletics, Intramurals and Recreation (AIR) provides quality opportunities for athletic and personal development, including competitive, instructional and recreational programs and support services. MCC's many sports and recreation offerings strive to enhance students' college experience and serve their diverse interests and abilities. Athletic prospects/recruits are invited to fill out and submit an Electronic Interest/Inquiry Form available on the Scots' athletic website. MCC's athletics programs also contribute to and involve our surrounding communities in a positive way.

INTERNATIONAL STUDIES (STUDY ABROAD PROGRAMS)

MCC is an active member of the Illinois Consortium for International Studies and Programs (ICISP). Through this consortium, MCC students can experience studying and living abroad in such countries as Austria, China, Costa Rica, England, France, India, Ireland and Spain. Students receive MCC credit for the classes taken at an international college or university. Fall, spring and summer semester programs are available. For more information, contact Lindsay Carson, chair of International Studies at lcarson@mchenry.edu or visit www.mchenry.edu/internationalstudies.

KIDS AND COLLEGE

Room A257 (815) 455-8597

www.mchenry.edu/kidsandcollege

Kids and College offers a variety of quality academic and enrichment classes and full day STEM (science, technology, engineering, and math) camps over the summer for entering 1st–12th grade students. These non-credit classes and camps are designed to prepare students for their upcoming school year, expose them to 21st century learning skills and expand their knowledge in many content areas. All classes are held at MCC. The exceptional teachers, MCC faculty and camp counselors use best practices in teaching to engage students, bringing their passion and enthusiasm each day so that each child can experience the joy of learning.

In addition, Kids and College offers year round SAT Prep Courses (with ACT strategies) and practice tests to help prepare high school students for success with this exam.

Visit www.mchenry.edu/kidsandcollege for summer catalogs and www.mchenry.edu/prep for prep course schedules.

LEARNING COMMUNITIES (LC) - TWOFERS

The Learning Communities (LC) Program—also known as Twofers—at MCC integrates the material and subject matter from two courses into one for a single, exceptional classroom experience. These courses are team-taught by two instructors who share a vision and theme for their class. (Two fer the price of one—twofers!)

For example, MCC currently offers an LC class that combines Introduction to Literature and Advanced Composition. Though the goals of each course are different, both instructors share a vision that allows them to create a course which focuses on censorship as a theme. Students get the classroom time, instructor contact, credit hours, and fulfill the requirements of both courses, but with a single theme and shared assignments. The example class, for instance, asks students to read censored works of literature and to learn to write at the college level about these texts and examples of censorship. By using this approach, both classes achieve their separate goals in a fluid, multifaceted way.

Mission

It is the mission of the MCC Learning Communities Program to create innovative, challenging, interdisciplinary courses, while retaining the integrity of individual department and division missions, objectives and goals.

Learning Objectives

Students will -

- Think critically: demonstrate complex interdisciplinary analysis.
- Engage globally and ethically: interrogate cultural truths across traditional boundaries.

- Articulate the interconnectedness of topics across curriculums.
- Participate in the formulation of a distinct community of learners.

An updated list of Learning Community classes can be found at www.mchenry.edu/twofer.

For more information, please contact Kate Middy, chair of Learning Communities at kmiddy@mchenry.edu.

LIBRARY

Room A212 (815) 455-8533

www.mchenry.edu/library

The MCC Library meets the information needs of the college community by providing a balanced collection of resources in all appropriate formats; teaching our patrons to find, evaluate and use information effectively; and delivering friendly, courteous and professional service. We value intellectual freedom, inquiry, and lifelong learning, and we encourage these values in those we serve.

MCC 101: THE COLLEGE EXPERIENCE

Room A257 (815) 455-8765

www.mchenry.edu/collegeexperience

MCC 101: The College Experience is a course aligned with MCC's four General Education Goals and designed to support students during their transition to McHenry County College. Students will experience engaging activities that promote examination and development of skills connected to success in a collegiate setting. The class provides a forum for students to ask questions as they begin their journeys in higher education, and it fosters an introspective look at skill sets that are vital to success in college and beyond. MCC 101 introduces students to the four General Education Goals: critical thinking, effective communication, information literacy, and professionalism; and the goal of the course is to help students achieve success.

All full-time students must successfully complete MCC 101 preceding or during their first semester at MCC unless they have completed one of the following:

- 24 semester hours of college credit with a 2.0 cumulative GPA.
- A course equivalent to MCC 101 at another college, documented on a college transcript. The student is responsible for notifying the coordinator of MCC 101 to determine if a waiver can be applied.

If the MCC 101 requirement has not been satisfied preceding or during the first semester, the student's ability to register for classes for a second semester at MCC will be restricted. For more information visit www.mchenry.edu/collegeexperience

MULTICULTURAL AFFAIRS

Room A247 (815) 479-7749
www.mchenry.edu/multicultural

Multicultural Affairs provides a variety of resources and opportunities to help minority and underrepresented students become acclimated to the college campus, gain access to student support services, and learn effective academic skills. All students are encouraged to participate in college-wide programs, build a support network with staff, and participate in social and cultural activities. Additionally, Multicultural Affairs promotes cross-cultural awareness on campus and creates an environment supportive of diversity of all kinds by coordinating individual and group activities.

REGISTRATION

Room A258 (815) 455-8588
www.mchenry.edu/registration

The Registration Office assists students with registration transactions including adding and dropping classes, payment for tuition and fees, and ordering transcripts.

SAGE LEARNING CENTER

Room A212 (815) 455-8579
(inside Library) www.mchenry.edu/sage

The Sage Learning Center is a general tutoring center for students registered in college credit courses, seeking assistance in a variety of academic subject areas. The Center primarily provides tutoring in math, writing/English, the sciences, study skills, and several other subjects. Tutoring is delivered by professional and peer tutors on a drop-in and an appointment basis. Other services include workshops, individual appointments, resource materials, and in-class academic support services.

STUDENT CODE OF CONDUCT

Room A252 (815) 455-8696
www.mchenry.edu/conduct

Consistent with the MCC mission is an expectation that students will behave appropriately with emphasis on self-respect and respect for others. It is the practice of the College to respect the properly exercised rights of its students. The College recognizes a student's rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of MCC services and facilities.

The Student Code of Conduct has been established to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at MCC.

Each student is responsible for knowledge of and compliance with this Student Code of Conduct. The College further recognizes each student's rights to fair procedures, including

notice that specifies the alleged violation(s) of the Code of Conduct, an opportunity to respond to the allegations, and an appeal process appropriate to the nature and potential consequences of the violation.

STUDENT ACTIVITIES

Room A247 (815) 455-8550
www.mchenry.edu/studentlife

The Student Activities Office provides quality student-centered programs, services and involvement opportunities that foster leadership, civic engagement, and student development. Student Activities promotes a fun and engaging environment for MCC students by organizing a variety of campus activities that educate and entertain. All students are encouraged to take advantage of leadership opportunities, volunteer opportunities, as well as hold leadership positions within our student organizations. The office assists MCC's 30+ student organization in the planning of programming and activates around the wide variety of student needs and interests. Contact the Student Activities Office for more information about involvement opportunities or to form a new student organization!

STUDENT PERFORMANCES, PUBLICATIONS AND ARTWORK

MCC offers a variety of arts opportunities for students interested in composing, producing and performing. In addition to a music club, the College sponsors a jazz band, a concert band and a chorus that perform on campus and in the community. The Black Box Theatre (located in Building E) serves both as an instructional facility and as a theatre for productions throughout the year. The Drama Club facilitates student-driven productions. For writers, the College offers *Voices*, a literary magazine featuring original work and readings, and the *Tartan*, a student newspaper for those interested in various facets of journalism. The Art Department features regular displays throughout the College of photography, paintings, drawings and pottery created by students. Artspace 144 is a gallery that was designed specifically for exhibition of student work. Every spring semester, the Art Department mounts a juried student art exhibit. MCC students and faculty also participate in the Skyway Art Exhibition and Music and Literature Festivals each year. See www.mchenry.edu/voices for past publications and future submission deadlines.

See www.mchenry.edu/voices for past publications and future submission deadlines.

See www.mchenry.edu/theatre for photos of past performances and details of future auditions.

See www.mchenry.edu/artevents for the Fine and Performing Arts Events.

See www.mchenry.edu/artgallery for exhibit schedules and gallery information.

STUDENT SUCCESS CENTER

Room A247 (815) 455-8550

The Student Success Center provides quality student space that is centered around engaging students, programs for diversity and success, and involvement opportunities that foster leadership, civic engagement, and student development. The Center is comprised of: The Student Life Office, Office of Multicultural Affairs, and MCC's Student Success Coaches.

STUDENT VETERANS RESOURCE CENTER

Room C122 (815) 479-7543
www.mchenry.edu/veterans

MCC offers personalized attention to help veterans select a program of study that draws upon their military experience and guides them towards a fulfilling career path.

- Study/workgroup space
- Access to scholarships and grants
- Career and job resources
- Concierge service
- Student Veterans of America (SVA) Chapter

TESTING CENTER

Room A245 (815) 455-8984
www.mchenry.edu/testingcenter

The Testing Center proctors many kinds of tests for MCC students and community members. Picture identification is required for each test taken. Tests issued by external institutions require a government-issued ID showing name, address, date of birth, signature and photograph. Appointments are needed for CLEP, CNA, GED, TEAS and online tests. Make-up tests, and placements for English, reading, math, and modern languages are done on a walk-in basis but are subject to time restrictions. Make-up tests require a \$5 fee, payable in the Registration Office prior to taking the test. All tests must be started at least 30 minutes prior to the Testing Center closing time and completed five minutes prior to closing. Please call ahead for further information about a specific test or about the Testing Center regulations and hours of operation.

WORK-BASED LEARNING

Room A252 (815) 455-8706
www.mchenry.edu/apprentice

Bridging classrooms and careers, Work-Based Learning provides real-world career experiences in combination with academic curriculum in a variety of modalities: apprenticeships, internships, and exploration. Working with the companies in the local areas, experiences are being developed to provide a work-based learning experience to every student who wants one.

APPRENTICESHIPS

In an Earn-and-Learn model, apprenticeships build their knowledge and skills in the classroom and on-the-job. This comprehensive training program combines job-related credit courses with structured on-the-job training providing salary, benefits, and paid tuition.

Apprenticeships are currently available in the following areas:

- AAS Engineering
- Industrial Maintenance Technician Certificate
- CNC Machining Professional Certificate
- Welding Certificate
- IT

INTERNSHIPS

Internships are short work experiences within a specified field of study. Internships are called different things in various field of study: in Criminal Justice and Fire Science, it is a field experience; in Emergency Medical Technician (EMT) and Nursing programs, internships are known as clinicals; in Culinary Arts and Early Childhood Education, it is a practicum. Some courses of study require an internship experience, for others, it is optional. A credit internship has specific learning outcomes. Non-credit internships take many forms. Additional information about internships can be obtained in the Career Services office and the Work-Based Learning office.

EXPLORATION

Less intensive work experiences that could include job shadowing, service learning, career field trips, company rotations, and classroom speakers. Exploration allows for brief introductions to career fields and companies to answer questions about those careers and help students decide on their career path.

GRADUATION**GRADUATION PROCEDURES**

www.mchenry.edu/graduation

For questions on:

Degree Audits: (815) 479-7632

Commencement: (815) 479-7547

Students are responsible for knowing and observing the requirements of their certificate or degree program and the rules governing academic progress. Academic Advisors are available to assist students in making informed decisions for course selection and long-term educational plans. Each student has the responsibility to fulfill the requirements for the certificate or degree, check the eligibility to take courses, and observe the academic rules governing the program. Specifically, each student has the responsibility to fulfill the requirements for the certificate or degree, check the eligibility to take courses, and observe the academic rules governing the program.

Academic requirements may change with each edition of the College catalog. Students are responsible for the certificate or degree requirements that are specified in the official College catalog at the time the student completes his/her first credit course. A student may elect to follow the certificate or degree requirements set forth in any subsequent catalog if it is in the student's best interest and the student completes all the requirements of that catalog. Requirements may not, however, be combined from different catalogs. In no case may a student graduate using the requirements of a McHenry County College catalog that is more than five years old prior to the date of graduation.

In the case of curriculum changes, or the cancellation or withdrawal of courses, the associate vice president, working with the department chair/dean, may make adjustments to a student's requirements to meet the changes in program requirements. Efforts will be made to coordinate earlier coursework in a way most beneficial to the student to fulfill curriculum requirements. All course substitutions must be approved in writing by the department chair/dean and associate vice president. A degree or certificate cannot be awarded if the program has been withdrawn.

All financial obligations to the College must be paid. Failure to clear financial liability may delay the processing of diploma/certificates until such obligation is cleared.

Through myMCC>Self-Service>StudentPlanning>My Progress, students have the ability to evaluate their progress toward completion of a degree or certificate program, by identifying which courses have been completed and which courses are still needed to fulfill program requirements. In addition, students may check to see how completed courses may be applied to a different academic program by using the "View a New Program" feature.

It is the responsibility of the student to know and fulfill all degree/certificate requirements and graduation procedures.

Candidates for graduation must apply during the semester in which they will complete graduation requirements. Students apply for graduation via myMCC > Self-Service > Graduation Overview, before the following deadlines:

- May graduates—April 1
- August graduates—August 1
- December graduates—November 1

Commencement Exercises

Commencement exercises are held in May and in December each year. Students who are graduating in May participate in the Spring Commencement. Students graduating in August or December participate in the Winter Commencement. For information on the commencement ceremony visit www.mchenry.edu/commencement.

NOTE: Failure to clear financial liability may delay the processing of diplomas/certificates until such obligation is cleared.

Associate's Degree Requirements:

1. Satisfactory completion of 60 or more credit hours depending on the specific program, with a 2.0 or higher cumulative GPA at the time graduation requirements are met. Awarding of degrees will be dated in the semester and year in which all requirements were met. GPA of transfer credits and developmental courses does not apply.
2. Satisfactory completion of all course requirements, subject to the following:
 - A. Course requirements are defined as those contained in MCC's catalog at the time the student first enrolled at the College, provided there has been no break in his or her MCC education exceeding five consecutive years. Failing grades, non-credit courses and course withdrawals are not considered as attendance for this purpose.
 - B. Course requirements are defined as those contained in MCC's catalog at the time of re-entry for those students who have experienced a break in their education exceeding five consecutive years.
 - C. In the case of curriculum changes or the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill degree requirements.

Course substitutions and waivers must be approved in writing by the appropriate department chair or dean.

3. Completion of 15 credit hours in credit courses at MCC. Credit earned through CLEP, MCC proficiency, DANTES and AP examinations does not satisfy this residency requirement. Students completing an AAS degree must complete a minimum of 15 credit hours of program-specific coursework through MCC (i.e., not general education coursework).
4. End-of-program assessment is required for degree completion.
 - A. Students seeking a degree of AA, AS, AES, AFA or AGE will be required to complete an E-Portfolio of work demonstrating their achievements in the general education goals of the college.
 - B. Students seeking a career and technical education AAS degree will be required to complete an end-of-program assessment as directed by the specific department.
5. Submission of graduation application through myMCC, prior to the posted deadline.

Certificate of Completion in a Career and Technical Education Area Requirements

1. Completion of the necessary semester hours of credit specified for the program with a 2.0 cumulative GPA at the time graduation requirements are met. Awarding of certificates will be dated in the semester and year in which all requirements were met. GPA of transfer credits and developmental courses does not apply.
2. Satisfactory completion of all course requirements, subject to the following:
 - A. Course requirements are defined as those contained in MCC's catalog at the time the student first enrolled at the College, provided there has been no break in his or her MCC education exceeding five consecutive years. MCC course withdrawals are not considered as attendance for this purpose.
 - B. Course requirements are defined as those contained in MCC's catalog at the time of re-entry for those students who have experienced a break in their education exceeding five consecutive years.
 - C. In the case of curriculum changes or the cancellation or withdrawal of courses, every effort will be made to substitute current coursework to fulfill certificate requirements. Course substitutions and waivers must be approved in writing by the appropriate department chair or dean.

3. For certificates of less than 12 credit hours, all coursework must be completed at MCC. For certificates of 12 or more credit hours, one-half of the minimum credit hours required must be completed at MCC. Credit earned through proficiency examinations does not satisfy this requirement.
4. Certificates of 30 or more credit hours require an end-of-program assessment as directed by the specific department.
5. Submission of graduation application through myMCC, prior to the posted deadline.

Awarding of Additional Degrees

A graduate of MCC may pursue and be awarded additional degrees. The following requirements must be met:

- All degree requirements, including the general education requirements and also those specialized classes normally required.
- Twelve semester hours of additional credit earned at MCC. The additional 12 hours of credit may not be applied to the first degree earned.
- Minimum of a 2.0 cumulative GPA at the time graduation requirements are met.
- Submission of graduation application through myMCC, prior to the posted deadline.

Graduation Academic Honors

Upon completion of associate's degree requirements, academic honors are awarded according to the following scale:

High Honors—3.75 to 4.0 cumulative GPA

Honors—3.5 to 3.74 cumulative GPA

Academic honors are recognized both on the student's transcript and at the commencement exercises. To be considered for academic honors, students must earn 30 semester hours of grade point credit in residence at MCC.

LEGAL GUIDELINES

EQUAL OPPORTUNITY/NONDISCRIMINATION

MCC promotes and adheres to a policy of equal opportunity. The college does not discriminate or allow harassment on the basis of race, color, religion, national origin, sex, gender, gender identity, age, marital status, citizenship, mental or physical disability status, religion, sexual orientation, order of protection status, military or veteran status, genetic information, unfavorable military discharge (except dishonorable discharges) or any other characteristic protected by law in admission and access to, and treatment and employment in, its educational programs and activities.

Federal legislation, such as Executive Order 11246, Title IX of the Educational Amendments of 1972, the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, prohibit such discrimination.

Inquiries regarding compliance with equal employment legislation should be directed to the associate vice president of Human Resources, (815) 455-8738. Inquiries regarding Section 504/ADA should also be directed to the Associate Vice President of Human Resources, (815) 455-8738.

VIOLENCE AGAINST WOMEN ACT OF 1994 (VAWA), JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY & CRIME STATISTICS ACT (CLERY ACT), AND TITLE IX

In recognition of the severity of the crimes associated with domestic violence, dating violence, sexual assault, and stalking, Congress passed the Violence Against Women Act, as part of the Violent Crime Control and Law Enforcement Act of 1994. The reauthorization of VAWA (2000, 2005, and 2013), along with the Campus SaVE Act and the Clery Act, have worked together to improve the safety of college campuses and enhance the outlook for abuse victims. The 2013 reauthorization of VAWA also provides additional rights and services for victims of domestic violence, dating violence, sexual assault, and stalking.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex and gender, which includes sexual harassment and sexual violence, in education programs and activities. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...Title IX prohibits a recipient from

discriminating on the basis of sex in admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment." www.justice.gov/crt/about/cor/PUBS/sexbrochure.php.

TITLE IX AND TRANSGENDER STUDENTS

MCC seeks to provide a safe and nondiscriminatory environment for all students. The College recognizes that a failure to treat students in a manner consistent with their gender identity may create or contribute to a hostile environment in violation of Title IX. Incidents of harassment that targets a student based on gender identity or gender expression will be addressed as a violation of Title IX. The College will take prompt and effective steps to end the harassment, prevent its recurrence, and, as appropriate, remedy its effects. Please see the section on "VAWA, Title IX, Harassment and Discrimination Complaint Procedure" for information on reporting such incidents. For more information on how MCC supports transgender students at www.mchenry.edu/transgender.

Title IX Coordinator

The Title IX Coordinator is the responsible employee of the College with major responsibility for Title IX oversight and compliance efforts. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX. The **Title IX Coordinator** at McHenry County College is Michelle Skinder, Associate Vice President of Human Resources, (815) 455-8738. The Title IX Coordinator has designated a team of Deputy Coordinators to assist with Title IX oversight and compliance efforts:

Deputy Title IX Coordinator for Students:

Rachel Boldman, Director of Crisis Intervention and Prevention Services
(815) 479-7572

Deputy Title IX Coordinator for Employees:

Sandra Hess Moll, Director of Recruitment and Staffing
(815) 455-8987

Deputy Title IX Coordinator for Third-parties on campus:

Mike Clesceri, Associate Vice President of Public Safety & Chief of Police
(815) 455-8733

What's Your Responsibility?

If you observe or hear of an act as described above and are not an employee subject to confidentiality requirements, you must immediately contact the Campus Title IX Coordinator at (815) 455-8738 or one of the Deputy Coordinators as listed above. You may also contact any Administrator or the Campus Police. Refer to the "VAWA, Title IX, Harassment and Discrimination Complaint Procedure" section below for information on how to make a VAWA or Title IX Complaint.

Important Terms of VAWA and Title IX

- Sexual misconduct includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual violence, and stalking.
- Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic violence is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- Sex discrimination is defined as an adverse action taken against an individual on the basis of gender or sex and includes sexual harassment, sexual misconduct, and sexual violence.
- Sexual assault is defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity, including when the victim lacks capacity to consent.
- Sexual harassment is defined as unwelcome conduct of a sexual nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Acts of sexual harassment are forms of sex discrimination prohibited by Title IX.
- Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's age, use of drugs or alcohol or because and intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence includes, but is not limited to rape, sexual battery, sexual abuse and sexual coercion. Acts of sexual violence are forms of sex discrimination prohibited by Title IX.

- Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Course of conduct is two or more acts in which the stalker directly, indirectly, or through third parties follows, monitors, observes, threatens, or communicates to or about a person, or interferes with a person's property.

For additional information and training on preventing sexual misconduct at MCC, visit www.mchenry.edu/sexualmisconduct.

HARASSMENT/DISCRIMINATION POLICY

Pursuant to Board Policy 4.3.2, Student Harassment/Discrimination, the College seeks to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of the College community; it diminishes individual dignity and impedes equal employment and educational opportunities. In compliance with the College Affirmative Action Policy, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Illinois Human Rights Act, the college does not discriminate or allow harassment on the basis of race, color, religion, national origin, sex, gender, gender identity, age, marital status, citizenship, mental or physical disability status, religion, sexual orientation, order of protection status, military or veteran status, genetic information, unfavorable military discharge (except dishonorable discharges) or any other characteristic protected by law in admission and access to, and treatment and employment in, its educational programs and activities. The College seeks to provide academic and work environments that are free from intimidation, discrimination, and harassment based on any of these characteristics and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual harassment.

Intimidation, discrimination, and harassment can arise from a broad range of verbal, nonverbal and/or physical behaviors from employees, students, outside contractors, or other individuals. The College's prohibition of sex discrimination covers sexual harassment including sexual violence (which includes sexual coercion, sexual assault, sexual battery and rape). Sexual harassment is defined as unwelcome conduct of a sexual nature which denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or opportunities in the College's programs or activities. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either a term or condition of an individual's employment or access to educational programs and benefits;

- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of prohibited verbal behavior include, but are not limited to:

- "Humor" or "jokes" about sex or gender-related characteristics
- Suggestive comments about a person's clothing, body, or sexual activity
- Sexual propositions
- Direct or indirect threats linked to sexual propositions or activity

Examples of prohibited nonverbal behavior include, but are not limited to:

- Leering
- Whistling
- Suggestive or insulting sounds
- Obscene gestures

Examples of prohibited physical behavior include, but are not limited to:

- Brushing the body
- Touching
- Pinching
- Coerced sexual activity
- Sexual assault
- Sexual battery
- Rape

These activities are offensive and are inappropriate at the College. An employee or supervisor may be held individually liable as a harasser, subject to the same penalties which may be imposed upon employers under state and federal law, and will be subject to discipline up to and including termination. Students may be subject to claims by fellow students or staff for their conduct, as well as subject to college discipline, including expulsion or suspension. This policy applies in all college environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Discrimination, harassment or similar unacceptable activities that could become a condition of employment or a basis for educational or personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the College. Any individual who engages in such discrimination or harassment, or retaliates against another individual because he or she made a

report of discrimination or harassment or participated in the investigation of a claim of discrimination of harassment is subject to immediate discipline up to and including suspension or expulsion.

Inquiries concerning sexual harassment and/or the application of Title IX may be referred to the Title IX Team:

Title IX Coordinator:

Michelle Skinder, Associate Vice President of Human Resources
(815) 455-8738

Deputy Title IX Coordinator for Students:

Rachel Boldman, Director of Crisis Intervention and Prevention Services
(815) 479-7572

Deputy Title IX Coordinator for Employees:

Sandra Hess Moll, Director of Recruitment and Staffing
(815) 455-8987

Deputy Title IX Coordinator for Third-Parties on campus:

Mike Clesceri, Associate Vice President of Public Safety & Chief of Police
(815) 455-8733

Or

The Office for Civil Rights
500 W. Madison St.
Chicago, IL 60661
(312) 730-1560

VAWA, TITLE IX, HARASSMENT AND DISCRIMINATION COMPLAINT PROCEDURE

Any student who believes that they have been harassed or discriminated against by any other member of the College community may contact the Deputy Title IX Coordinator for Students, (815) 479-7572 Room A252, to receive information about initiating a complaint. If the complaint involves allegations of sexual harassment and/or the application of Title IX, the student may also contact the Deputy Title IX Coordinator for Students, (815) 479-7572 Room A252, to make their report. Or, they may make a report online: www.mchenry.edu/sexualmisconduct under the "Filing a Report" section. If the student believes the Deputy Title IX Coordinator for Students is responsible for or has permitted the prohibited discrimination, harassment, or retaliation to occur, they should report the matter immediately to the Associate Vice President of Human Resources, (815) 455-8738 or the Vice President of Student Affairs, (815) 455-8584. All reports will be investigated promptly. Please retain any notes, letters, texts, email, or other written materials that relate to the complaint.

Any student who believes that they have been harassed or discriminated against by another member of the College community may also contact the MCC Campus Police Department, Room B176, (815) 455-8733 (non-emergency) or 911 (emergency), to initiate a police investigation. The

College will conduct its own investigation of any harassment/discrimination complaints independent of any criminal-related law enforcement investigation; however College and law enforcement investigations into harassment/discrimination may proceed simultaneously.

Verbal and written complaints of harassment/discrimination shall be promptly and equitably investigated pursuant to Article IX Complaint Procedures of the MCC Student Code of Conduct. The College will maintain the complainant's and respondent's confidentiality to the extent possible. Depending on the totality of the circumstances and the nature of the complaint, the College may disclose information to the extent necessary to investigate the complaint or take corrective action when conduct has occurred. Determinations of violations shall be made based upon the preponderance of evidence standard.

To view the entire harassment/discrimination policy, visit www.mchenry.edu/sexualmisconduct.

STUDENT RIGHTS AND RESPONSIBILITY

MCC recognizes that students are both citizens and members of an academic community. As a citizen, each student has the freedom of speech, assembly, association and the press, and the rights of petition and due process that are guaranteed by the state and federal constitutions. As members of an academic community, students have the right and the responsibility to participate in the formulation and review of all the College regulations and policies directly affecting them. Upon enrolling in the College, each student assumes an obligation to conduct him/herself in a manner that is compatible with the College's function as an educational institution. If this obligation is neglected or ignored by the student, the College must, in the interest of fulfilling its function and meeting its total obligations, institute appropriate disciplinary action as allowed under Board policy.

STUDENT RIGHT-TO-KNOW

In compliance with federal Student Right-to-Know (SRK) legislation, the Drug-Free Schools and Campus Act, the Higher Education Act, and other federal regulations regarding consumer information, MCC provides the following information to current and prospective students:

- All Student Consumer Information – www.mchenry.edu/consumer
- Crime Statistics Report and Availability of Annual Campus Security Report – www.mchenry.edu/safety
- Registered Sex Offender Database – www.isp.state.il.us/sor
- Sexual Harassment Policy – www.mchenry.edu/sexualmisconduct
- Completion, Graduation and Transfer-Out Rates – www.mchenry.edu/sturight2know

- Drug and Alcohol Prevention Information – www.mchenry.edu/policy/drugpolicy.asp
- Athletic Program Participation rates and Financial Support – Athletic tuition waiver scholarships are available to qualified and select student athletes as recommended by the head coach of each sport. Athletic prospects should contact the appropriate head coach to express interest in being considered for the program. For more information, visit the Athletics Office, Room A109, or call (815) 455-8580.
- Voter Registration Information— www.elections.il.gov/votinginformation/register.aspx

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

- The right to review their educational records. Students may contact the dean of Enrollment Services or the director of Registration and Records and arrangements will be made to provide this information to the student.
- Students may request that their educational records be changed if the student believes the information is inaccurate or misleading.
- The right to permit disclosure of the student's educational record. Students may sign a Release of Confidentiality Form in the Registration Office giving MCC permission to disclose information to any individual that the student designates.
- Students may request to have their directory information withheld. The following student information is designated as the directory information and may be disclosed or released by MCC at its discretion: Name, hometown, major field of study, image, dates of attendance, enrollment status, degrees and awards received, the most recent educational agency or institution attended by the student, participation in officially recognized activities and sports, and height and weight of members of athletic teams. To have all of the directory information withheld, the student must give written notice, in person, to the dean of Enrollment Services.
- The right to file a complaint with the U.S. Department of Education concerning the College's violation 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 20202-4605

College officials of MCC are defined as all College employees, as well as contractors, consultants, volunteers, members of the Board of Trustees, student employees, students serving on an official committee, scholarship donors (for the sole purpose of evaluating scholarship recipients) and other outside parties providing services and performing functions for the College.

Education records may be disclosed to college officials without prior written consent if that College official has a legitimate educational interest. Legitimate educational interest means that the information or records are relevant and necessary to accomplish a task or determination AND the task or determination is a responsibility required for the person's employment or is a subject matter for the person's employment responsibility.

Visit www.mchenry.edu/ferpa for more information.

CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

Room B176 (815) 455-8733

The primary goal of the McHenry County College (MCC) Police Department is to ensure the safety and well-being of all individuals on the campus and to provide protection for all College buildings, facilities and property.

MCC's Campus Police Department staffs both trained police officers and security professionals, all of whom are able to assist students, employees and the community during campus emergencies. MCC police officers are fully trained and commissioned, and have met the requirements as mandated and regulated by the Illinois Compiled Statutes and the Illinois Law Enforcement Training and Standards Board.

On campus, the officers of the MCC Police Department enforce all rules, regulations and laws, both of the state and of the College community, including criminal and traffic laws, as well as those regulating the use of alcoholic beverages, the use of controlled substances and weapons violations. They also work closely with federal, state and local law enforcement agencies in the surrounding communities, assisting with incidents that may affect the College.

All in progress criminal activity, life threatening medical emergencies or similar situations should be reported immediately to the MCC Police Department by dialing 911. A campus police officer will be dispatched.

For all non-emergency calls, please dial x8733 from any campus telephone located in the halls and classrooms throughout the campus buildings, or by dialing (815) 455-8733 from an outside line.

Campus Police Department has an informative webpage displaying crime reporting, activity log, emergency procedures, crime tips, videos and more. The webpage can be accessed at www.mchenry.edu/safety.

Firearms

Possession of firearms on McHenry County College campus, on property controlled by the College, at College sponsored events, at events attended while on College business, or in College owned or leased vehicles is prohibited, except as permitted by the *Illinois Firearm Concealed Carry Act* (430 ILCS 66) ("Act"). A firearm includes any gun, pistol, rifle, assault rifle or shotgun from which a projectile is fired by gunpowder or other explosive action.

In compliance with the Act, an individual with a valid concealed carry license issued by the State of Illinois must properly store his/her firearm in his/her vehicle out of sight in a secure and closed container prior to entering any College facility, event or vehicle according to specific requirements of the Act.

The McHenry County College Police Department should be notified of any individual suspected or found to have a firearm on their person. Campus Police Officers will determine whether the individual has lawfully recognized authority to possess a firearm on College property. McHenry County College will pursue appropriate disciplinary and/or criminal action against anyone found in violation of this policy and/or the statute.

Law enforcement officers authorized to carry a firearm may carry their firearm on College property and in College facilities, in accordance with the laws of the State of Illinois governing police officers and the *Law Enforcement Officers Safety Act of 2004* (218 U.S.C. 926B and 926C). The College may request current/valid identification of the officer's law enforcement capacity authorizing possession of a firearm and reserves the right to confirm the officer's law enforcement capacity with proper authorities.

Campus Crime Awareness

The College recognizes that crime prevention on the campus is best served by an active effort to promote staff and student awareness of College policies and procedures and encourage employees and students to act in a responsible manner in regard to their own security and the security of others.

Many crimes are crimes of opportunity. Here are some tips on how to prevent certain crimes:

- Safety in numbers. If you have a concern for your personal safety while on campus, the Campus Police Department will provide you with an escort.
- Report any suspicious and unusual activity to the Campus Police Department immediately.
- Lock your car, remove and take the keys with you.
- Do not leave personal belongings unattended.
- If you ride a bicycle/moped or motorcycle, use a good chain and lock to better secure it. Consider high-security locks and chains for your bicycle/moped or motorcycle.

- Campus Police officers can assist you with crime prevention on or off campus. If you have a question, contact Campus Police. Together, we can make crime prevention work for you.

Secure your vehicle:

- Always lock your vehicle on campus.
- Keep your vehicle in good operating condition.
- Record the make, model and serial number of all valuable items in your vehicle.
- Mount auxiliary electronic devices such as iPod's, GPS's and other electronic equipment so they can be removed and locked in your trunk.
- Consider installing an alarm system in your vehicle to guard against theft.
- When having your vehicle serviced at the auto shop, leave only the ignition and door keys.
- Check to be sure you always have an ample supply of gasoline.
- Always check the back seat before getting into your vehicle.
- Report any suspicious persons or vehicles to the Campus Police Department immediately.

CAMPUS CRIME STATISTICS

Crime Awareness and Campus Security Act of 1990: Campus Crime Statistics Report

The MCC Police Department is required by federal law to compile a Campus Crime Statistical Report to make it available to the public. The report is available on our website, in the library, and Student Success Center (A247). Individual copies are available upon request at the MCC Police Department (B176). Further information concerning compliance should be directed to the MCC Police Department.

Main Campus (8900 US Highway 14, Crystal Lake, IL)

Crime Statistics by Category and Year

Crime Category	2017	2016	2015
Murder	0	0	0
Rape	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Arrests	0	0	0
Drug Abuse Arrests	0	0	1
Weapons Violation Arrests	0	0	0
Hate Crimes	0	0	0
Domestic/Dating Violence Related	1	1	1
Stalking	0	1	3

Shah Center (4100 West Shamrock Lane, McHenry, IL)

Crime Statistics by Category and Year

Crime Category	2017	2016	2015
Murder	0	0	0
Rape	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Theft	0	0	0
Liquor Law Arrests	0	0	0
Drug Abuse Arrests	0	0	0
Weapons Violation Arrests	0	0	0
Hate Crimes	0	0	0
Domestic/Dating Violence Related	0	0	0
Stalking	0	0	0

Registered Sex Offender Information

The Illinois State Police provides a list of registered sex offenders which can be accessed online. The online database is updated daily and allows searches by name, city, county and zip code. Information about registered sex offenders may be obtained at www.isp.state.il.us/sor/. A link to this database may also be accessed thru the Campus Police webpage under the "Crime Information" at <https://www.mchenry.edu/safety/index.asp>

This information is being provided under the mandates of the Campus Sex Crimes Prevention Act (section 1601 of public law 106-386, enacted October 28, 2000.)

Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required to register as a sex offender in the jurisdiction where their residence is located, jurisdiction where the college they attend is located, and the College Police Department. In order to comply with federal and state registration requirements related to college enrollment each semester, a sex offender must register within three days of attendance at a college by reporting in person to the city police department or county sheriff's office in the jurisdiction where the college is located, as well as the McHenry County College Police Department. Students who fail to register their status as a sex offender in each of these locations are in violation of the registration act and face arrest and expulsion from the College.

Within 10 business days prior to the start of class or immediately upon registration, registered sex offenders are required to notify the Student Conduct Office of their class schedule. Failure to comply may result in an automatic administrative course withdrawal and/or denial of enrollment and access to campus and/or the decision of the College to contact local law enforcement authorities.

Once a registered sex offender is identified as an enrollee of the College (see information above), the following procedure will be followed:

- McHenry County College Police Department will notify the Conduct Officer or his/her designee when a student has completed the registered sex offender process with their office. The McHenry County College Police Department will advise the registered sex offender to contact the Student Conduct Office to schedule an initial meeting with the Conduct Officer or his/her designee. The registered sex offender may contact the Conduct Office by calling: 815-455-8696. In the event that the sex offender has not yet registered with the Campus Police Department, the Conduct Officer will immediately direct them to do so prior to the meeting.
- The Conduct Officer will review the student's class schedule and determine which restrictions should be put in place.

- During the meeting, the Conduct Officer will provide the student with a written letter containing the restrictions the student must abide by while on the College's campus, and will discuss each restriction verbally with the student. During this meeting, the student will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in an automatic course withdrawal and/or denial of enrollment and access to campus and/or the decision of the College to contact local law enforcement authorities.
- If a registered sex offender is enrolled in a course with a student who is under the age of 18, the Conduct Officer will determine if other course section(s) are available to the registered sex offender, or notify the class instructor of the student's status as a sex offender.

The Conduct Officer will also determine if there are other College staff members who need to be notified of a student's status as a registered sex offender in order to protect persons under the age of 18 on the College's campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.

If applicable, the Conduct Officer will notify appropriate College officials serving students under the age of 18 of all registered sex offenders enrolled in or employed by McHenry County College.

The College's Campus Police Department will maintain access to a database of all registered sex offender students and employees. The database will contain identifier information as outlined in the Campus Sex Crimes Prevention Act. This information will be available or review by any person requesting information on registered sex offenders enrolled and employed by the College.

DRUG AND ALCOHOL USE POLICY

The College has adopted a policy related to use of controlled or illegal substances on campus in accordance with the Drug-Free Workplace Act of 1988. The McHenry County Board of Trustees has adopted a policy regulating the possession and use of alcoholic beverages and drugs on the campus. Employees and students found to be in violation of such policies may have disciplinary procedures imposed in addition to prosecution under state and federal laws.

TOBACCO-FREE CAMPUS POLICY

To promote a safe, clean and healthy learning environment for students, employees, and community patrons, McHenry County College is a tobacco-free campus environment.

Learn about details and procedure information at www.mchenry.edu/policy/smoking.asp

STUDENT AND STAKEHOLDER COMPLAINT PROCEDURE

McHenry County College (MCC) is committed to service excellence, both in and out of the classroom. In order to continuously ensure quality and enhance our services to students and the community, we welcome your feedback about what is working, as well as those areas in which MCC may need to improve.

How to submit a complaint:

- Students/stakeholders may file a complaint in person, via email, phone, mail, comment cards (available on campus), or online at **www.mchenry.edu/complaints**. When a complaint is received, the employee directly responsible for the area the complaint is about will investigate the issue. Immediate action will be taken to resolve the issue, provide follow-up information if requested, and record the outcome.
- If a student/stakeholder does not agree with the resolution or feels that the issue has not been fully resolved, he/she may appeal to the next-level supervisor of that area/department in question. To appeal, please submit a written statement describing the issue to the next-level supervisor for review, and arrange a meeting if necessary. Appeals must be submitted within seven business days from the date the student/stakeholder received follow up from the initial employee. The next-level supervisor will respond to the student/stakeholder within 15 business days from the date of the appeal submission.
- If the results of the appeal are unsatisfactory, the student/stakeholder may appeal to the vice president of the area/department in question within 7 business days from the date of the previous response. To appeal, please submit a written statement describing the issue and arrange to meet with the vice president if necessary. The vice president will respond to the student /stakeholder within 15 business days from the date of the appeal submission. The decision of the vice president will be considered final.

TRANSFER PROGRAMS

Transfer degree programs are designed for students who plan to complete a baccalaureate degree at a four-year college or university. The courses required for these degree programs parallel those normally taken during the freshman and sophomore years of the baccalaureate program. MCC transfer degrees include:

- **Associate in Arts (AA)**

The Associate in Arts degree is designed to parallel the first two years of a baccalaureate degree program. Students complete freshman and sophomore level courses for baccalaureate majors in many areas such as the arts, humanities, social sciences, behavioral sciences, mathematics and related professional fields. Completion of the AA degree fulfills requirements of the Illinois Articulation Initiative General Education Core Curriculum (IAI GECC). The IAI GECC is a package of general education courses that satisfies lower-division, campus-wide general education requirements at other IAI participating schools. For details about the IAI GECC, please refer to the following section: Transferability of MCC Courses and Programs. It is important to keep in mind that baccalaureate majors often require specific general education courses. Students also may complete an AA degree through distance learning options.

- **Associate in Science (AS)**

The Associate in Science degree is designed to parallel the first two years of a science-related baccalaureate program. Students complete freshman and sophomore level courses for majors in areas such as biology, chemistry, physics and related professional fields. Science-related baccalaureate programs are highly structured and require extensive sequential mathematics and science courses at the lower division. In order to take courses in a similar pattern to those at a university, some general education courses are postponed to the junior and senior years. Therefore, while the general education courses required for the AS degree are approved by the IAI, the AS degree does not fulfill the minimum requirements of the IAI GECC. After transfer, students either complete the general education requirements of the transfer institution or are given the opportunity to complete the IAI GECC.

Note: On September 18, 2015 the Illinois Community College Board approved changes to the AS degree. Changes were effective beginning with the 2016–2017 academic year (Summer 2016 for MCC). The new AS model requires fewer credits in humanities, fine arts, and social and behavioral sciences and requires additional credits in sciences and mathematics. Effective with the 2016-2017 catalog, the AS degree no longer includes the IAI GECC package. The new

model is intended to better serve students who plan to major in sciences and to provide them with the opportunity to earn an associate's degree. Students entering MCC prior to Summer 2016 may use degree requirements from a previous catalog. For details, please refer to catalog requirements posted under Associate's Degree Requirements listed in the Graduation section of this catalog.

- **Associate in Engineering Science (AES)**

The Associate in Engineering Science (AES) degree is designed to parallel the first two years of a pre-engineering baccalaureate program. Baccalaureate engineering programs are highly structured and require extensive, sequential mathematics and science courses at the lower division. In order to take courses in a similar pattern to those at a university, some general education courses are postponed to the junior and senior years. Therefore, while the general education courses required for the AES degree are approved by the IAI, the AES degree does not fulfill the minimum requirements of the IAI GECC. After transfer, students either complete the general education requirements of the transfer institution or may be given the opportunity to complete the IAI GECC. It is important to work with an academic advisor as soon as possible to discuss engineering field options and course selection.

- **Associate in Fine Arts (AFA) – Art or Music Option**

The Associate in Fine Arts (AFA) degree is designed to parallel the first two years of a Bachelor of Fine Arts degree with an emphasis on art or music. Baccalaureate degree programs in the fine/performing arts are highly structured and require many sequential courses in the major field at the lower division. In order to take courses similar to those at a university, some general education courses are postponed to the junior and senior years. Therefore, while the general education courses required for the AFA degree are approved by the IAI, the AFA degree does not fulfill the minimum requirements of the IAI GECC. After transfer, students either complete the general education requirements of the transfer institution or may be given the opportunity to complete the IAI GECC. It is important to work with an academic advisor and the transfer school as soon as possible. The AFA degree may not be suitable for certain art and music majors.

Since degree requirements vary among baccalaureate institutions, it is important to decide on a transfer school as early as possible and to create a transfer plan with an MCC academic advisor. Depending on the baccalaureate major and the transfer institution, it may benefit the student to transfer prior to earning an associate's degree. MCC academic advisors assist both degree and non-

degree students in obtaining necessary information about requirements of transfer schools.

TRANSFERABILITY OF MCC COURSES AND PROGRAMS

MCC offers a wide variety of courses designed to provide the equivalent of freshman and sophomore years of education for students seeking to transfer to four-year colleges and universities in Illinois and across the country. MCC maintains strong relationships with in-state and many out-of-state baccalaureate-granting institutions and actively participates in innovative state initiatives meant to ease the transition for transfer students.

Illinois Articulation Initiative (IAI)

MCC is a participant in the Illinois Articulation Initiative (IAI). This statewide agreement among more than 100 Illinois colleges and universities is sponsored by the Illinois Community College Board and the Illinois Board of Higher Education. It is in effect for students entering an associate's or a bachelor's degree-granting institution as first-time freshmen in summer 1998 and thereafter.

The initiative includes an agreed-upon Illinois General Education Core Curriculum (IAI GECC), a package of general education courses accepted at all participating schools. Completion of the IAI GECC assures transferring students that lower-division, campus-wide general education requirements for a bachelor's degree will be satisfied at any participating institution. A receiving institution may require an institution-wide and/or mission-related graduation requirement beyond the scope of the general education core. The IAI also includes recommendations for appropriate lower-division coursework in specific baccalaureate majors. The Illinois Baccalaureate Majors' Recommendations describe courses typically taken by freshmen and sophomores for a specific major. These course recommendations are meant for students who are undecided about a transfer school. Courses should be selected in consultation with an academic advisor.

The IAI GECC is included in MCC's AA degree program and consists of at least 12 courses (37-41 semester credits) chosen from five different categories. No more than two courses from any one discipline can be used to fulfill the requirements. Note: As of the 2016-2017 academic year, the AS degree does not include the entire IAI GECC package.

For specific MCC courses that fulfill IAI GECC requirements, refer to AA degree course requirements in this catalog. Following are IAI GECC requirements:

Communications

3 courses (9 semester credits)

Must include a two-course sequence in writing completed with grades of C or higher (6 semester credits) and one course in oral communications (3 semester credits) – a C being at least two quality points on a four-point scale

Mathematics

1 or 2 courses (3-6 semester credits)

Physical & Life Sciences

2 courses (7-8 semester credits)

Must include one course from the physical sciences and one course from the life sciences; at least one must include a lab

Humanities & Fine Arts

3 courses (9 semester credits)

Must include at least one course from the humanities and at least one course from the fine arts

Social and Behavioral Sciences

3 courses (9 semester credits)

Must include courses from at least two different disciplines

For more information about the IAI and the benefits of transferring with the IAI core met, check with an academic advisor and visit the IAI website www.iTransfer.org.

MCC's Participation in the Illinois Articulation Initiative (IAI)

The IAI agreement has been in effect for students entering an associate's or baccalaureate degree-granting institution as first-time freshmen since summer 1998. As an IAI participant, MCC will observe the following procedures concerning implementation of the IAI GECC:

- The IAI GECC is included in MCC's AA degree. Certification of IAI completion will be noted on the official transcript.
- Students who complete the IAI GECC but do not receive an AA degree must request an IAI audit by submitting an application to the Registration Office. Certification of IAI completion will be noted on the official transcript.
- MCC will recognize courses on the approved list of IAI courses taken at any participating college or university and apply the credit toward fulfilling IAI GECC requirements at MCC.
- MCC may recognize courses taken at non-IAI participating accredited colleges and universities, at MCC prior to summer of 1998, and through Advanced Placement and CLEP. These courses will be evaluated through the Office of Credentials Evaluation and may satisfy IAI GECC requirements at MCC with completion of an AA degree. For students planning to transfer, the transfer school will follow their established credit policies and may wish to re-evaluate this coursework.

- Courses with D grades or higher are accepted for the core curriculum requirements, but students must have a minimum cumulative 2.0 GPA in order to be certified as having completed the IAI GECC. Exceptions: The Communications component of the IAI GECC requires a minimum grade of C in both writing courses.
- Students must complete a minimum of 37 semester credits to satisfy IAI GECC requirements. For IAI credits transferring to MCC, MCC will recognize minimum hours required per IAI category. If a student satisfactorily completes the objectives of the Communications writing sequence with only one course, earning 3 or 4 credit hours, the student must complete a 200 level IAI literature course to satisfy the remaining Communications requirement.

Note: On September 18, 2015, the Illinois Community College Board approved changes to the AS degree model, effective for the 2016-2017 academic year. The approved changes reduce the number of required credits in general education areas of humanities, fine arts, and social and behavioral sciences. As of the 2016-2017 academic year, the AS degree no longer includes the entire IAI GECC package. Students who wish to complete the IAI GECC may select appropriate coursework with guidance from an academic advisor and submit an IAI audit request to the Registration Office for documentation on the official transcript.

Transferology

MCC participates in Transferology, a web-based transfer information system. It is a valuable tool that allows students to see how their MCC courses transfer and apply toward baccalaureate degree programs at participating Transferology institutions. For more information about Transferology, check with an academic advisor and visit the website www.iTransfer.org.

Transfer Compact Agreement

MCC participates in the Compact Agreement with most public universities in Illinois. The agreement states: "...a transfer student in good standing, who has completed an associate degree based on baccalaureate-oriented sequences to be transferred from a Junior-Community College in Illinois be considered (a) to have attained junior standing and (b) to have met lower division general education requirements of senior institutions." The agreement assures that the AA degree is accepted as meeting all lower-division general education requirements, and junior standing is granted upon transfer. Students may have to meet institution-wide, mission-related or particular major general education requirements after transfer. Contact an academic advisor for more information. The following Illinois public universities honor the agreement:

- Chicago State University
- Eastern Illinois University
- Governors State University

- Illinois State University
- Northeastern Illinois University
- Northern Illinois University
- Southern Illinois University Carbondale
- Southern Illinois University Edwardsville
- University of Illinois Springfield
- Western Illinois University

Transfer Guides by Major and Course Articulation

To facilitate smooth transfer, MCC monitors and maintains general and major-specific transfer guides with many colleges and universities. The guides include articulated courses, which are courses that have been reviewed by the partnering four-year institution and clearly defined as to how they will transfer. Numerous four-year institutions maintain course equivalency tables showing articulation between their courses and MCC's courses. Transfer guides and equivalency tables can be accessed through MCC's transfer website: www.mchenry.edu/transfer.

Partnerships with other Colleges and Universities

In addition to transfer guides and articulated courses, MCC has partnerships with four-year institutions that provide benefits for MCC students such as guaranteed admission agreements, scholarship opportunities, program articulation agreements, and reverse transfer agreements. For information detailing partnership agreements, check with an academic advisor and visit MCC's transfer website: www.mchenry.edu/transfer.

Sample Academic Plans

MCC provides sample academic plans for students who have decided on a baccalaureate major but are undecided about a baccalaureate transfer school. The sample plans can be accessed through MCC's transfer website: www.mchenry.edu/transfer. The decision to accept courses is always up to the transfer school, and responsibility for complying with requirements ultimately rests with the student. Students should choose their courses in consultation with an MCC advisor.