

# McHenry County College 2018–2019 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: Member -  
North Central Association of Colleges and Schools
- 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](http://www.mchenry.edu/catalog)

©2018. McHenry County College. Crystal Lake, IL  
Published by the Office of Academic 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](http://www.mchenry.edu)

## 2018–2019 ACADEMIC CALENDAR

### SUMMER SESSION 2018

---

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

May 21, Monday	Summer semester begins*
May 28, Monday	College closed for Memorial Day
July 4, Wednesday	College closed for Independence Day
Aug. 9, Thursday	Summer classes end**

\* Number of weeks classes are offered may vary.

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

### FALL SEMESTER 2018

---

Aug. 16, Thursday	Fall Faculty Development Day & Opening Day for New Students
Aug. 20, Monday	Fall semester begins *
Sept. 3, Monday	College closed for Labor Day
Oct. 8–12, Monday-Friday	Mid-term week
Oct. 16, Tuesday	College closed for Professional Development Day; no classes - Employees report
Oct. 17, Wednesday	Start of second 8-week classes
Nov. 21–25, Wednesday-Sunday	College closed for Thanksgiving Break
Nov. 26, Monday	Weekday classes resume
Dec. 10–15, Monday-Saturday	Final exams **
Dec. 15, Saturday	Commencement

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

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

### WINTER INTERSESSION 2018-2019

---

Dec. 17, 2018, Monday	Winter Intersession classes begin
Dec. 24, 2018–Jan. 1, 2019, Mon.–Tue.	College closed for Winter Break
Jan. 2, 2019, Wednesday	Offices Re-open
Jan. 11, 2019, Friday	Winter Intersession classes end**

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

### SPRING SEMESTER 2019

---

Jan. 17, Thursday	Spring Faculty Development Day
Jan. 21, Monday	College closed for Martin Luther King Day
Jan. 22, Tuesday	Spring semester begins *
Mar. 11–15, Monday-Friday	Mid-term week
Mar. 18, Monday	Start of second 8-week classes
Mar. 24–31, Sunday-Sunday	Spring Break, no classes (Offices remain open)
Apr. 1, Monday	Weekday classes resume
May 14–18, Tuesday-Saturday	Final exams **
May 18, 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

### 2—Admission, Registration and Payment Procedures

Admission .....	4
Admission Procedures .....	4
High School Plus Enrollment Procedures .....	4
Home School Students .....	4
International Student Admission .....	4
Au Pair Students (J-1 Visa) .....	5
Placement Testing .....	5
New Student Orientation .....	6
Registration .....	6
Credit Hours and Course Load .....	6
Course Overload .....	6
Transfer Students and Acceptance of Credit .....	7
Evaluation of Credit from a Foreign Country .....	7
Transcripts .....	7
Residency Requirements .....	8
Residents of Illinois, In-District .....	8
Residents of Illinois, Out-of-District .....	8
Out-of-State Residents .....	8
Joint Agreements/Chargebacks .....	9
Joint Agreements .....	9
Chargebacks .....	9
Joint Agreement and Chargeback Guidelines .....	9
Tuition and Fees .....	9
Tuition Rates .....	10
Senior Citizen Tuition Reduction .....	10
International Students .....	10
Method of Payment .....	10
Refund Policy .....	10
Credit Refund Policy .....	11
Non-Credit Refund Policy .....	11

### 3—Academic Policies and Standards

Academic Integrity and Standards .....	12
Attendance Policy .....	12
Auditing Courses .....	12
Dropping a Course .....	12
Withdrawal from a Course .....	12
Student Appeal for Late Withdrawal .....	12
Instructor/Administrative Withdrawal .....	13

Student Appeal of Instructor/ Administrative Withdrawal .....	13
Students Called to Active Military Duty .....	13
Grades and Grade Point Averages (GPA) .....	13
Student Appeal for Change of Grade .....	14
Grade Forgiveness Policy .....	15
Repeating Courses .....	15
Credit for Prior Learning .....	15
College Level Examination Program (CLEP) .....	17
College Board Advanced Placement (AP) .....	18
DANTES Subject Standardized Tests (DSST) .....	19
International Baccalaureate (IB) .....	20
Academic Achievement .....	22
Dean's List and President's Honor List Recognition .....	22
Honors Program .....	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 .....	22
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, Community and Business Programs .....	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

Access and Disability Services .....	26
Advising and Transfer Center .....	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
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
Sage Learning Center.....	32
Student Code of Conduct.....	32
Student Life.....	32
Student Performances, Publications and Artwork.....	32
Student Veterans Resource Center.....	33
Testing Center.....	33

## 6—Graduation

Policy on Graduation Audits.....	34
Graduation Requirements and 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.....	37
Harassment/Discrimination Policy.....	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.....	42

## 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
Transfer Guarantee.....	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	Criminal Justice (AAS).....	102
<i>Certificates:</i>		Culinary Management (AAS).....	105
Accounting .....	74	<i>Certificate:</i>	
Bookkeeping.....	74	Chef's Assistant I .....	106
Tax Practitioner .....	75	Early Childhood Education (AAS).....	107
Administrative Office Management (AAS).....	76	<i>Certificates:</i>	
<i>Certificates:</i>		Early Childhood Education – Level II Certificate.....	109
Administrative Office Management.....	77	Early Childhood Education – Level III Certificate.....	109
Administrative Office Skills .....	77	Emergency Medical Technician-Paramedic (AAS).....	110
Legal Administration.....	78	<i>Certificates:</i>	
Medical Administration.....	78	Emergency Medical Technician – Ambulance.....	111
Advanced Manufacturing .....	79	Emergency Medical Technician – Paramedic.....	112
<i>Certificate:</i>		Engineering Technology (AAS).....	113
Advanced Manufacturing Technician.....	79	<i>Certificate:</i>	
Architectural and Engineering Design Technology .....	80	CNC Machining .....	114
<i>Certificate:</i>		Fire Science (AAS).....	115
Architectural and Engineering Design .....	80	<i>Certificates:</i>	
Automotive Technology (AAS) .....	81	Firefighter Basic .....	116
Automotive Technology, Management Option		Fire Officer I .....	117
(AAS).....	83	Graphic Arts (AAS).....	118
<i>Certificates:</i>		<i>Certificates:</i>	
Automotive Electrical Technician .....	85	Fundamentals of Design.....	119
Automotive Chassis .....	85	Graphic Design .....	119
Automotive Maintenance Technician .....	85	Web Design .....	120
Advanced Automotive Technician .....	86	Health and Fitness Education (AAS).....	121
Baking and Pastry Management (AAS).....	87	<i>Certificate:</i>	
<i>Certificate:</i>		Fitness Instructor Training .....	122
Baking and Pastry Assistant I .....	88	Health Information Technology (AAS).....	123
Business Management (AAS).....	89	<i>Certificate:</i>	
<i>Certificates:</i>		Medical Billing and Coding .....	124
Business Management Principles .....	90	Horticulture (AAS).....	125
Entrepreneurship .....	90	<i>Certificates:</i>	
International Business Studies .....	91	Floral Design .....	126
Organizational Leadership.....	91	Gardening.....	127
Digital Media (AAS).....	92	Greenhouse .....	127
<i>Certificates:</i>		Landscape Management .....	127
Animation .....	93	Turf and Golf Course Management .....	128
Game Development .....	93	Industrial Maintenance Technician .....	129
Help Desk Technician (AAS).....	94	<i>Certificate:</i>	
Network Security (AAS) .....	95	Industrial Maintenance Technician.....	129
<i>Certificates:</i>		Manufacturing Management (AAS) .....	130
Computer Skills .....	97	<i>Certificates:</i>	
Advanced Computer Skills.....	97	Manufacturing Processes .....	132
Cyber Security .....	97	Manufacturing Supervision .....	133
Geek Technology.....	97	Marketing (AAS).....	134
Help Desk .....	98	<i>Certificates:</i>	
Networking Specialist.....	98	Marketing .....	135
PC Support Specialist .....	98	Marketing Management .....	135
Construction Management (AAS).....	99	Professional Selling .....	136
<i>Certificate:</i>		Mobile Design and Development (AAS).....	137
Construction Codes .....	100		

<i>Certificates:</i>	
Android Development .....	138
iOS Development .....	138
Programming Fundamentals .....	138
Nursing (AAS) .....	139
LPN to RN Bridge Program.....	140
Nursing Assistant Education.....	142
<i>Certificate:</i>	
Basic Nursing Assistant .....	142
Occupational Therapy Assistant (AAS) .....	143
Paralegal Studies (AAS) .....	146
<i>Certificate:</i>	
Paralegal Certificate.....	147
Physical Therapist Assistant (AAS) .....	148
Robotics Systems Engineering Technology (AAS) .....	151
<i>Certificate:</i>	
Robotics Systems Programmer .....	153
Transportation, Warehousing and Logistics.....	154
<i>Certificate:</i>	
Warehousing and Distribution .....	154
Web Design and Development (AAS) .....	155
<i>Certificates:</i>	
Web Design .....	156
Web Development.....	156
Web Marketing .....	156

<b>10—Course Information</b>	
Explanation of Course Listings .....	157
Academic Skill Levels .....	158
<b>Course Descriptions</b> .....	159
<b>Telephone and Address Guide</b> .....	227
<b>Administration/Faculty Directory</b> .....	228
<b>Administration/Faculty Emeritus</b> .....	235
<b>Index</b> .....	236

### 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
- 61 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](http://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](http://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:

- **Critical Thinking:** To identify, define, analyze, synthesize, interpret and evaluate ideas
- **Information Literacy:** To locate, evaluate and use resources effectively
- **Effective Communication:** To develop, articulate and convey meaning

- **Ethical Awareness:** To identify and make responsible choices in a diverse world
- **Technological Literacy:** To use tools skillfully

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.

##### **Vision:**

The community's first choice for a lifetime of learning.

##### **Values:**

**Change Ready**—MCC's ability to be change ready will be driven largely by enrollment demands and the workforce-related expectations of students and employers, so the data presented for this value focus on overall enrollments, industry/occupational growth and needs and commuter trends. Change ready values are:

- The capacity to identify and act on opportunities to be responsive, innovative and agile in meeting student and stakeholder needs.
- A willingness to take risks and be proactive rather than reactive and to anticipate where the institution needs to be in five years, rather than focus exclusively on today's needs.
- An institutional value that is modeled by leadership and fostered and supported by every member of the organization.

**Community**—MCC’s commitment to building a community of learners whose learning takes place both within and outside of the MCC campus. Community values are:

- Students and employees embrace the range of learning needs and aspirations
- Celebrate diverse backgrounds, heritages and experiences
- Provide each learner with access to the resources needed to participate fully in available learning opportunities.

**Quality**—The production of educational outputs and outcomes that meet or exceed expectations. Students, employers and the community contribute to the quality of life in McHenry County, addressing accountability, technology, readiness to learn and return on investment.

***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.

**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).

***Workforce, Community and Business Programs***

Area businesses and organizations rely on MCC for training (including customized onsite programs), business planning and assistance, workshops and seminars, and more – all offered at the McHenry County College 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 cooperates 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](http://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 manager of Student Conduct, (815) 455-8734 in regards to a student.

### **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**

Some certificate and all degree seeking students entering MCC will be assessed for General Education goals. Those students seeking a transfer associate's degree or Associate in General Education degree will be required to participate in general education assessment activities as a graduation requirement. Further, all students (full-time and part-time) who complete at least 30 baccalaureate/career and technical education credit hours at MCC will be required to participate in these same general education assessment activities. The results of these assessment efforts are not intended to determine a student's eligibility to enroll in classes or graduate, but rather to provide essential aggregate entry-and exit-level data in support of the College's ongoing commitment to enhance student learning.

In compliance with the Illinois Community College Board directive to implement end-of-program testing of graduates for all career and technical education programs, any student seeking an Associate in Applied Science degree or a certificate of 30 credits or more will be required 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.

### **E-Portfolio**

If you are seeking an AA, AS, AFA, AES, or AGE degree, you will be required to complete an E-Portfolio. The purpose of the E-Portfolio is to ensure that students complete graded work in all five of the General Education goals. In addition, the E-Portfolio allows the college to assess student achievements in these areas and develop transformations in course design, teaching methods, textbooks, and scheduling to improve the college's offerings. For more information, visit [www.mchenry.edu/eportfolio](http://www.mchenry.edu/eportfolio).

# 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 admissions 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](http://www.mchenry.edu/highschoolplus). Questions may be directed to the associate dean of College and Career Readiness, (815) 455-8569, or to the Recruitment Office, (815) 455-8670.

## 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, M) 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): 79 Internet-based ([www.ets.org](http://www.ets.org)) or IELTS minimum score of 6.5

- A completed Admissions Form
- A one-time, non-refundable \$15 admissions fee
- An International Student Affidavit of Financial Support, located at [www.mchenry.edu/admissions/international.asp](http://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 placement test at a cost of \$5 per test. 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 SAT may be exempt from taking the writing, reading and math placement tests.

ACT math scores are valid for two years from the date the test was taken. ACT 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](http://www.mchenry.edu/accuplacer).
- Students with a pre-2016 SAT reading and writing composite score of 990 or pre-2016 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 520 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 520 must take the math placement test to determine initial placement.
- Students with a 2016 or later SAT math score of 550 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 550 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 60 minutes to complete the ACCUPLACER reading test and at least 90 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](http://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](http://www.mchenry.edu/aleks).

It is strongly recommended that students who have completed foreign language coursework in high school take the foreign language placement test to ensure accurate placement in college-level French, German or Spanish classes. The placement test must be taken before starting any foreign 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 should be completed prior to NSO for effective advising and registration. Visit [www.mchenry.edu/orientation](http://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](http://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](http://www.ece.org)
- EP: Educational Perspectives, [www.edperspective.org](http://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](http://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.

## **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](http://www.mchenry.edu/access).

## 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
- Cary\*
- Crystal Lake
- Harvard
- Hebron
- Huntley\*
- Johnsburg
- Marengo
- McHenry
- Oakwood Hills
- Richmond
- Ringwood
- Solon Mills
- Spring Grove
- Union
- Wonder Lake
- Woodstock

In addition to the above municipalities, some addresses within these municipalities are also District residents:

- Algonquin
- Barrington
- Fox River Grove
- Garden Prairie
- Hampshire
- Huntley (Kane County)
- Island Lake
- Lake in the Hills
- Lakemoor

\*See specific District #528 street names at [www.mchenry.edu/residency](http://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, Johnsburg, 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  
(be sure to include a number where we can reach you)
- By mail:  
McHenry County College  
Admissions Office  
8900 U.S. Highway 14  
Crystal Lake, IL 60012  
(be sure to 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.

## **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](http://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](mailto: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](http://www.mchenry.edu/tuition) for current rates.

## TUITION RATES

---

TUITION (per credit hour)	Cost \$
In-District	107.00
Online (regardless of residency)	107.00
Out-of-District*	395.40
Out-of-State and International	477.27

### FEES (per credit hour)

Audit	81.87
Blended Course	7.50
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](http://www.mchenry.edu/tuition).

### Senior Citizen Tuition Reduction

Senior Citizen Tuition Reduction for credit courses 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 beginning date of the semester of record 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](http://www.mchenry.edu/registration).

Online payments can be made at [www.mchenry.edu/mymcc](http://www.mchenry.edu/mymcc).

## 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 at least one business day prior to 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 course 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 course, you will receive a full refund of tuition and course fees.

The following information serves as a guideline.



### **Credit Refund Policy**

<b>Rate of refund</b>	<b>Classes 9 weeks or shorter</b>	<b>Classes longer than 9 weeks</b>
100%	before first business day of class*	before first business day of class*
80%	within first 7 calendar days of course start date	within first 14 calendar days of course start date
0%	after 7 days	after 14 days

### **Non-Credit Refund Policy**

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

\*Business days are Monday through Friday.

## 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.

### AUDITING COURSES

---

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

### DROPPING A COURSE

---

Students may drop a course 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 course can be done online, in person by visiting the Registration Office, or by fax (815) 455-3766. Visit [www.mchenry.edu/registration/withdrawing.asp](http://www.mchenry.edu/registration/withdrawing.asp) for more information.

### WITHDRAWAL FROM A COURSE

---

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](http://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 course, 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 course 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. Students with documented disabilities may seek assistance from the manager of Access and Disability Services in Room A260 or call (815) 455-8676.

**Step 3:** Following receipt of a written response from the dean/associate vice president, if still dissatisfied, contact the manager of Student Conduct, Room A252, (815) 455-8696 and request an appeal to the Student Appeals Board (SAB). Following the request to the manager of Student Conduct an appeal hearing date will be scheduled. Students will be given at least seven business days' advance notice of the scheduled hearing date. The SAB will only consider the materials and rationale which were submitted in Step 2. The decision of the SAB will be final.

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

*Under limited circumstances, a student may petition for a change of grade 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 and Student Affairs for review.*

### **Instructor/ Administrative Withdrawal**

Students who no longer wish to continue in a course 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 course 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 manager of Student 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 course.

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. (Students with documented disabilities may seek assistance from the manager of Access and Disability Services in Room A260 or call (815) 455-8676.)

**Step 3:** Following receipt of a written response from the dean/associate vice president, if still dissatisfied, contact the manager of Student Conduct, Room A252, (815) 455-8696 and request an appeal to the Student Appeals Board (SAB). Following the request to the manager of Student Conduct an appeal hearing date will be scheduled. Students will be given at least seven business days' advance notice of the scheduled hearing date. The SAB will only consider the materials and rationale which were submitted in Step 2. The decision of the SAB will be final.

**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 and Student Affairs 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 complete any unfinished courses and/or coursework at a later date or 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. These students will be given priority for re-enrolling in these courses. If the student wishes a refund, a formal application must be 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. 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)

### 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 course grade change must follow the procedure within 30 days from the last date of the course. 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

A change of grade appeal determines if the final grade was determined appropriately. It is not designed to explore all material throughout the course 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 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 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 dean of Student Development within seven business days of the dean's communication. The dean of Student Development will review only material submitted in Step 2 and determine if the student has made a substantiated claim of unfairness. If the dean of Student Development determines that the claim is unsubstantiated, the appeal will be denied. If the dean of Student Development determines that the claim is substantiated, the vice president of Academic and Student Affairs will review the appeal and evidence submitted in Step 2 and make a final decision.

The dean of Student Development 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 course by submitting a written explanation and supporting documents (e.g. doctor's notes, court documents, etc.) to the vice president of Academic and Student Affairs for review.

## Grade Forgiveness Policy

MCC'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 GPA. 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 (credit hours must have been completed within a consecutive 12-month period) of prior Ds or Fs after the following requirements are met:

- Fifteen consecutive college level (100-200) semester credit hours have been completed at MCC with a cumulative GPA of 2.0 and with no individual course grade lower than a C.
- At least 24 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 and Student Affairs.

The MCC Forgiveness Policy does not override the Financial Aid Satisfactory Academic Progress Policy.

**Procedures:** A student should request the official McHenry County College Grade Forgiveness Policy Form from an academic advisor after the eligibility requirements are fulfilled.

- Forgiveness of grades will be granted one time only for each student.
- Forgiven grades cannot be used to meet graduation requirements or to satisfy prerequisites.
- Each included MCC course and grade will be indicated as "FRGVN" in the hours column on the official transcript and will be excluded from all MCC calculations of credit hours earned and from GPA calculations.
- The College 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.
- Grades earned at other colleges cannot be applied toward the eligibility requirements.

## 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 executive dean. 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

- Advanced Placement (AP)
- College-Level Exam Program (CLEP)
- DANTES Subject Standardized Tests (DSST)
- 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.

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](http://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
<b>Humanities</b>			
American Literature	50	6 Hours	ENG 260, 261
Analyzing & Interpreting Literature	50	3 Hours	ENG 251
English Literature	50	6 Hours	ENG 255, 256
<b>Math &amp; Sciences</b>			
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
<b>Modern Languages</b>			
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
<b>Social &amp; Behavioral Sciences</b>			
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
<b>Business</b>			
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

## College Board Advanced Placement (AP)

### Exams and Minimum Acceptable Score

AP Exam	Score	Credit Granted	Class Equivalent
<b>Arts</b>			
Art History	3	6 hours	ART 171, ART 172
Music Theory	3	3 hours	MUS 140
Studio Art: 2 D Design	3	1 hour	GEN ELECTIVE
	4	2 hours	GEN ELECTIVE
	5	3 hours	GEN ELECTIVE
Studio Art: 3 D Design	3	1 hour	GEN ELECTIVE
	4	2 hours	GEN ELECTIVE
	5	3 hours	GEN ELECTIVE
Studio Art: Drawing	3	3 hours	GEN ELECTIVE
<b>English</b>			
Language and Composition	3	3 hours	ENG 151
Literature and Composition	3	3 hours	ENG 151
	4	6 hours	ENG 151, ENG 251
<b>Social &amp; Behavioral Sciences</b>			
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
<b>Math &amp; Computer Science</b>			
Calculus AB	3	5 hours	MAT 175
Calculus BC	3	5 hours	MAT 175
	4	10 hours	MAT 175, MAT 245
Computer Science A	3	3 hours	PRG 105
Computer Science Principles	3	3 hours	ELVGEN
Statistics	3	3 hours	MAT 120
	4	3 hours	MAT 220
<b>Sciences</b>			
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
<b>Modern Languages</b>			
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)**

<b>AP Exam</b>	<b>Score</b>	<b>Credit Granted</b>	<b>Class Equivalent</b>
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
<b>Capstone</b>			
AP Research	3	3 hours	GEN ELECTIVE
AP Seminar	3	3 hours	GEN ELECTIVE

## **DANTES Subject Standardized Tests (DSST)**

### **Exams and Minimum Acceptable Score**

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

## International Baccalaureate (IB)

### Exams and Minimum Acceptable Score

IB Exam	Credit Granted	Score & Class Equivalent			
		Four	Five	Six	Seven
<b>Language and Literature</b>					
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
<b>Language Acquisition</b>					
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)
<b>Individuals and Societies</b>					
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
<b>Sciences</b>					
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**

<b>IB Exam</b>	<b>Credit Granted</b>	<b>Score &amp; Class Equivalent</b>			
		<b>Four</b>	<b>Five</b>	<b>Six</b>	<b>Seven</b>
<b>Arts</b>					
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
<b>Mathematics</b>					
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

## ACADEMIC ACHIEVEMENT

---

### **Dean's List and President's Honor List Recognition**

Dean of Student Development  
Room A257 (815) 455-8917  
[www.mchenry.edu/honors](http://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 average of 3.5 or higher are named to the Dean's List. Students enrolled in nine or more credit hours who maintain a semester average 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.

### **Honors Program**

Room B255 (815) 479-7725 [cgrela@mchenry.edu](mailto:cgrela@mchenry.edu)  
Christine Grela  
(815) 479-7726 [tseitz@mchenry.edu](mailto:tseitz@mchenry.edu)  
Timothy Seitz

The Honors Program supports student success at MCC by offering our students focused instruction, individualized attention, community building opportunities, and enhanced resources for future educational and career pursuits.

To enroll in an Honors course, students must have a GPA of 3.2 or higher (or permission of instructor). To graduate with an Honors distinction, students must complete 12 hours of Honors coursework and have a cumulative GPA of 3.5 or higher.

### **Phi Theta Kappa**

Chi Upsilon Chapter Office  
Room E118 [mccptk@mchenry.edu](mailto:mccptk@mchenry.edu)  
Chapter Advisors Heidi Boring and Anne Humphrey  
[www.mchenry.edu/PTK](http://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
- Opportunity to participate in the College's Honors Program
- 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](http://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](http://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](http://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.

IPathways: Instruction for the High School Equivalency (HSE) test preparation is provided through an online class. 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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.

## **BUSINESS PROGRAMS**

---

At the McHenry County College Shah Center

(815) 455-8593  
[www.shahcenter.mchenry.edu](http://www.shahcenter.mchenry.edu)

Workforce, Community and Business Programs provide open enrollment and customized workforce training as well as career education and continuing education for certified professionals. 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.

## **WORKFORCE TRAINING PROGRAM**

---

Room A109 (815) 479-7879  
[www.mchenry.edu/community](http://www.mchenry.edu/community)

Workforce 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](http://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](http://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](mailto: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](http://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.

#### ADVISING AND TRANSFER CENTER

---

Room A257 (815) 479-7565  
[www.mchenry.edu/advising](http://www.mchenry.edu/advising)

Academic advisors serve all current and returning students in good academic standing. Students are able to make appointments or meet with an academic advisor on a walk-in basis. 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 advisor, providing additional support to these specific populations.

In the Advising and Transfer Center, 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 A252 (815) 455-8576  
[www.mchenry.edu/careerservices](http://www.mchenry.edu/careerservices)

Services for students, alumni and community members include:

- Resume and cover letter development
- Resume development and critique
- Job search strategies
- Career Coach, personality to career assessment that can assist with educational and career planning
- Interviewing skills and practice interviews
- Internship opportunities
- Career development workshop
- Career management planning and employability skills
- Access to local job postings and search information 24 hours a day on Hire a Scot, [www.mchenry.edu/hireascot](http://www.mchenry.edu/hireascot)
- On campus recruitment opportunities, information tables, networking events
- Information on Job Fairs



## **CHILDREN'S LEARNING CENTER (CLC)**

---

Room C115 (815) 455-8555  
[www.mchenry.edu/clc](http://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](http://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 McHenry County Crisis Program 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](http://www.mchenry.edu/online)

### **Distance Learning Degrees ([www.mchenry.edu/onlineprograms](http://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](http://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](http://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.fafsa.gov](http://www.fafsa.gov). FAFSA on the web worksheets are available to help prepare required information for application completion. A video explaining the IRS data retrieval tool is also available at [www.mchenry.edu/financialaid/know.asp](http://www.mchenry.edu/financialaid/know.asp).

### **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](http://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 one 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](http://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](http://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 paycheck. Job listings can be found at [www.mchenry.edu/workstudy](http://www.mchenry.edu/workstudy). Institutionally funded positions may be available for students not eligible for federal work-study through the FAFSA.

#### **Disbursement Information**

Grants funds are applied to student accounts at the mid-point of each 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 Bank Mobile selection. For information on Bank Mobile please visit [www.mchenry.edu/refunds](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](mailto:lcarson@mchenry.edu) or visit [www.mchenry.edu/internationalstudies](http://www.mchenry.edu/internationalstudies).

## KIDS AND COLLEGE

---

Room B255 (815) 455-8597

[www.mchenry.edu/kidsandcollege](http://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 1<sup>st</sup>–12<sup>th</sup> grade students. These non-credit classes and camps are designed to prepare students for their upcoming school year, expose them to 21<sup>st</sup> 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](http://www.mchenry.edu/kidsandcollege) for summer catalogs and [www.mchenry.edu/prep](http://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](http://www.mchenry.edu/twofer).

For more information, please contact Kate Midday, chair of Learning Communities at [kmidday@mchenry.edu](mailto:kmidday@mchenry.edu).

## LIBRARY

---

Room A212 (815) 455-8533

[www.mchenry.edu/library](http://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](http://www.mchenry.edu/collegeexperience)

Statement of Philosophy: McHenry County College offers students opportunities for growth and involvement so that they will establish a connection with the College community; achieve their academic and personal goals; and gain a clearer, fuller vision of their future. The first-year experience provides a foundation for college success and lifelong learning by facilitating new students' transition to the College campus and programs.

MCC 101: The College Experience is a course designed to help make the transition to college successful by focusing on academic goals, skills and an understanding of the resources MCC has to offer. 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.
- A High School Plus program at MCC with at least 24 semester hours of college credit completed with a 2.0 cumulative GPA.

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.

## MULTICULTURAL AFFAIRS

---

Room A247 (815) 479-7749  
[www.mchenry.edu/multicultural](http://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.

## SAGE LEARNING CENTER

---

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

The Sage Learning Center is a general tutoring center for all registered students seeking assistance in a variety of academic subject areas. Comprehensive support is provided in math and in writing/English. The Center also provides assistance whenever possible in many other courses. Tutoring is delivered by professional and peer tutors on a drop-in and an appointment basis. Computer-assisted instruction, supplemental instruction, study groups and a resource library are also available.

## STUDENT CODE OF CONDUCT

---

Room A252 (815) 455-8696  
[www.mchenry.edu/conduct](http://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 LIFE

---

Room A247 (815) 455-8550  
[www.mchenry.edu/studentlife](http://www.mchenry.edu/studentlife)

The Student Life and Campus Activities Office provides quality student-centered programs, services and involvement opportunities that foster leadership, civic engagement and student development. In conjunction with the Multicultural Affairs Office, Student Life promotes a fun and engaging environment for MCC students by organizing a variety of campus activities that entertain and educate. All students are encouraged to participate in leadership development sessions, such as the LEAD program, as well as hold leadership positions within our student organizations. The office assists MCC's 30+ student organizations in the planning of programs and activities around the wide variety of student needs and interests. Student Life directly advises and supports the Student Government Association and its mission to promote student welfare, protect students' rights and represent the opinions of MCC students wherever possible. For more information regarding services or to form a new student organization, please visit the Student Life and Campus Activities Office.

## 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](http://www.mchenry.edu/voices) for past publications and future submission deadlines.

See [www.mchenry.edu/voices](http://www.mchenry.edu/voices) for past publications and future submission deadlines.

See [www.mchenry.edu/theatre](http://www.mchenry.edu/theatre) for photos of past performances and details of future auditions.

See [www.mchenry.edu/artevents](http://www.mchenry.edu/artevents) for the Fine and Performing Arts Events.

See [www.mchenry.edu/artgallery](http://www.mchenry.edu/artgallery) for exhibit schedules and gallery information.

## **STUDENT VETERANS RESOURCE CENTER**

---

Room C122 (815) 479-7543

[www.mchenry.edu/veterans](http://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](http://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, self-paced online course tests, and placements for English, reading, math, and foreign 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.

## GRADUATION

### **POLICY ON GRADUATION AUDITS**

---

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. However, ultimate responsibility for meeting the requirements to graduate rests with each student. 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.

#### **Online Degree Audit**

Through myMCC and Student Planning, students have the ability to evaluate their progress (My 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. Students are encouraged to work with an academic advisor to complete long-term educational plans. 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.

### **GRADUATION REQUIREMENTS AND PROCEDURES**

---

[www.mchenry.edu/graduation](http://www.mchenry.edu/graduation)

For questions on:

Degree Audits: (815) 479-7632

Commencement: (815) 479-7654

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. The graduation application must be submitted through myMCC 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 those graduating in December participate in the Winter Commencement. For information on the commencement ceremony visit [www.mchenry.edu/commencement](http://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, therefore, does not discriminate on the basis of race, sex, religion, age, disability, marital status, national origin, sexual orientation, gender-related identity, veteran status, or any other unlawful bases, in its admissions, employment, educational programs, or 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, prohibits such discrimination.

Inquiries regarding compliance with equal employment legislation should be directed to the assistant vice president of Human Resources, (815) 455-8738. Inquiries regarding Section 504/ADA should be directed to one of the following: dean of Student Development, (815) 479-7620; director of Physical Facilities, (815) 455-8564; or assistant vice president of Human Resources, (815) 455-8738.

### **STUDENT CODE OF CONDUCT POLICY**

The Student Code of Conduct aims to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. Acts of disruptive student behavior appeals, and sanctions are under the jurisdiction of the Student Conduct Office, Room A252, (815) 455-8696.

Access the Student Code of Conduct Policies and Procedures at [www.mchenry.edu/conduct](http://www.mchenry.edu/conduct).

### **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 educational 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](http://www.justice.gov/crt/about/cor/Pubs/sexbrochure.php)

### **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.

### **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) 455-8696. You may also contact your 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 an intellectual or other disability prevents the person from having the capacity to give consent. Sexual violence includes, but is not limited to, rape, sexual assault, 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](http://www.mchenry.edu/sexualmisconduct).

## **TITLE IX AND TRANSGENDER STUDENTS**

### **Safe and Non Discriminatory Environment**

MCC provides a safe and nondiscriminatory environment for all students, including transgender students. The College recognizes a failure to treat students consistent with their gender identity may create or contribute to a hostile environment in violation of Title IX. Harassment that targets a student based on gender identity, transgender status, or gender transition is harassment based on sex, and the College will enforce Title IX accordingly. If sex-based harassment creates a hostile environment, the

College will take prompt and effective steps to end the harassment, prevent its recurrence, and, as appropriate, remedy its effects.

### **Laws Which Prohibit and May Be Used to Redress Discrimination against Transgender Students**

In the event transgender students are subjected to harassment or bullying, students may turn to federal and state statutes for a remedy to include the following:

#### Federal Laws

- United States Constitution's Fourteenth Amendment
- Title IX
- Office for Civil Rights (OCR) Guidance, May 13, 2016 "Dear Colleague" Letter (DCL)

#### State Law

- Illinois Human Rights Act

Access more detailed information on supporting transgender students at [www.mchenry.edu/transgender](http://www.mchenry.edu/transgender).

## **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 prohibits discrimination and harassment based on sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, gender-related identity, color, marital status, military status or unfavorable military discharge in its admissions, employment, educational programs, or 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 and 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 limited, 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 of 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 or 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 College's Title IX Coordinator at (815) 455-8696 or to the Office for Civil Rights at (800) 421-3481.

### ***VAWA, Title IX, Harassment and Discrimination Complaint Procedure***

Any student who believes that he or she has been harassed or discriminated against by any other member of the College community may contact the Student Conduct Office, Room A252, (815) 455-8696, to receive information on initiating a complaint. If the complaint involves allegations of sexual harassment and/or the application of Title IX, the student may contact the manager of Student Conduct and Title IX coordinator, at (815) 455-8696 to investigate the complaint accordingly. If the student believes the manager of Student Conduct is responsible for or has permitted the prohibited discrimination, harassment or retaliation to occur, he or she should report the matter immediately to the dean of Student Development at (815) 455-8917. 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 he or she has been harassed or discriminated against by any other 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 in pursuant to Article IX Complaint Procedures of the MCC Student Code of Conduct. The College will maintain the complainant's and the accused'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.

To view the entire harassment/discrimination policy, visit [www.mchenry.edu/sexualmisconduct](http://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](http://www.mchenry.edu/consumer)
- Crime Statistics Report and Availability of Annual Campus Security Report – [www.mchenry.edu/safety](http://www.mchenry.edu/safety)
- Registered Sex Offender Database – [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)
- Sexual Harassment Policy – [www.mchenry.edu/sexualmisconduct](http://www.mchenry.edu/sexualmisconduct)
- Completion, Graduation and Transfer-Out Rates – [www.mchenry.edu/sturight2know](http://www.mchenry.edu/sturight2know)
- Drug and Alcohol Prevention Information – [www.mchenry.edu/policy/drugpolicy.asp](http://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](http://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](http://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](http://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 Life and Campus Activities Office (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**

<b>Crime Category</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
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	2
Motor Vehicle Theft	0	0	0
Theft	0	7	5
Liquor Law Arrests	0	0	0
Drug Abuse Arrests	0	1	1
Weapons Violation Arrests	0	0	0
Hate Crimes	0	0	0
Domestic/Dating Violence Related	1	1	N/A
Stalking	1	3	N/A

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

#### **Crime Statistics by Category and Year**

<b>Crime Category</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
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	N/A
Stalking	0	0	N/A

### **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/](http://www.isp.state.il.us/sor/).

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 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 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, the following procedure will be followed:

- Upon enrollment of a registered sex offender, the manager of Student Conduct or his/her designee will meet with Campus Police to review the student's class schedule and determine which restrictions should be put in place.
- After determining the appropriate restrictions for a particular student, the manager of Student Conduct will contact the registered sex offender student for a meeting to discuss the restrictions which will be in place while the student is on the College's campus.
- During the meeting, the manager of Student Conduct 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 denial of enrollment and access to campus and/or the decision of the College to contact local law enforcement authorities.
- If a sex offender student is enrolled in a college class

along with a student who is under the age of 18, the manager of Student Conduct will notify the class instructor of the student's status as a sex offender. The manager of Student Conduct 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 manager of Student Conduct 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 for 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](http://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](http://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 manager of Student Conduct within seven business days from the date of the previous response from the next-level supervisor. To appeal, please submit a written statement describing the issue and arrange to meet with the manager of Student Conduct if necessary. The manager of Student Conduct will respond to the student/stakeholder within 15 business days from the date of the appeal submission. The decision of the manager of Student Conduct will be considered final.
- The vice president of Academic and Student Affairs may intervene at any point in the procedure outlined above.

## 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. Keep in mind that if students transfer with less than the full IAI GECC, the general education requirements of the four-year transfer school may have to be completed, and they may be very different from the IAI GECC.

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: The AS degree no longer includes the entire IAI GECC package, as of the 2016-2017 academic year.

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](http://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](http://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](http://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](http://www.mchenry.edu/transfer).

### **Transfer Guarantee**

Transfer Guarantee is a contract between the student and MCC. It assures the student that certain courses specified in the contract will transfer. With the assistance of an academic advisor, courses are selected that should be taken at MCC to meet requirements of a specific transfer institution and major. The contract is then completed. MCC will back the contract, provided that terms and conditions of the contract are followed. MCC will refund tuition for any course specified in the contract that does not 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](http://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.